



Tauondi Aboriginal Corporation

1 Lipson Street
Port Adelaide SA 5015

PO Box 409
Port Adelaide SA 5015

Tel (08) 8240 0300
Fax (08) 8240 0786
www.tauondi.sa.edu.au

Application Kit

Thank you for your interest in employment with **Tauondi Aboriginal College**.

This Application Kit has been prepared to assist you in understanding the advertised position, Tauondi's recruitment and selection process, and the information required as part of your application.

The Application Kit includes:

- information about Tauondi Aboriginal College;
- an overview of our recruitment and selection process;
- guidance on preparing and submitting your application; and
- the Position Description for the advertised role.

About Tauondi Aboriginal College

Tauondi Aboriginal Corporation, trading as Tauondi Aboriginal College, is an independent, Aboriginal community-controlled Registered Training Organisation established in 1973.

For over 50 years, Tauondi has supported Aboriginal people through education, training, learner support, employment pathways and community-based programs. Governed by an Aboriginal Board, Tauondi provides culturally responsive services that recognise the strengths, aspirations, identities and diverse experiences of Aboriginal people and communities.

Our approach places Aboriginal culture, identity and community at the centre of learning and support. We are committed to providing a culturally safe and welcoming environment in which students and clients are supported to build knowledge, skills, confidence and pathways to further education, employment and personal development.

The principles established at Tauondi's inception in 1973 continue to guide our work today. We are proud to be a place where Aboriginal people can come together to learn, grow, strengthen culture and pursue their aspirations.

Recruitment and Selection Process

Tauondi uses a structured recruitment and selection process to identify the applicant who best meets the requirements of the advertised position.

The process generally consists of three stages:

1. Application and Shortlisting	Following the closing date, applications will be reviewed by a selection panel against the requirements outlined in the Position Description. Applicants who are shortlisted for interview will be contacted to arrange a suitable interview time. Applicants who are not shortlisted will be advised by email.
--	--

2. Interview	The interview provides shortlisted applicants with an opportunity to discuss their skills, knowledge, experience and suitability for the position. Interviews will generally be conducted by a selection panel and may take approximately 40 minutes. Applicants will be asked questions relevant to the responsibilities and requirements of the position and may also have an opportunity to ask questions about the role and Tauondi.
3. Referee Checks	Referee checks may be undertaken for applicants who remain under consideration following the interview process. Applicants should provide professional referees who have direct knowledge of their work performance, skills and experience. Tauondi will generally contact referees only when required as part of the selection process. Once the recruitment process has been finalised and the preferred applicant has accepted an offer of employment, other interviewed applicants will be advised of the outcome.

How to Apply

Your application is an important opportunity to demonstrate how your skills, knowledge, experience and capabilities align with the advertised position.

Before submitting your application, please complete the following steps.

1. Read the Position Description

Please read the Position Description carefully. It provides important information about the purpose of the role, key responsibilities and accountabilities, and the skills, knowledge, experience and other requirements relevant to the position.

You should consider these requirements when preparing your application.

2. Prepare Your Application

Please include the following documents with your application:

- **Cover Letter** – A brief letter introducing yourself, identifying the position you are applying for and explaining your interest in the role.
- **Summary of Relevant Experience** – A brief statement, generally one to two pages, outlining your relevant professional experience, skills and experience in similar or related roles.
- **Resume/Curriculum Vitae** – An up-to-date resume outlining your employment history, qualifications, education, skills and relevant experience.
- **Professional Referees** – The names and contact telephone numbers of at least three professional referees who can comment on your work performance, skills and experience.

3. Submit Your Application

Applications may be submitted by:

Email: thr@tauondi.sa.edu.au

Post: Tauondi HR PO Box 409 PORT ADELAIDE SA 5015

Applications must be received by the closing date specified.

Late applications may not be considered.

	Community Services Sector Trainer and Assessor Position Description				MGR01	
Prepared By:	Tadashi Nakamura	Issued	03/03/2026	Copy no	1	
Authorised By	Tauondi Executive Management	Replaces		Page	1 of 3	
Reason for Amendment	New position					

POSITIONS DETAILS	COMMUNITY SERVICES SECTOR TRAINER AND ASSESSOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Education Delivery
REPORTS TO:	Education Service Manager
DIRECT REPORTS:	NIL
EMPLOYMENT	Full or Part-Time – TAE Traineeship option available (1.0 FTE)
CONDITIONS:	12 months fixed contract
	Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
The Community Service Sector Trainer and Assessor delivers high-quality, nationally recognised vocational education and training within the community services sector, with a core responsibility for delivering Certificate II in Community Services as a pathway qualification into Certificate III programs, traineeships and employment. Depending on qualifications and industry currency, the role may also deliver Certificate III qualifications in Community Services and/or Individual Support (Ageing and/or Disability). The Trainer and Assessor is responsible for the design, planning, delivery and assessment of nationally recognised qualifications in accordance with the Australian Skills Quality Authority (ASQA) Standards for RTOs, relevant Training Package requirements and Tauondi Aboriginal College policies and procedures. Delivery may occur in classroom, community-based, workplace or online environments. The role ensures compliant assessment practices, accurate documentation and achievement of key performance indicators including enrolment, attendance, competency completion and pathway progression. Working collaboratively with Tauondi's Support Team and industry partners, the Trainer and Assessor supports students to build practical skills, sector knowledge and work readiness for employment in community services, aged care or disability support settings. Through culturally responsive teaching aligned with Tauondi's PRIME principles—Practical, Realistic, Inspirational, Meaningful and Engaging—the role contributes to strengthening career pathways and increasing Aboriginal participation in the community services workforce.
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
1. Delivery of Accredited Community Services Qualifications - Design, contextualise and deliver accredited qualifications within the Community Services Training Package, including Certificate II in Community Services as a pathway program into Certificate III qualifications and traineeships. - Deliver training across classroom, community-based, workplace and online environments, ensuring culturally safe and engaging learning experiences for Aboriginal learners. - Develop and implement compliant Training and Assessment Strategies (TAS), session plans and assessment tools in accordance with the Standards for RTOs (ASQA) and relevant Training Package requirements. - Apply reasonable adjustments to support inclusive participation while maintaining assessment integrity and compliance. - Maintain accurate training and assessment records in line with regulatory, funding and organisational requirements. - Apply culturally responsive and inclusive teaching practices that support Aboriginal learners. 2. Learner Support and Student Success

