



# Duty Statement

**Job Title:** Trainers / Assessors

## Position Profile

Trainer / Assessors are required to plan, deliver, and review training and assessment to meet client needs and determined competency requirements, to the standard required by DTW Designs (Qld) Pty Ltd and external accreditation authorities. Trainer / Assessors are responsible and accountable for their own work, which is to be performed within DTW Designs (Qld) Pty Ltd's established routines, method and policy. The Trainer / Assessor is to train / assess all course participants in the skills as set by the standards of the industry skills council, DTW Designs (Qld) Pty Ltd, the client or other nominated body (by the company) by means of personal instruction and demonstration

## Key Responsibilities

- Planning, initiating and delivering assessments, including recognition of prior learning to students
- Planning, initiating and delivering training from endorsed Training Packages on the scope of registration, in accordance with the Standards for NVR Registered Training Organisations and Australian Qualifications Framework (AQF)
- Pursuing professional development to ensure personal knowledge, skills and competencies relevant to their training and assessing duties are current and constantly advanced
- Implementing a continual improvement process regarding the training and assessment duties by acknowledging and acting on feedback from students and stakeholders
- Completing and maintaining all documentation related to training ensuring that records are complete, thorough and accurate, and that confidentiality is maintained
- Providing guidance and counselling to students, assisting in every way to ensure that training outcomes are met and that individuals succeed in their endeavours
- Maintaining a thorough and complete understanding of and ensure compliance with all policies and procedures, SNR and legal obligations related to the RTO and the services it delivers
- In consultation with the RTO Administrator, dealing with grievances and appeals in a prompt, fair and decisive manner
- Ensuring familiarity with the risk management plan and procedures
- Preparing and submitting reports in relation to training and assessment and risk management
- All trainers and assessors are to be TAE40116 Certificate IV in Training and Assessment qualified (or equivalent) and have qualifications and industry experience relevant to the units of competency that they deliver and / or assess
- Where assessments are to be conducted by subject matter experts who do not have the appropriate qualification, they are to work in conjunction with a holder of the Certificate IV in Training and Assessment
- Where trainers do not have the appropriate qualifications, they are to be supervised by a holder of the Certificate IV in Training and Assessment

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- All DTW Designs (Qld) Pty Ltd staff members are responsible for advising the Director of any conditions, which are adverse to the quality of the work being produced or adverse to the satisfactory operation of the Quality System

#### Organisational Relationships

- Reports directly to Training Coordinator who is accountable to Training Manager

#### Work Health and Safety (WHS) and Environmental Health and Safety - (EHS) Responsibilities

- Cooperate with the RTO in all activities and initiatives taken by the RTO to comply with WHS and EHS legislation.
- Comply with WHS and EHS manuals and instructions
- Adopt work practices that support WHS and EHS programs
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the Training Manager
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

#### Qualifications and Attributes

Minimum qualifications and experience are indicated in each Training Package and supported by Training and Assessment Strategies, but in general are:

- 3 years relevant and current industry experience
- Industry qualifications to at least the level being trained and /or assessed.
- Professional Development in accordance with DTW Designs (Qld) Pty Ltd RTO Staff Policy
- Training/education qualifications to at least Certificate IV in Training and Assessment (TAE) or as amended by NSSC

#### Relief during absence

- Hands relevant current issues to Training Coordinator

#### Skills and Knowledge Enhancement

- Actively pursues self-development to improve skills by,
  - Maintain knowledge and qualifications in relevant trades and professions
  - Maintain knowledge and qualifications in training delivery
- Evaluate own performance on an on-going basis through continuous improvement and professional development activities
- Remains abreast of legislative changes relating to VET

#### Incumbents

Owen Brischke	Peter Deering
Terrence Finney	Bernard Watson

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Robert Olds (until 31-03-2019)	Steven Palfrey
Incumbents	

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