



VET TRAINER- HORTICULTURE

POSITION DESCRIPTION

"An inclusive and innovative trainer qualified in Horticulture, with a love of the earth and knowledge of sustainable horticulture practice and food systems"

RESPONSIBLE TO:	VET Coordinator
RESPONSIBLE FOR:	N/A
LOCATION:	CERES Main Site
GRADE:	EM2
HOURLY RATE:	\$35.10
STATUS:	Casual

ABOUT CERES

CERES Community Environment Park is an award-winning, not-for-profit, environment park and urban farm located by the Merri Creek in East Brunswick, Melbourne. Once a landfill site and wasteland, today CERES is a thriving, vibrant community. With over 450,000 visitors a year, CERES is the most visited environmental centre in Australia.

OUR VISION

Our vision is for everyone to fall in love with the Earth again.

CERES is a place for community-based learning and action. Through this, we create better ways of living together in five areas: environmental, social, economic, cultural and spiritual. You can read more about CERES, our educational programs and other social enterprises on our website: www.ceres.org.au.

ABOUT CERES VET TRAINING

CERES Training programs provide opportunities for students to:

- connect with and learn from the Earth
- build community and resilience
- develop knowledge and hands-on skills in sustainable horticulture practice and food systems
- learn about further training and employment options

Our programs are aimed at youth and adults and are designed to be accessible to all. As well as mainstream groups, we specialise in tailored programs for marginalised groups such as people with a disability, asylum seekers, new migrants, youth at risk and the under and unemployed. We aim to build resilience and skills in participants to navigate the future with a sustainable tool kit and to tread lightly on the natural world.

CERES is a registered training organisation (RTO) delivering accredited training in Certificate II in Horticulture. Participants are exposed to practical work experience and learning outcomes that lead to a competency in a specified unit. Training is experiential, providing students with an opportunity to work on 'real' projects.

POSITION PURPOSE

The key area of focus is to deliver the CERES Training curriculum to students and groups by providing practical experiential learning with an accredited or non-accredited outcome in a safe and supportive learning environment.

This position is an important part of the CERES Training Team and the CERES School of Nature and Climate.

KEY RESPONSIBILITIES

DEVELOP TRAINING PROGRAM IN CONJUNCTION WITH VET COORDINATOR AND DELIVER WITH CONSIDERATION TO:

- Identified needs of students/schools
- Identified needs and parameters of suitable on-site practical learning projects for students that support CERES Market and Farm ensuring collaborate relationships are maintained
- Current industry standards and practices
- Identified resource requirements
- CERES principles and aims
- CERES policies and procedures, including Student Handbook, Trainers Manual and course commencement orientation requirements.
- In addition, for the design and delivery of accredited programs consideration must be given to the relevant:
 - Training Package requirements
 - CERES Training and Assessment Strategy
 - CERES Trainer and Student Assessment Guides

MAINTAIN ALL RELEVANT COURSE PAPERWORK

- Attendance records
- Session plans
- In addition, for accredited delivery ensure:
 - Session plans include both training and assessment activities scheduled with sufficient time to complete prior to reporting deadlines
 - Students are provided with schedule of sessions with unit lists, assessment deadlines and required homework.
 - Signed, dated original Assessment documentation is retained on each student's file (students may be provided with copies of assessment work if requested)
 - Student Training and Assessment Plans are completed in a timely manner.
 - Feedback on unit delivery/assessment/resources is recorded.
 - Preparation for sessional delivery is undertaken including printing of relevant paperwork and organisation of appropriate equipment and resources.
 - Record attendance and communicate with schools via IMVC portal (VETIS only)
 - Liaise by email with students via the Training email address (Adult programs only)

PARTICIPATE IN ANY RELEVANT MEETINGS AND COMMUNICATION WITH MANAGERS

- Training Team, one-on-one, Validation, Moderation or Review meetings as required and provide appropriate feedback to support CERES's program continuous improvement processes and goals.
- Ensure VET Coordinator is kept briefed of program and student progress and is aware of any issues.

WORKPLACE HEALTH, SAFETY & WELLBEING

CERES is committed to providing a safe working environment, and enhancing the well-being of the CERES community. Staff and volunteers are responsible for each other's safety and wellbeing, including their own. They actively participate in WHS&W consultation processes, comply with safe work instructions or procedures, and identify and report hazards, incidents and 'near misses'.

CERES trainers will:

- Ensure that all students and accompanying staff are familiar with relevant WHS policies and practices and CERES WHS requirements including First Aid procedures and requirements, location of Fire extinguishers and Fire Hose and First Aid kits, use of appropriate PPE when undertaking practical activities and procedures for emergency evacuation.
- Ensure that students understand their rights and responsibilities and are familiar with CERES Code of Conduct

KEY PERFORMANCE INDICATORS

Performance will be measure against delivery of the key responsibilities as listed above.

KEY SELECTION CRITERIA

ESSENTIAL

1. Current Working with Children Check
2. Current Certificate IV in Training and Assessment:
 - TAE40116, or
 - TAE40110, with TAELN411 or equivalent, TAEASS502B or equivalentOR a diploma or higher level qualification in adult education
3. Relevant industry qualifications and current experience directly related to the qualification of delivery (AHC20416 Certificate II in Horticulture)
4. Police Check
5. Understanding of sustainable horticulture practice and food systems

DESIRABLE

1. Minimum 2 years' experience in delivering training &/or education programs
2. Experience in working with students with additional needs and of all abilities
3. Permaculture Design Course