



21 Carrington Road Marrickville NSW 2204

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Trainer and Assessor

Key Position Information	
Job Title:	Trainer and Assessor CHC50313 Diploma of Child, Youth and Family Intervention CHC40313 Certificate IV in Child, Youth and Family Intervention
Business Unit:	Learning and Development Centre
Location:	Sydney, NSW
Reports To:	Manager, Learning and Development Centre
Salary	SCHADS Level 4, Pay point 1 \$85,000 - \$90,000 plus superannuation, commensurate with experience (not-for-profit salary packaging available)
Financial Delegation	NIL
Direct reports:	NIL

About AbSec

AbSec - NSW Child, Family and Community Peak Aboriginal Corporation is the peak Aboriginal organisation in the NSW child and family welfare sector. We provide an Aboriginal perspective on child protection and out-of-home care policy to the NSW Government and support the Aboriginal community-controlled sector to deliver effective services for Aboriginal children and families. We are a not-for-profit, incorporated community organisation, governed by an all-Aboriginal board.

AbSec Learning and Development Centre (AbSec LDC), a subsidiary organisation and registered training organisation. AbSec LDC is the only registered training organisation in NSW owned and managed by Aboriginal people in the child and family support sector, offering recognised qualifications in disability support, family welfare and child protection, as well as governance, leadership and management.

Our Vision

Aboriginal children and young people are looked after in safe, thriving Aboriginal families and communities and are raised strong in spirit and identity, with every opportunity for lifelong wellbeing and connection to culture.

Our Principles

- **Acknowledgement and respect** – acknowledging the diversity of all Aboriginal nations and respecting traditional owners of the land, constantly reminded by Elders, and cultural knowledge of communities to inform our action
- **Professionalism and integrity** – acting with the highest level of professionalism for our communities, ensuring our integrity will not be compromised in striving for the provision of quality, culturally responsive and accessible supports
- **Self-determination** – ensuring that our focus is underpinned by the rights of Aboriginal people to make decisions that impact their lives, recognising the interests of Aboriginal children, young people, families and carers, and communities in all that we do

- **Independence and solutions focused** – serving the interests of Aboriginal children, young people, families, people with disability, communities and the organisations that support them to deliver holistic approaches to issues impacting them
- **Transparency and commitment** – remaining committed to our people in everything we do, ensuring our actions are clear and promoted at every opportunity

Role Purpose

The Trainer and Assessor role is to plan, deliver and review training and assessment to meet the identified competency requirements of the target group to the standard required by the LDC and external accreditation authority.

Function	Key Accountabilities
Operational	<ul style="list-style-type: none"> ▪ Prepare for and deliver courses / training in line with the TAS and according to the training package requirements and standards. ▪ Complete all required documentation to support learning and assessment including lesson plans; document reasonable adjustments to learning and assessment strategies to meet student needs. ▪ Plan, conduct, distribute and review student competence and assessments in line with the training package and agreed strategies outlined in the TAS. ▪ Mark all student assessments and provide written feedback within allocated timeframes ▪ Inform students about RPL and support students to undertake RPL. ▪ Assist in the design of assessment tools. ▪ Contribute to industry consultation on new and future programs; and support with the review the planning, delivery and assessment of programs. ▪ Assist student to achieve relevant education outcomes through LLN support/screening, course induction, inquiries/complaints processes; etc as required. ▪ Undertake work placement visits for assessment purposes as required under the TAS; support students to obtain suitable work placements as required. ▪ Provide an updated skills matrix for each qualification approved for delivery prior to commencement of training a new or amended program. ▪ Maintain evidence of assessments undertaken in line with the Standards and complete all record keeping requirements accurately and on time, including but not limited to; student, organisational and learning and assessment records. ▪ Attend and contribute to validation meetings on assessment processes, tools and evidence related to area of expertise as required. ▪ Consult and maintain a Professional Development plan to ensure ongoing compliance as an SME in training and assessment. ▪ Other duties as required to be undertaken by AbSec.
Organisational Contribution	<ul style="list-style-type: none"> ▪ Work collaboratively with managers and team members to achieve AbSec/LDC project objectives. ▪ Consistently act in accordance with AbSec/LDC values, challenge practices inconsistent with these values, and use values as a basis for managing relationships and decision-making. ▪ Comply with AbSec/LDC Policies and Procedures. ▪ Participate in organisational and professional development activities as directed.
Key Relationships	<ul style="list-style-type: none"> ▪ Chief Executive Officer and Group Managers. ▪ All staff to ensure robust input into activities. ▪ Stakeholders, including participants/students, industry and community and workplace organisations ▪ Non-government agencies to leverage support and negotiate opportunities or differences. ▪ Aboriginal communities, children, young people, and families to source input and create awareness of project objectives.

Essential Selection Criteria

- Certificate IV in Training and Assessment TAE40116 or its equivalent
- A relevant degree, diploma or other industry qualification. The qualification must be at least at the level of competency to be delivered
- Minimum of 3 years' industry experience in the relevant industry
- Demonstrated experience with adult learners
- Demonstrated understanding of the AQF and Standards for Registered Training Organisations 2015
- High level of written and oral communication skills with a proven ability to liaise effectively in educational settings, as well as industry and community settings
- Exceptional organisational skills, with a highly professional and flexible approach to learning
- Strong interpersonal skills, show social and cultural sensitivity, and flexible approach to accommodate the needs of our client base

Practical Requirements

- The preferred candidate will be engaged on a fixed term contract and subject to a probationary period.
- Work outside of the normal hours of duty may be required.
- Employment will be subject to a National Police Clearance and a NSW Working With Children Check.
- A current driver's licence is required as you may be required to travel to other areas within the State.
- This position has been classified under the Social, Community, Home Care and Disability Services Industry Award 2010. Salary is subject to negotiation, skills, and experience.
- Appointment to this position of a person not currently an employee of AbSec will be subject to a probationary period of 6 months.
- Aboriginality is a genuine occupational requirement authorised in Section 14(d) of the Anti- Discrimination Act 1977 (NSW). and documentation may be required to demonstrate.

To obtain a position description please visit our website: <https://www.absec.org.au/careers.html>

For Further information: please contact Jennifer Wallace jennifer.wallace@absec.org.au or 0295595299

To apply: Address the selection criteria outlined in the position description and indicate level of experience and achievement against each point. Interested applicants are required to submit a cover letter (maximum 2 pages) and current resume (maximum 5 pages).

Note: if applicants do not address the selection criteria the application will not be considered.

Email applications to: recruitment@absec.org.au

Applications Close: COB Friday 24 June 2022.