



Position Title	Trainer/Assessor
Location	This role requires you to work at the MTA's Royal Park site and/or MTA sites across South Australia to meet business requirements. You may also be required to work at member sites, host sites and other external sites.
Reports To (Position Title)	Head of Automotive Training
Financial Accountability (Expense Budget and/or revenue)	N/A
Management Responsibility (No of employees managed/supervised)	N/A
Special Conditions	Some out of hours work may be required

Position Responsibilities

Purpose of the Position	The Trainer/Assessor - Automotive Technology role ensures and undertakes the planning, on and off the job delivery, validation and moderation of training and assessment and associated venues, resources, tools and materials to meet the identified competency requirements of the target group and to the standard required by RTO and compliance requirements under the Australian Skills Quality Authority (ASQA), VET Quality Framework (VQF), Training & Skills Commission (TaSC) and other regulatory authorities as may be required.
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Primary Responsibility	To deliver compliant and industry-led training and assessment services, whilst cultivating an inclusive and supportive learning environment for MTA learners
Purpose of Activity	To train, assess and develop quality trades people for the automotive industry.

<p>Example</p>	<ul style="list-style-type: none"> • diligently prepare for delivery to ensure that physical and human resources appropriately meet the training requirements; • deliver training and assessment to meet the requirements of the applicable training package and the VQF • training and assessment venues, resources, tools and materials meet applicable standards (VQF, training package, WHS etc); • training delivery and assessment is flexible and adaptive to meet the needs of particular cohorts and/or individuals; • learners are inducted to their course and informed of the RTO policies and procedures, including access to support services • pursue and engage in industry consultation to inform training and assessment practices (through feedback, validation etc) • individual training plans are inclusive of and address LLN, cultural, physical, social or other barriers; • contribute to the development of fit for purpose and engaging training and assessment tools; • create engaging session plans that challenge and stimulate learning • be innovative and share best practice with peers • contribute to the development and systematic review of Training and Assessment Strategies; • be knowledgeable of recognition processes, to inform and support learners undertaking RPL, RCC or CT; • provide mentoring and support services for learners, where appropriate; • monitor learner progress and implement appropriate intervention strategies at the earliest opportunity; • assist learners to access the appeal and/or complaints process. • implement suitable 'classroom' management strategies within training sessions
<p>Responsibility (2)</p>	<p>Actively and positively contribute to the MTA's continuous improvement practices</p>
<p>Purpose of Activity</p>	<p>To ensure relevance, effectiveness and quality of the training programs and their delivery.</p>
<p>Example</p>	<ul style="list-style-type: none"> • Contribute to the review and implementation of the 5-year validation plan • Undertake pre and post assessment validation activities • Undertake regular industry engagement activities and provide feedback to management and the training delivery team. • Encourage learners to provide feedback (through the available mechanisms) that is honest and independent

	Provide feedback to the delivery team and management about opportunities for improvement, including, but not limited to new curricula, technology, scheduling, and resources.
Responsibility (3)	Adhere to legislative and regulatory requirements as they apply.
Purpose of Activity	To provide: <ul style="list-style-type: none"> • a safe and healthy work environment for employees, learners, contractors and visitors • safe return to work of injured employees. • RTO compliance with the VQF (ASQA) • RTO compliance with WHS (SafeWork SA)
Example	<ul style="list-style-type: none"> • Risk assess training facilities and implement control measures when preparing for training delivery • Maintain good housekeeping practices to ensure training environments and equipment are tidy, clean and ready for the next training session • Be a safety ambassador and monitor and enforce safety standards with learners. Intervene if necessary and never allow a learner to be in an unsafe situation. • Supervise learners at all times during training sessions. • Ensure fault, hazard, non-compliance reporting procedures are adhered to. • Attend staff meetings as required, and ensure communiques are read. • Question and critique practices, liaising with appropriate personnel to ensure standards of compliance are maintained. • Work with management to plan and undertake personal professional development that is relevant and targeted in relation to: <ul style="list-style-type: none"> - VET currency (ASQA, training practices, training packages etc) - Vocational currency (that your skills and knowledge (qualifications) are suitable to train in your field) - Industry currency (that your knowledge of industry practices are up to date) • Be aware of additional RTO responsibilities in relation to funding contracts, as appropriate. • Keep up to date with applicable legislative changes as they arise.

