

Trainer and Assessor – Medical Practice Assisting

UNE Partnerships provides specialised training in Practice Management, Project Management, Facilities Management, Business Management and Administration, Government/Public Sector and Training and Assessment.

UNE Partnership is looking for a Trainer and Assessor to work within the discipline of Medical Practice Assisting. UNE Partnerships delivers course nationwide and there is flexibility in the base location for this role.

Role Requirements:

- Certificate IV in Training and Assessment TAE40116 or equivalent
- Diploma level or higher qualification in Adult Education
- Bachelor of Nursing or relevant qualification

Desirable

- Current or recent experience in Practice Management

The Key Duties of the role include:

- Evaluate the Individual training and assessment needs of students and work with UNE Partnerships staff to develop and implement individual support plans as needed.
- Conduct assessment in accordance with the principles of assessment using the assessment tools provided by UNE Partnerships
- Conduct RPL in accordance with the principles of assessment, the rules of evidence and the Recognition Policy.
- Address queries from students and clients regarding the training product delivered or any related activity.
- Comply with organisational record keeping requirements including attendance and assessment outcomes records.
- Ensure all equipment and training aids are serviceable and safe for operation and report any breakages or malfunctions immediately.
- Perform duties in an ethical and professional manner ensuring a learning environment that is free from discrimination and harassment.
- Report any legislative or organisational Policy breaches or non-compliance.
- Undertake professional development to ensure currency of vocational and training skills and knowledge, provide evidence of participation in PD activities and participate in Performance Reviews annually or as required.
- Ensure the Complaints and Appeals Policy and Procedure is adhered to in all instances of student or staff grievance.
- Comply with Duty of Care WHS requirements to ensure a safe working environment for co-workers, students and other workplace personnel.
- Meet organisational environmental sustainability requirements and ensure ethical environmental management of resources and waste.
- Develop training plans, session plans and resource lists for training program as required.
- Contextualise training and assessment resources appropriately for target group and individual students.

Education & Credentials

- Applicants must be an Australian Citizen, Permanent Resident or hold a long-term Visa which permits full time work.
- The successful applicant may be required to obtain a National Police Check and/or a NSW Working with Children Check (WWCC).

Please send your CV and cover letter addressing your previous experience to:

HR Officer

hr@unep.edu.au

UNE Partnerships Pty Ltd