

POSITION DESCRIPTION

Position Title:	Sessional Trainer
Business Unit:	genU Training
Business Division:	Recruitment, Employment and Training
Reports To:	Training Manager
Classification:	genU Training Enterprise Agreement 2021-2024 - Accredited Training
Date Prepared/Updated:	22 July 2022

The genU way

genU is short for Generation You. Because whatever generation you belong to, whether you're young, old, or somewhere in between, what unites us is the belief that neither disability nor ageing are disadvantages to be endured but challenges to be met boldly, achievements to be had and adventures in the making. Our mission is to enable each person we support to live the life they choose.

OUR VALUES



Business Unit Overview

As a division of not-for-profit organisation genU, we're proud to deliver valuable, job-ready and nationally recognised qualifications and vocational short courses producing genuine results for job seekers and people wanting to advance their careers.

We offer a mix of courses with a focus on caring for and supporting everyone in our community.

genU Training is both a Victorian Registered Training Organisation (RTO 5553) and an industry-training partner for the National Employment Services Association.

We work with individuals and job service providers to match appropriate courses to students' individual needs. Or you can use our corporate and group training to place your business or organisation ahead of the field

Position Purpose

The objective of the Sessional Trainer's role is to plan and deliver quality-training programs (relevant to their area of competence) to the clients of genU Training. Sessional trainers are responsible for:

- Delivering professional and engaging training in line with the Australian Quality Training Framework, State and Federal legislation and relevant genU policies and procedures
- Sourcing and organising student work experience placements
- Associated administration

The position is directly responsible to the Manager for key accountabilities and the achievement of Key Performance Indicators.

- Participate in processes that ensure ASQA compliance and continuous improvement
- Participate in the development of assessment strategies and tools and assess, moderate and report on student learning outcomes
- Deliver dynamic and professional training
- Conduct and initial training review to determine individual learning needs of clients
- Assess learner competencies in both classroom, workplace and e-learning environments
- Maintain quality service delivery that optimises stakeholder satisfaction and which is compliant with ASQA Standards for Registered Training Organisations, Government funded training contract requirements and within state and Commonwealth legislation
- Complete all relevant documentation required by genU training compliance team in a timely manner
- Document placements as required by the compliance team
- Development of training material including assessments and learning material
- Delivery and continuous development of industry specific competence
- Contribute to moderation and validation

Key Accountabilities of Role

- Delivery of high quality services to existing and potential clients
- Demonstrated audit compliance with internal and external contracts and legislative requirements- including genU Policies, procedures and work instructions as well as ASQA contract provisions
- Successful and timely completion of all documents/reporting to a high standard in terms of quality and compliance
- Follow and contribute to continuous improvement procedures
- Positive contribution to the training team
- Performance of general position responsibilities to a high standard
- Follow genU code of conduct at all times

Key Working Relationships:

Internal:

- genU training team
- genU branch managers and corporate services

External:

- Current/potential students

	<ul style="list-style-type: none"> • Clients • Host work experience contacts • Funding bodies, regulators and auditors
Key Selection Criteria & Qualifications:	<p>Qualification:</p> <ul style="list-style-type: none"> • TAE40110 Certificate IV in Training and Assessment or equivalent <p>Essential:</p> <ul style="list-style-type: none"> • Vocational competence in the relevant courses delivered by genU • Working with Children's check • Demonstrated experience in the development of training material, including assessments and learning material • Solid understanding of relevant quality and regulatory frameworks • Strong administration or office management skills • Experience/skills in development, coordination and review of nationally recognised training • Demonstrated experience in delivering effective training programs and conducting assessments • Highly developed organisational and problem solving skills with a proven ability to work autonomously • Highly developed interpersonal skills- including high level oral/written communication skills • Demonstrated skills in Microsoft office software package • NDIS Screening Workers Check • NDIS Worker Orientation Module Certificate of Completion <p>Desirable:</p> <ul style="list-style-type: none"> • Qualifications in Mental health, Disability, Community Services, Youth Work, Nursing or Alcohol and other drugs
Cultural Fit:	<p>In addition to the selection criteria outlined above, the successful applicant must be able to demonstrate they are committed to the genU Vision, Mission and Values and will bring a collegial approach to the genU workforce and incorporate these values and behaviours.</p> <p>genU values diversity and encourages applications from Aboriginal and Torres Strait Islanders, people with disabilities and from culturally and linguistically diverse backgrounds. genU is committed to making reasonable adjustments where operationally viable.</p>
General Information:	<p>Employment terms and conditions are provided according to relevant award/agreement.</p> <p>This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.</p>

It is not intended to be an exhaustive list of all responsibilities, duties and skills required. genU reserves the right to modify position descriptions as required. Employees will be consulted when this occurs.

genU recognises the increased importance of workplace flexibility and will reasonably consider requests for flexibility to balancing work, life and family needs.

genU is proud to be a child safe organisation with the genU “Keeping Children Safe” policy and adherence to the national child safe standards.