

## **TRAINER AND ASSESSOR**

### **POSITION DESCRIPTION**

<b>POSITION:</b>	Trainer/Assessor
<b>CLASSIFICATION:</b>	Permanent (Part Time/Full Time)
<b>DATE PREPARED:</b>	3 September 2009
<b>APPROVED BY MANAGING DIRECTOR:</b>	3 September 2009

---

#### **POSITION:**

To train and assess students in first aid, health and occupational health and safety courses (OHS) offered by *PREMIUMHEALTH*.

The incumbent will operate with a reasonable degree of autonomy and will be required to demonstrate initiative and independent decision-making skills in day-to-day operations within the ambit of this position description and the Company's policies and procedures.

The position requires creativity and skill in designing, planning and facilitating training experiences and assessment of students.

#### **Responsibilities/Specific Duties/essential job results**

- Facilitates student learning by preparing and/or using effective training notes and teaching resources in keeping with course curricula and *PREMIUMHEALTH* course workbooks, training standards and guidelines
- Presents training programs by identifying student learning outcomes and course competencies to be achieved, selecting and executing appropriate training methodologies
- Consults with and supports students in their learning by identifying learning requirements, designing individual training programs and/or coaching to improve performance
- Assesses students' performance against course competency performance criteria and recommends additional training where necessary to gain competency
- Ensures students gain access to relevant *PREMIUMHEALTH* services through appropriate referral when issues arise beyond the span of the trainer's responsibilities or capacity
- Performs administrative functions connected primarily with training, course promotion, selection, and course bookings
- Maintains knowledge of first aid, health and OHS and training/assessment by attending workshops, reviewing professional publications, establishing personal networks, and participating in professional associations
- Has an overall knowledge of the AQTF standards for Registration and how they are aligned to *PREMIUMHEALTH* courses
- Has an understanding of the VET system
- Contributes to the team effort by accomplishing the related results as required.

The Trainer/Assessor shall work with support and direction from the Director, Training and Curriculum Manager and experienced Trainers/Assessors with an increasing degree of autonomy as the trainer gains in skills and experience during the induction period.

**ORGANISATIONAL ENVIRONMENT:**

The Company is a Registered Training Organisation offering first aid, health and occupational health and safety training and consultancy services nationwide out of Melbourne. *PREMIUMHEALTH* was established in 1989 and continues to develop strategically as a reputable and dynamic company delivering quality training to meet clients' needs. In 2007 the Company won the Community Services & Health Industry Training Board's Innovative Product Award for its First Aid Level 2 Program which offers a range of flexible learning options.

Around 20 trainers and 8 administration staff are employed on a permanent full-time, part-time or sessional basis.

**REPORTING RELATIONSHIPS:**

**Internal**

- Reports to the Training Manager

**Other significant relationships will be with:**

- Administration Manager
- Other Trainers/Assessors within *PREMIUMHEALTH*
- Managing Director/CEO

**External**

- Learners/participants in training
- Clients' coordinators of training
- Venue staff

**SELECTION CRITERIA: TRAINER/ASSESSOR**

**ESSENTIAL:**

- Registered nurse or qualified paramedic or other health science qualification
- Certificate IV in Training and Assessment (TAA40104 or equivalent)
- Experience as a trainer and Assessor or teacher/lecturer in the Vocational Education and Training (VET) or Higher Education sectors
- Capacity to travel around Victoria and NSW and interstate (Driver's licence, satisfactory driving record, own transport)
- High-level verbal and written communication skills
- Excellent presentation and training skills

**DESIRABLE:**

- Experience in first aid delivery, advanced life support and/or emergency care
- Experience in the development of courses and training programs
- Collaborative skills working as a member of a training and administrative team using a cooperative decision-making model