

Trainer and Assessor

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 Trainers and Assessors to work within these disciplines. UNE Partnerships delivers courses nationwide and there is flexibility in the base location for this role.

Role Requirements:

- Certificate IV in Training and Assessment TAE40116 and/or Diploma level or higher qualification in Adult Education
- Diploma or higher level qualification specific to the discipline area.
- Current or recent experience in relevant discipline area.

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

