

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.

211276

Content

Manager No.

19/348012

Work Unit

Nominated School

Nominated Region

Early Childhood and State Schools Division

Location

Various locations throughout the State

Classification

OO7 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

This is a unique opportunity to play an integral role in achieving successful outcomes for students and work collaboratively with the department and industry representatives.

As the Vocational Trainer you will:

- Plan and implement a program of instruction related to building students skill sets required to complete competencies in a Certificate I, II or III Programs.
- Assist the Principal, utilising stakeholder relationship building in the delivery of a Vocational Education and Training (VET) program for the delivery of authentic workplace learning opportunities that 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:

- Work collaboratively to deliver program curriculum that targets identified skills shortages and enhances the transition from school to employment ensuring work ready students for employers.
- Plan teaching materials to deliver a range of activities for a balanced program of instruction, demonstration and work experience that provides students with opportunities to learn, question and investigate, incorporating fair and equitable assessment strategies, and maintaining individual training plans to meet the individuals learning style and ability, ensuring compliance with the VET Quality Framework.



- Pursue and maintain effective relationships with industry and VET providers to ensure currency of knowledge and skills are maintained with a good understanding of current training package requirements.
- 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.
- Plan, initiate and deliver training from endorsed Training Packages on the Scope of Registration, in accordance with the Standards for NVR Registered Training Organisations and Australian Qualification Framework (AQF).
- Provide instruction to students and teachers in a range of skills and techniques relative to safe use of equipment in an educational/industry setting.
- Liaise and network with schools, VET institutions, industry and the general public to discuss matters associated with the provision of job opportunities for students.
- 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, and liaise with the School VET Program Coordinator on matters associated with repair, replacement or removal.
- Complete and maintain all documentation related to training, ensuring that records are complete, thorough and accurate, and that confidentiality is maintained.
- Facilitate appropriate assessment processes, monitoring student progress, recording and tracking of competency completion, initiate intervention strategies and ensuring all aspects of the training program are satisfactorily achieved for students.

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.
- Knowledge and experience in the use and maintenance of tools and equipment.
- Demonstrated extensive relevant industry experience and currency.
- XXXX licences and qualifications.

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.