

Role Description

Vocational Trainer

Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

19420

Content Manager No.

19/347995

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

OO6 Qld Public Service Officers and Other Employees Award - State 2015

36 ¼ hour week

Your employer

The Department of Education (DoE) is committed to giving all children a great start, engaging young people in learning, creating safe and inclusive workplaces and investing in communities for a stronger Queensland.

Our human rights commitment is to create a stronger, fairer Queensland by respecting, protecting and promoting human rights in everything we do. Our objectives are: A great start for all children, Every student succeeding, Building Queensland communities, Safe and capable people delivering our vision, Fair and safe workplaces and communities. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at www.qed.qld.gov.au

Your opportunity

As the Vocational Trainer you will:

- Plan and implement a program of instruction related to building students skill sets required to complete competencies in specific Certificate 1, 11 or 111 Programs.
- Assist the Principal through stakeholder relationship building to develop, plan deliver authentic workplace learning opportunities, and offer career pathways for students.

The Vocational Trainer will work in collaboration with the School VET Program Coordinator, however will be required to build and maintain strong and effective relationships with stakeholders of the program which include students, community and industry partners.

The Vocational Trainer is accountable to the School Principal. The Principal provides leadership for the school and sets general direction and ethos for staff, students and community members.

Your role

Appointments in the public sector are merit-based and will be assessed by looking at what you have done previously—the knowledge, skills and experience you have built, your potential for development, and your personal qualities.

Responsibilities include:

- Liaise and network with schools, industry and the general public to discuss matters associated with the provision of job opportunities for students.
- Meet the reporting, attendance and behaviour requirements as stipulated by the School for the management of absenteeism, facilitating appropriate assessment processes to enable recording and tracking of competency completion and work placement progress to ensure all aspects of the training program are satisfactorily achieved for students and to ensure Registered Training Organisation (RTO) compliance.
- Monitor the routine and non-routine maintenance of any equipment or appliances used in the delivery of the program, including the maintenance of systems relating to the management of consumable stock control.



- Ensure compliance with the Vocational Education and Training (VET) Quality Framework for all training and assessment activities, facilities, equipment and resources at all times.
- Work collaboratively with the School VET Program Coordinator to deliver program curriculum that enhances the transition from school to employment ensuring work ready students for employers and facilitate appropriate assessment processes enabling recording and tracking of competency completion and work placement progress, ensuring all aspects of the training program are satisfactorily achieved for students.
- Pursue and maintain effective relationships with industry to ensure knowledge, skills and competencies relevant to their training and assessing duties are current and relevant.
- Liaise and network with school, industry and the general public to discuss matters associated with the provision of job opportunities for students and monitor students' progress and initiate intervention strategies at the earliest opportunity.
- Complete and maintain all documentation related to training, ensuring that the records are complete, thorough and accurate, and confidentially is maintained.
- Facilitate appropriate assessment processes enabling recording and tracking of competency completion and work placement progress, ensuring all aspects of the training program are satisfactorily achieved for students.
- Provide instruction to students and teachers in a range of skills and techniques relative to safe use of equipment in an educational/industry setting.

Other responsibilities (as required)

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

A mandatory requirement of this role is:

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.
- Certificate IV in Workplace Training and Assessment.
- Qualifications to the level, or above, being delivered.
- Demonstrated relevant Industry experience and currency.

Qualifications to suit subjects and the level of course being offered.

Competencies – How you may be assessed

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

Vision:

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

Results:

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

Accountability:

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.

- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

Additional information

- This role description works in conjunction with the Candidate Information Package.
- **Temporary positions:** - The duration of this position will be dependent on work demands and the availability of ongoing funding and model allocated resources.