

# ROLE DESCRIPTION



MAKE GREAT HAPPEN



<b>Position Title</b>	Vocational Training Assistant – Hospitality	<b>Job Ad Reference</b>	APTCN08 2024
<b>Region or Business Unit</b>	TAFE Queensland	<b>Location</b>	Port Moresby
<b>Portfolio</b>	Australia Pacific Training Coalition (APTC)	<b>Reporting Manager</b>	Director Academic & Training
<b>Classification Salary</b>	NTA1		
<b>Employment Status</b>	Fixed-Term. Full-time to 21 December 2024		

## About TAFE Queensland and the Australia Pacific Training Coalition

TAFE Queensland is the largest and most experienced Vocational Education and Training provider in the State. For more than 140 years, TAFE Queensland has delivered practical and industry-relevant training to provide students with the skills and experience they need to build lifelong careers. Our training is delivered to students and apprentices on-site, online, in the workplace, on-campus and in markets offshore to give people the skills they need to enrich their communities, support their industries and strengthen their local economies.

TAFE Queensland also implements the Australia Pacific Training Coalition (APTC) on behalf of the Department of Foreign Affairs and Trade (DFAT). APTC is a centre for training excellence, providing Australian-standard training qualifications and skills across the Pacific and Timor-Leste. As Australia's key Technical and Vocational Education and Training (TVET) investment in the region, APTC works collaboratively with TVET stakeholders to achieve training delivery outcomes and reforms to national and regional TVET systems.

APTC has country offices in Fiji, Vanuatu, PNG, Samoa, Solomon Islands and Timor-Leste and representatives in Kiribati, Nauru, Tonga and Tuvalu. The Country Offices are supported by a range of services provided from a regional head office located in Suva, Fiji.

By working at TAFE Queensland, you can be part of a highly experienced workforce closely connected with their industries and dedicated to delivering best practices and innovative training for our students, TVET partners and the Government of Australia.

For more information about TAFE Queensland visit: [www.tafeqld.edu.au](http://www.tafeqld.edu.au)

For more information about the APTC visit: [www.aptc.edu.au](http://www.aptc.edu.au)

## Your Opportunity

The objective of the APTC's Vocational Training Assistant program is to offer a development program (internship) to individuals to advance their skills and provide experience in the Technical, Vocational Education and Training (TVET) sector. The Vocational Training Assistant will provide support to students and trainers in the delivery of APTC courses. The development program will be for a maximum period of 18 months. During this time, individuals will have the opportunity to obtain the Certificate IV in Training and Assessment (TAE).

There may be opportunities for Vocational Training Assistants to apply for a National Tutor or Trainer position if one becomes available. Appointed tutors are required to undertake a National Trainer Development Program with the APTC to progress towards a position of qualified trainer.

The position will be based in PNG and may involve travel to other locations as required.

## Key Responsibilities

---

- Support the Hospitality Trainer in delivery of TVET programs through:
  - Supervision of students in classes to reinforce learning and ensure adherence to work practices and standards including Workplace Health and Safety (WHS) standards;
  - Completion of required administrative tasks, as directed by the Trainer; and
  - Completion of other tasks and assistance as required and under the direction of the Trainer.
- Preparation and maintenance of teaching resources and learning materials under the direction of the Trainer.
- Upon successful completion of the TAE40116 Certificate IV in Training and Assessment, the Training Assistant will be expected to deliver a number of units under observation of the Trainer. An appropriate delivery load would be a minimum of one classroom-based session per week.
- Participate in the induction of students in training programs.
- Participate and engage in meetings, professional development and other activities relevant to the role of the position.
- Follow training delivery requirements of TAFE Queensland and the Pacific Island TVET training institution under which the qualification is being delivered.
- Report WHS incidents and arrange first aid treatment when necessary.
- Report any non-compliance with WHS, Equal Employment Opportunity or any other statutory regulations to the Country Director as soon as practical.
- Become familiar with the APTC Security Plan and ensure it is followed in the event of a medical or security emergency.
- Actively participate in the APTC Centre for Professional Development (CPD) opportunities offered, which includes completion of the TAE40116 Certificate IV in Training and Assessment.

## How you will be assessed

---

Within the context of the role description, the ideal applicant will be someone who has the following key capabilities:

1. Strong communication skills to work with students of different nationalities. This includes a demonstrated capability in both written and spoken English.
2. Strong digital literacy with experience with Microsoft Office programs (including Microsoft Word and Outlook) and use of the internet in conducting research.
3. Proven ability to work effectively within a team both independently as well as under supervision.
4. Demonstrated initiative within the workplace.
5. Prepared to work in remote locations and to be flexible in the delivery and support of training programs including the ability to work outside of core business hours.

## Qualifications / Requirements

---

*Mandatory requirements:*

- Australian industry qualification in Certificate III in Hospitality to the level being delivered and assessed.
- Minimum of 5 years' relevant industry experience. The applicant must have industry experience within the last 2 years.

*Highly desirable requirements:*

- Experience working within an educational organisation.
- Experience working on an aid funded project, preferably that of the Australian Government.

## How to Apply

---

*To apply for this role, please provide the following:*

- A covering letter, which outlines your proven knowledge, skills and experience in response to the "How you will be assessed" criteria above (maximum of 2 pages).
- A current detailed Curriculum Vitae/Resume, which outlines your relevant work experience and any other information that is relevant to this role. Please include copies of relevant qualifications and the contact details of

two referees (one of whom is your current supervisor/manager and one of who must have worked with you in the hospitality, tourism industry).

## **Additional Information**

---

- The incumbent can expect to be allocated duties not specifically mentioned in this document but within the capacity, qualifications and experience normally expected from persons occupying positions at this level.
- The incumbent is expected to be collaborative, flexible and willing to assist others during peak periods and absences, as required.
- A criminal history check will be initiated on the preferred applicant.
- The successful applicant will be required to complete a period of probation.
- The possession of a motor vehicle driver's licence is desirable.
- If the preferred applicant has been engaged as a lobbyist, a statement of their employment will be required.
- A non-smoking policy applies in APTC buildings, offices and motor vehicles.
- The preferred applicant may be required to obtain a Working with Children's Check
- You may be required to undergo a medical check.
- You may be required to travel and work across various APTC locations.
- Travel and overnight absences from base may be required for this position.