



Application
Pack

Trainer & Assessor

www.worklinkwa.com.au



RTO code: 0362
WORKLINK
learn work grow



PART A
POSITION DESCRIPTION AGREEMENT

Vision, Mission and Values	Commitment to vision, mission, values and accountability linked to the organisation and its contracts, guidelines and operational plans.
Position	Trainer & Assessor
Reports To	Regional Manager, Goldfields-Esperance
Location	Kalgoorlie
The Role	To plan, create and deliver engaging training and assessment in a variety of delivery modes to specific target audiences including youth, people with disabilities, jobseekers, Aboriginal students, school-based and work-based trainees.
Tasks and Responsibilities	<p>Training Delivery and Assessment</p> <ul style="list-style-type: none"> • Plan, develop and deliver training, including the preparation of training curriculum, plans and resources. • Facilitate work-based, classroom and individual learning. • Provide and ensure a supportive, safe and inclusive learning environment for clients to meet the needs of specific target groups. • Plan, organise and deliver assessment, develop assessment tools and participate in assessment validation. • Contribute to the adherence of the RTO Standards 2015 and related Policies/Acts. • Maintain up-to-date knowledge of contract guidelines, compliance and performance targets. • Participate in the evaluation of course and program effectiveness and relevance to target audiences and industry. • Monitor and review individual client service programs. • Monitor, report and advise on client outcomes. • Carry out case management function and duties, as required. • Liaise with external stakeholders to promote services, as required. • Develop and maintain resources current with industry standards. • Write reports and assist in the preparation of funding proposals. • Liaise with and market to employers, industry and the wider community the courses being delivered. • Participate in the coordination activities with other agencies, as required. • Carry out client placement activities, as required. • Work cooperatively and collaboratively within the training team liaising with and taking leadership from the Training Manager to support team and client outcomes. <p>Administration</p> <ul style="list-style-type: none"> • Contribute to meetings and planning. • Ensure electronic and hard copy data collection and recording. • Other administration duties as required
Skills and Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> • Current Certificate IV in Training and Assessment. • Recent training, delivery, assessment and co-ordination experience relevant to this role. • Recent work related experience in business and/or retail. • Sound administration and data entry skills. • Sound knowledge of Microsoft Office (Powerpoint, Word, Outlook, Excel and Internet). • Well-developed communication and interpersonal skills for the effective delivery of training to a wide range target audiences. • A strong understanding of the RTO Standards 2015 and compliance issues. • Working with Children Check. • National Police Clearance. • C Class Driver's License



PART B
EMPLOYMENT CONDITIONS

Award	Labour Market Assistance Industry Award 2010
Classification	Training & Placement Officer, Grade 2, Pay Point 1-5
Salary	\$53,000 - \$60,000 per annum FTE – based on skills and experience
Leave	5 weeks leave per annum 1 week must be taken during mid-semester school holiday break and within the calendar year if falls (this week cannot be carried over)
Superannuation	9.5% employer superannuation
Hours	Full time
Period of Employment	Ongoing employment is subject to satisfactory performance and the availability of funding for the Department of Education Moving Forward program.
Benefits and Conditions	Access to the following may be negotiated: <ul style="list-style-type: none">• Motor Vehicle• Laptop• Mobile Phone Salary sacrifice (non FBT), eg superannuation, electronic devices, software etc 17.5% annual leave loading Bonus holiday day (festive season) Negotiated contributions to staff development and study leave.
Conditions	<ul style="list-style-type: none">• The Terms and Conditions of employment are those applying under and described in the Labour Market Assistance Industry Award 2010.• Adherence to Worklink Policies and Procedures.



