**Learn Local Branding – include the branding relevant to individual Learn Local**

**Position Description template – to be adjusted according to the local needs of each Learn Local**

Overview of LLO – provide a generic overview of the Learn Local and include the mission, vision, Strategic Plan priorities, governance model and an overview of the community.

**Position Details**

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| --- | --- |
| **Position Title** | Pre-accredited teacher – contract/casual position |
| **Job Type** | Pre accredited education/training – specific eg. construction, health or disability sector |
| **Hours of work** | Flexible and determined by the Learn Local delivery plan |
| **Reports to** | Learn Local Coordinator |
| **Position Area** |  |
| **Location** |  |
| **Award** | Ensure this section is current and relevant to the position  https://www.nhvic.org.au/industrial-relations |
| **Date** | Current as at October 2020 |

**Position Requirements**

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| --- | --- |
| **1. Position Purpose** | To provide engaging, innovative and high quality pre-accredited training which meets the needs of leaners and industry and adheres to the Pre-accredited Quality Framework indicators; the A Frame requirements; and the set moderation, verification and auditing process. |
| **2. Main duties** | * Plan, prepare, deliver and evaluate training in accordance with the pre-accredited quality framework quality indicators. * Deliver engaging pre-accredited vocational and employment pathway programs which include literacy, numeracy, digital and employability skill development * Support learners to build confidence and engagement in education * Prepare learners to transition into further pre-accredited or accredited training and/or employment. * Complete the A Frame ACFE documentation including sessions plans, course plans and course evaluation documents within the allocated time frames. * In consultation with the Program Coordinator create learning resources which meet the Pre-accredited quality framework standards. * Consult with industry and the community and participate in pre-accredited program moderation. * Maintain the highest possible professional standards in relation to industry, government funding bodies, the organisation and community * Maintain accurate and secure administrative and student records in accordance with funding and regulatory requirements and organisational policies and procedures. * Attend and contribute to team and organisation planning meetings * Reflect on, critically evaluate and improve professional knowledge and practice and participate in relevant professional development opportunities. |
| **3. KPI’s** | * Submit program session plans two weeks prior to program commencement * Complete and submit program evaluation forms two weeks after course completion * Submit program attendance records weekly * 80% student completion rate target * 90% accuracy of administration requirements * Provision of quality training which meet the Pre-accredited Quality Framework standards |

**Education, skills and experience**

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| --- | --- |
| **1. Qualifications** | * Experience and qualifications in the **related program vocational** area * Certificate 1V in Training and Assessment is desirable however not essential. * Experience working with and teaching ACFE priority learner cohorts |
| **2. Skills** | * Highly developed organisational and problem solving skills with a proven ability to work autonomously * Excellent interpersonal and relationship building skills * Ability to work with a wide range of industry and sector stakeholders * Ability to develop community and industry responsive learning programs which are flexible and meet the needs of ACFE learners. * Experience supporting and engaging vulnerable learners * Ability to deliver pre accredited training via face to face, online and or blended formats as required * Demonstrated knowledge in the delivery of pre-accredited training programs * Demonstrated understanding of adult learning principles * Strong knowledge and demonstrated understanding of the requirements of the Pre-accredited Quality Framework |

**Other Terms and Conditions of Employment – example only and must meet local requirements/standards**

* All Staff to adhere to the organisations Equal Opportunity policies, as well as act in accordance with the Charter of Human Rights. Ensure behaviour in the workplace does not discriminate, bully or harass others.
* Adhere to the organisations OH&S policy including the requirement to take reasonable care for their own health and safety others. Workplace incidents and injuries are to be reported to a nominated OH&S representative, and all staff are encouraged to raise health and safety concerns with management.
* Complete the process for and clear a police check and working with children check
* Subject to initial 3mth probation period and ongoing annual performance review process

**Acceptance of Offer**

I have read, I understand and accept the above position description.

Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_