	<ul style="list-style-type: none"> • Locate, access and apply MTA policies and procedures.
Responsibility (4)	Maintain accurate and compliant training and assessment records
Purpose of Activity	<p>To ensure records of training are kept in accordance with VQF and funding contract requirements.</p> <p>To ensure MTA can always keep clients and stakeholders informed with current and correct information in relation to our services.</p>
Example	<ul style="list-style-type: none"> • Maintain attendance registers for each class and submit on a daily basis before 9am • Ensure any enrolment paperwork is completed correctly by learners and submitted to the customer service team as soon as is reasonably possible • Ensure assessments are marked and resulted as soon as possible following assessment, but within 5 working days. • Monitor LMS/SMS on a daily basis to ensure you can make arrangements to respond to any requests as soon as possible. • Ensure SMS is updated with any information relevant to the learner's journey i.e. newly identified LLN issues, individual support provided etc • Locate, access and apply MTA policies and procedures • Ensure privacy of learner/client information is maintained at all times
Responsibility (6)	Be an ambassador of the MTA
Purpose of Activity	<p>To:</p> <ul style="list-style-type: none"> • Promote MTA and RTO services. • Provide exemplar customer service • Enhance the reputation of the RTO. • Maintain constant engagement with Industry
Example	<ul style="list-style-type: none"> • Be presentable and professional in all client and stakeholder interactions • Develop and maintain industry relationships • Where appropriate participate in public events such as Supercars Adelaide, Career Expos and other Motorsport events. • Where appropriate participate in industry events and activities such as working parties etc. • Market Flexible Apprenticeships, Apprenticeships and RTO programs to the wider business community

- Develop communication strategies with stakeholders that best meet the needs of the team, mentors, regulatory bodies, RTO and the organisation as a whole.

Essential Knowledge, Skill and Experience Requirements

Knowledge

- **Trade Qualification to at a minimum the level being trained and assessed.**
- **Certificate IV in Training and Assessment (TAE40116), or equivalent.**
- **Demonstrated in-depth knowledge of the vocational education sector (VET) and related regulatory and legislative requirements.**
- **Demonstrated working knowledge of Training & Assessment related legislation, standards and compliance and in particular those relating to:**
 - **Australian Skills Quality Authority (ASQA),**
 - **Australian Quality Framework (AQF),**
 - **Training & Skills Commission SA (TaSC),**
 - **Vocational Education & Training (VET).**
- **Demonstrated working knowledge of the principles of adult learning and barriers faced by people of diverse target groups such as mature aged, youth, disabled, women, returning to workforce etc.**
- **Demonstrable understanding and knowledge of Child Safe Environment principles and Legislation.**
- **Must be willing to commit to continuous professional development in the areas of:**
 - **Compliance with regulatory bodies;**
 - **Childsafe Environments**

Skills and Attributes

- **High level interpersonal skills, in particular in relating and communicating with students, stakeholders and external organisations.**
- **Ability to communicate with young people confidently.**
- **Professional manner in dealing with students and stakeholders and in particular in the delivery of directives and instructions.**
- **Ability to interpret, clarify and communicate information at all levels and in particular to students & stakeholders.**
- **Ability to manage diverse workloads and timeframes.**

- **Demonstrated ability to manage resources.**
- **Ability to develop and / or use of e-learning tools.**
- **Capacity to work within a team environment as a member of that team and, when required, to work autonomously.**
- **Capacity to work within an outcome focused environment.**
- **Mature outlook and sense of humor.**

Personal alignment with MTA Values

Teamwork: Working together, empowering and supporting one another to achieve our common goals

Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services

Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services

Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.

Excellence: We strive to do and be the best in all that we do everyday.

Computer Software

- **Intermediate level IT skills in Microsoft Office Suite, Outlook, internet.**

Technical Skills

- **Drivers Licence.**
- **Automotive Technology (speciality depending on stream).**

Experience

- **Automotive industry and/or field experience.**
- **Current Automotive vocational and industry experience.**
- **Development and delivery of training & assessment resources compliant with ASQA and AQF requirements.**
- **Validation and Moderation.**
- **Successful proactive leadership of a team within a commercial environment.**
- **Participation in successful compliance audit and continuous improvement activities.**

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	All MTA Staff
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Automotive Industry, Host Employers; Tafe SA; Maintenance Contractors; Car Manufacturers; Suppliers; Schools.

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none">• Performance and Career Planning	Performance evaluation and review of apprentices/trainees
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I HAVE READ AND UNDERSTOOD I ACCEPT THE CONDITIONS AS STIPULATED ABOVE.

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EMPLOYEE NAME

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EMPLOYEE SIGNATURE