

Industry Specific Short Course Trainer and Assessor Pathways to Employment (PTE)



Expression of Interest: Industry Specific Short Course Trainer and Assessor

Organisational Context

The Asylum Seeker Resource Centre (ASRC) is both a place and a movement. We are an independent not-for-profit organisation, whose programs support and empower people seeking asylum to maximise their own physical, mental and social well-being. As a movement, we mobilise and unite communities to create lasting social and policy change for people seeking asylum in Australia. We are proud to be owned and run by our community of volunteers and supporters.

ASRC Education Program

The objective of the Education Program is to facilitate education and training pathways for people seeking asylum. The ASRC believes that education and skills development opportunities for people seeking asylum are an essential part of empowering them to break free of poverty and disadvantage.

The ASRC Education program provides a future focused program aligned with Goal 1 of the ASRC Strategic Plan – to address the critical unmet needs of people seeking asylum. The program, Pathways to Employment, offers English for Work classes, Industry Specific short courses, mentoring for job-readiness and work experience opportunities in collaboration with ASRC Employment Program.

Stream: Innovation Hub

The Innovation Hub was launched in January 2015 with a purpose of increasing the social and economic participation of people seeking asylum. The Hub model centres on the inclusion of people seeking asylum into the management and delivery of services through focusing on their aspirations, strengths, skills, and experience and their ability to contribute to the ASRC and wider community. In practice, it sees ASRC members, volunteers and staff working together in equal, interdependent relationships to create innovative solutions to meet the needs of people seeking asylum and build thriving communities.

Role Description

We are currently seeking expressions of interest for a highly experienced EAL teacher with a Certificate IV TAE qualification who is interested in an exciting new position with the ASRC. This role is specifically for an Industry Specific Short Course Trainer and Assessor. The commitment will be delivering 3-4 courses in Dandenong and 3-4 courses in Footscray at scheduled times on a sessional basis from September/October through to July 2020 (indicative timeframe).

Specific Duties

The Pathways to Employment Industry Specific Short Course Trainer and Assessor will be responsible for undertaking the following duties:

- Delivering Industry Specific short courses. Each course will run for a total of 18 hours, (3 hours per day for 3 days over two weeks) in specific industry areas, currently cleaning and warehousing.
- Ongoing liaison, scheduling and implementation of Industry Specific short courses at ASRC Footscray and Dandenong.
- Providing input and feedback to assist in the continuous improvement of the curriculum, new training resources and materials.
- Collecting and collating attendance and assessment data and providing summary reports to the Education Pathways Coordinator.
- Evaluating the effectiveness of training sessions for participants
- Coordinating and facilitating short course participants' attendance on work place visits, as required.

General Responsibilities

The Pathways to Employment Industry Specific Short Course Trainer and Assessor will be responsible for:

- Delivering training and assessment services in Industry Specific short courses such as cleaning and warehousing
- Supporting the improvement of resources and approaches to learning and assessment strategies across the Industry Specific short courses
- Keeping records relating to attendance and assessment outcomes and other record keeping, as required
- Liaising with the Education Pathways Coordinator and Pathways to Employment Advisors on the course participants' progress
- Assessing participants' skills and needs, and adjusting training delivery accordingly.

Selection Criteria

Essential:

- TAE40116: Certificate IV in Training and Assessment, or equivalent
- Relevant qualification in EAL and/or extensive relevant experience in delivering EAL curriculum and syllabus
- Qualification in and/or demonstrated understanding of Workplace Health and Safety
- Exceptional interpersonal communication skills and capacity to relate well with a wide variety of people
- Ability to be flexible in a changing environment
- Strong understanding of trauma informed practice
- Demonstrated ability to work with individuals from diverse cultural and linguistic backgrounds and ability to work in a culturally and gender sensitive manner
- Experience in working effectively within teams
- A valid Police Check
- A valid Working with Children Check (WWC)

Desirable:

- Demonstrated understanding of industry specific training needs
- Demonstrated experience in the delivery of short courses in VET
- Knowledge/ experience of the context of practice working with people seeking asylum and refugees

Workplace Health and Safety

All staff are required to take reasonable care of their own health and safety and that of other personnel who may be directly affected by their conduct.

Remuneration

Milestones will be used as a basis for remuneration in the delivery of this contract. The remuneration and milestones will be negotiated with the successful applicant.

At the completion of the agreed milestones, the incumbent will invoice the ASRC for payment. The training delivery hours will be paid at an hourly rate, unless otherwise negotiated. There will also be a provision in the remuneration for preparation, administration and assessment. Please note the successful applicant will require an ABN.

All offers of employment are subject to a satisfactory Criminal History Check and provision of a valid Working with Children Check prior to commencement.

If you believe that you have the necessary attitude, skills and qualifications for this contract role, please send your cover letter, responses to the selection criteria and CV to Gillian Meek, Education Program Manager ASRC, gillian.m@asrc.org.au and cc Andrea Crabtree, Education Pathways Coordinator ASRC, andrea.c2@asrc.org.au

Expressions of interest close at 5:00pm on the Monday 2nd September 2019.

Only suitability qualified candidates will be contacted for an interview.