- Monitor student progress, attendance and engagement, implementing early intervention strategies to support retention and completion.
- Provide academic and vocational support to strengthen learner confidence, sector knowledge and practical capability.
- Contribute to Individual Learning Plans and work collaboratively with Tauondi's Support Team to address barriers to participation.
- Support culturally safe classroom environments that respect community values and lived experiences.

3. Pathway Development and Employment Outcomes

- Prepare students for progression into Certificate III qualifications, traineeships or employment within community services, aged care and disability sectors.
- Integrate employability skills, workplace expectations and sector-specific knowledge into training delivery.
- Support Recognition of Prior Learning (RPL) and credit transfer processes where applicable.
- Strengthen transition pathways through collaboration with employers, host organisations and industry partners.

4. Compliance, Reporting and Quality Assurance

- Maintain compliant student files, assessment evidence and attendance documentation in accordance with ASQA and funding requirements.
- Provide timely and constructive assessment feedback within organisational timeframes.
- Participate in validation, moderation and continuous improvement processes.
- Monitor performance data including enrolment, progression, competency completion and employment outcomes.
- Contribute to audit preparation and compliance review activities as required.

5. Industry Engagement and Continuous Improvement

- Build and maintain relationships with community service organisations, aged care providers, disability services and other VET stakeholders.
- Support coordination of work placements, vocational learning experiences or traineeship opportunities where applicable.
- Maintain vocational industry currency and stay informed of legislative, regulatory and sector changes.
- Engage in professional development to strengthen training practice and culturally responsive teaching approaches aligned with Tauondi's PRIME principles.

6. Other duties as agreed

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer following agreement with the Employee.

REQUIREMENTS FOR TRAINERS AND ASSESSORS

All trainers and assessors must have:

- The vocational competencies to the minimum of the level being delivered and assessed.
- Current industry skills directly relevant to the training and assessment being provided.
- Current knowledge and skills in vocational training and learning that informs their training and assessment.

All trainers and assessors must undertake professional development in the fields of:

- Knowledge and practice of vocational training.
- Learning and assessment, including competency-based training and assessment, online training delivery and assessment.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced skills in Microsoft 365 or Office 365 suite of products

- Skills in online delivery and in using a learning management system
- Comprehensive understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.
- Understanding of Vocational Education and Training (VET) Industry.
- Comprehensive understanding of NVR and compliance requirements.
- Understanding of Australian Qualification Framework (AQF).
- Understanding of the CHC22015 Certificate II in Community Services, and, CHC32015 Certificate III in Community Services or CHC33021 Certificate III in Individual Support.

(Desirable)

- ACSF and/or adult literacy and numeracy development
- Knowledge of Tauondi's vision, purpose and values in order to uphold and promote Tauondi ethos.

Previous Work Experience:

- 2+ years relevant and current experience where there has been an ability to develop a range of skills in a Community Services sector environment.
- Demonstrated experience in VET training and assessing.
- Experience with teaching Aboriginal and Torres Strait Islander people.
- Experience with working with Aboriginal and Torres Strait Islander people.
- Experience in delivering units of competency in CHC22015 Certificate II in Community Services, and, CHC32015 Certificate III in Community Services or CHC33021 Certificate III in Individual Support.

(Desirable)

- Experience with teaching Aboriginal and Torres Strait Islander school students under the VET for School arrangement.
- Experience in delivery training online and using a Learning Management System.

Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Works autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.
- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality in accordance with the Privacy Act 1988.

Qualifications & Training:

- **(Essential) TAE40116 or TAE40122 Certificate IV in Training and Assessment or equivalent.**
- **(Essential) Certificate III or higher in Community Service sector (CHC) or equivalent working experience**
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).

- (Essential) Current SA Driver's licence

VISION and VALUES

Our Purpose

Empowering strong people and supporting strong communities through the strength of strong culture and education excellence.

Values

Trust	Building relationships on a foundation of reliability and integrity in all interactions and decision.
Authentic	Encouraging genuine self-expression and honest communication through respectful engagements.
Uniqueness	Embracing and celebrating individual differences and innovative ideas that makes our community strong.
Openness	Fostering a culture of transparency, accessibility, and receptiveness to create new opportunities for growth.
Network	Cultivating strong relationships and connections both within and outside the organisation
Diversity	Valuing and promoting a varied community that includes different backgrounds, perspectives, and experiences to enrich our social understanding.
Impact	Striving to make a meaningful difference in the lives of students, employers, and the broader community through purposeful actions.

KEY RELATIONSHIPS

Internal

- Reporting to Education Service Manager
- Tauondi service delivery staff

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- External stakeholders

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____