

ROLE DESCRIPTION



MAKE GREAT HAPPEN



Position Title	Trainer – Carpentry	Job Ad Reference	
Region or Business Unit	TAFE Queensland International Education	Closing Date	
Portfolio	Australia Pacific Training Coalition (APTC)		
Location	Port Vila, Vanuatu		
Classification Salary	NT4		
Employment Status	Fixed-Term. Full-time to 31 st December 2023		

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

For more information about the APTC visit: www.aptc.edu.au

Your Opportunity

The Trainer will have key responsibility for assessing students' knowledge and skills against the competencies of the relevant Australian training package qualifications or skill sets, developing training plans and delivering and assessing training in flexible, on-the-job and off-the-job situations.

Trainers will need to be able to unpack the relevant industry and/or national training package, and develop and customise training resources electronically to support TVET capability development in the Pacific region. They will be expected to be the public face of the APTC both with industry representatives and with students.

This position reports to the Vocational Training Manager for training delivery operational matters and to the Country Director for all other employment aspects. Under the direction of the Skills for Employment and Training Director and VTM the trainer will coach and mentor National Tutors and collaborate with TVET trainer colleagues locally to meet training and delivery requirements that comply with the Australian Skills Quality Authority (ASQA) and other National TVET Regulators as required.

Key Responsibilities

- Lead and manage effective teaching and learning within classroom, workplace, simulated and online learning environments with a focus on student engagement, progression and success.
 - Utilise flexible, blended and inclusive learning techniques, options and products which are responsive to a variety of student cohorts and learning needs.
 - Participate in APTC and TAFE Queensland continuous improvement and compliance activities to enhance the quality of training and assessment provided to students.
 - Participate in skill and knowledge testing, selection, enrolment and induction of students in the programs.
 - Under the direction and guidance of the Vocational Training Manager, assist with the mentoring, coaching and support of tutors in the development and delivery of Technical Vocational Education and Training (TVET) that complies with the Australian standards for nationally registered vocational education and training providers (NVR Standards).
 - Develop and participate in activities such as industry liaison and working with TVET training counterparts to promote TVET reform and capability development in the Pacific.
 - Contribute to planning, design, development, implementation and review of educational programs.
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- Develop and implement Recognition of Prior Learning (RPL) strategies where appropriate for each program.
 - Prepare and maintain teaching resources and learning materials prior to delivery relevant to the student's cultural requirements.
 - Ensure that all participant training progress and assessment records are filed and recorded accurately and legibly in accordance with the required standards and APTC policies and work instructions.
 - Provide results and appropriate feedback to students in a manner that is determined by TAFE Queensland and APTC.
 - Together with the Learning Support Facilitators (LSF) and Work Skills Facilitators (WSF), provide integrated learning support to students specifically in the areas of literacy and numeracy, employability skills, computer skills and return to study assistance.
 - Participate in relevant professional learning activities to develop and maintain currency of personal and professional skills, knowledge and attitudes for both industry and learning, teaching and assessment.
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- Actively participate in industry liaison, marketing tradeshows, and conduct vocational skill assessments as required to promote and support the APTC.
 - Provide information for reports as required by APTC and undertake other administrative duties directly related to training delivery.
 - Actively participate in staff meetings, vocational networks, professional practice meetings and other activities relevant to the role.
 - Ensure that students adopt and practise accepted safety procedures and sustainability in the learning and assessment environment.
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- Report any non-compliance with Workplace Health and Safety (WHS), Equal Opportunity (EO) or any other statutory regulations to the Country Director as soon as practical.
 - Report any incident to the APTC Country Director where staff or students are behaving in a manner that does not show care for APTC physical facilities or comply with the APTC Code of Conduct.
 - Participate in briefings covering personal security and responsibilities, medical/health situation, cultural environment, details on APTC objectives, relevant contract obligations and interaction with stakeholders.

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. Demonstrated experience in the delivery of vocational training and assessment in the Carpentry area, along with a minimum of 2 years relevant carpentry or related industry experience, including any relevant licence requirements.
2. Current knowledge of Australian Standards for Registered Training Organisations, Australian national training packages, experience using a wide range of flexible and effective learning methodologies and the ability to implement these in a cultural and gender sensitive manner to adult learners.
3. Demonstrated commitment to self-development with a focus on maintaining skills including contemporary industry and teaching practices, and the use of educational technologies and Learning Management Systems to support learning where relevant.
4. Demonstrated interpersonal and communication skills, including the ability to relate effectively, collaboratively and ethically to staff, students and other stakeholders (including liaison with industry and partner institutions), as well as the ability to work both independently and as part of a small and dedicated team across multiple sites.

Qualifications / Requirements

Mandatory requirements:

- An Australian vocational qualification in Certificate III Carpentry or above.
- Certificate IV in Training and Assessment (TAE40116/TAE40122) or relevant higher-level teaching qualification.

Highly desirable requirements:

- Experience working within an educational organisation, preferably TVET.
- Work experience in an aid funded project, preferably that linked to the Australian Government.
- Demonstrated skills in mentoring and/or coaching others, preferably in a culturally diverse context.
- Demonstrated strong computer skills in Microsoft Office applications (including Word, Outlook and PowerPoint) along with sound writing and file management skills

How to Apply

To apply for this role, please provide the following:

- A covering letter that 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).

For further information, please contact:

Nick Venables, Country Director – Vanuatu & Nauru

Email: nicholas.venables@aptc.edu.au

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 essential.
- 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 maybe 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.