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PART C
THE APPLICATION PROCESS

How to apply	<p>Your application should consist of:</p> <ul style="list-style-type: none">- cover letter- statement addressing the selection criteria. This can be done either as a separate document or within your cover letter – either option is appropriate- your current Curriculum Vitae (CV)- details of two current referees- evidence of relevant qualification and/or enrolment information for relevant qualification, if relevant. <p>Your application can be delivered, mailed or emailed. Please address as follows:</p> <p>Confidential: Vacancy – CEO</p> <p>Mail/deliver to: Unit 3/15 Peels Place, Albany WA 6330 Email to: business@worklinkwa.com.au</p>
Selection Criteria	<p>Essential:</p> <ul style="list-style-type: none">• Demonstrated ability to plan, organise and deliver group based training• Demonstrates ability to provide a supportive and inclusive learning environment to meet the needs of specific target groups• Demonstrated ability to plan, organise and deliver assessments• Demonstrated relevant vocational experience in Retail or Business• Certificate IV in Training and Assessment• Demonstrated computer skills including the use of MS Word, Outlook, internet, data entry and an understanding of online learning• Demonstrated well-developed communication and interpersonal skills and ability to work in a team <p>Desirable:</p> <ul style="list-style-type: none">• National Police Clearance.• Working with Children Check.• C Class driver’s license.
Notification	<p>Those selected for interview will be contacted by telephone.</p> <p>Unsuccessful applicants will be notified by email, at the end of the interview process.</p>



PART D
TIPS ON APPLYING

About Worklink	<p>Worklink is a community focused, not-for-profit organisation that has been successfully assisting regional Western Australians to 'learn, work, grow' since 1988. We have offices in Albany, Esperance and Kalgoorlie.</p> <p>As a nationally recognised Registered Training Organisation (RTO), we customise training for individuals, groups and businesses with a focus on business, retail and leadership. In addition, we specialise in career guidance and assist people to better prepare for work.</p> <p>We provide FREE* career guidance services to help people identify, plan and then reach their potential in the workforce. Our career consultants support our clients to create effective resumes and job applications that bring out the best in them and prepare them for interview. We work alongside key community organisations and employers across the Great Southern and Goldfields-Esperance to link clients to the many possibilities available across these regions. Our services are available as an individual or as part of group workshops.</p> <p>We also pride ourselves in providing accessible, supported and engaging training solutions for a wide range of audiences in particular for young people, job seekers and people with disabilities.</p> <p>Our training is delivered in a range of non-traditional class-room based settings and our qualified trainers work closely with the individual student groups to engage and support them in their learning, life skills and communication.</p> <p>Our focus is on ensuring our students, trainees and careers' customers are supported while assisting them to reach their individual goals.</p>
Addressing the Selection Criteria	<ul style="list-style-type: none">• Outline your relevant skills, knowledge and abilities for each of the criteria.• Keep your statements brief - a max of half a page per criteria is usually sufficient.• Be clear and concise in your statements and provide evidence to support your claims. Use specific examples to show the extent of your competencies.• Your application should be typed but if this is not possible please ensure your writing is clear and easy to read.
Referees	<ul style="list-style-type: none">• Please contact your referees to confirm they are available and willing to provide a referee report before nominating them.• It is preferable that one of your nominated referees is a current or recent manager/supervisor. <p>Referees may be contacted early in the selection process to assist with short listing, or later to confirm your competencies.</p>



Interviews	<p><u>To help you prepare:</u></p> <ul style="list-style-type: none">• Be aware of what the job involves and about Worklink. You may also wish to talk with the contact person to find out more about the position.• Focus on the selection criteria and think of examples and work situations where you have applied the relevant skills and abilities.• Focus on the duties of the position and how you would carry them out. Think of any problems you might encounter and how you would resolve them.• If the position has a supervisory role, think about your additional responsibilities as a supervisor. <p><u>During the interview:</u></p> <ul style="list-style-type: none">• The same questions will be asked of each applicant - although questions seeking clarification or expansion may differ.• Do not assume the selection panel know about your suitability for the job - even if you worked with them or have had previous experience in the position.• Take time to answer each question. The selection panel will appreciate a well thought out answer presented clearly and concisely even though you may take a few moments to put your thoughts together. If you need more time, or to come back to a question that is ok.• If you do not understand a question, ask for clarification before replying.• Wherever possible relate your answer to direct experiences you have had. <p>During the interview, selection panel members will take notes. These notes assist them to more accurately recall the information you provide, and when reviewing all interviewees for their suitability and final recommendation for the position.</p>
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Albany Worklink Inc is an Equal Opportunity Employer and abides by these standards in relation to recruitment, selection and appointment.

If further information is required please contact us on 9841 7741 or email business@worklinkwa.com.au