



Application Kit

This Application Kit assists you in applying job positions advertised.

This Application Kit contains:

- background information that will help you to understand the recruitment process, and how to apply for a position advertised;
- Position Description

Tauondi Aboriginal Corporation (Tauondi Aboriginal College)

Tauondi Aboriginal College is an independent registered training organisation for Aboriginal adults in South Australia. It has been owned and governed by Aboriginal people since 1973. The College provides education for the “whole” person, affirming Aboriginal cultures and identities in ways that respect Aboriginal law and customs and the diversity of students’ experiences and ambitions.

Within this holistic philosophy, Tauondi College offers a range of nationally accredited training programs, as well as non-accredited Adult Community Education (ACE) activities specifically designed to meet the needs of Aboriginal and Torres Strait Islander people and their communities. These programs provide pathways to further study and employment.

In recent years, Tauondi College has expanded services to include employment placement. Training programs expose students to employers through work placements with the view to increase employment outcomes and to participation in economic activities.

Tauondi College also has a very proud tradition of providing cultural awareness programs to the broader community (government, private enterprise, businesses, and primary, secondary, tertiary schools) across South Australia.

These important principles, established at our inception, over 40 years ago, are fundamental to who we are, how we operate and what makes Tauondi College a special place for Aboriginal and Torres Strait Islander people to come together to grow and learn.



Recruitment Process

Tauondi Aboriginal Corporation has a three stage recruitment process: application, interview and verbal referee report. At each of these stages, applicants are assessed.

1. The application

Once the applications have been received, they will be assessed by a panel to determine the shortlist for interview.

*Applicants shortlisted will be contacted via telephone to arrange an interview.
Applicants not shortlisted will be notified via email.*

2. The interview

The interview provides an opportunity for applicants to talk about their experiences and background relevant to the advertised position. The Interview usually last for approximately 40 minutes and will involve a panel of three interviewers.

At the interview, you will be required to bring with you your original qualifications and one sample Training and Assessment resource which you have developed.

3. The Verbal Referee Report

A referee report will be obtained for all applicants who are in serious contention for the position

Once the applicant has accepted the position, unsuccessful applicants will be notified via email.



How do I apply?

Your application determines whether you will get an interview. It is your opportunity to show the selection panel that you have the knowledge, skills, experience and ability to do the job.

You should take the following steps when preparing your application:

1. Read the Position Description

Read the Position Description carefully as it includes Key Accountabilities and Responsibilities and Person Specification including the skills and knowledge, previous work experience, qualifications & training required for the position.

2. Prepare your application

In your application, please include the following documents:

- ❖ Cover letter: write a brief cover letter introducing yourself and why you are applying for this position.
- ❖ Summary of your experience, past or present: write a half page summary that addresses your **essential requirements from; Previous Work Experience:**
 - When and how you delivered and assessed accredited units of competencies, and
 - Explain an ASQA compliant assessment resource you have developed
- ❖ Resume: include your skills, education and employment history.
- ❖ Two referees: include the names and telephone numbers of at least two *work related* referees who can comment on your work performance.


3. Send your application

Send your application using following methods

Via Email thr@tauondi.sa.edu.au

Via Post PO Box 409 PORT ADELAIDE SA 5015 – Attention to Tauondi HR

Late applications will not be considered.

	Business Administration Trainer and Assessor Position Description	MGR01			
Prepared By:	Silvy Sanzari	Issued	20/04/2018	Copy no	1
Authorised By	Doug Milera	Replaces		Page	1 of 4
Reason for Amendment					

POSITIONS DETAILS	BUSINESS ADMINISTRATION TRAINER AND ASSESSOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	RTO
REPORTS TO:	Training and Compliance Manager
DIRECT REPORTS:	NIL
EMPLOYMENT CONDITIONS:	Full-Time - Monday to Friday 8.45-5 pm (occasional weekend work)
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
<p>The aim of this position is to develop, deliver and assess accredited Vocational Education and Training in accordance within the National Vocational Education and Training Regulator Act 2011, the National Vet Regulator (NVR) currently Australian Skills Quality Authority (ASQA), currently endorsed BSB Training Package and all education and contractual requirements in accordance with Tauondi College policies and procedures.</p> <p>Provide a culturally appropriate learning environment which embraces a variety of teaching and learning methods to accommodate individual needs and learning styles. The main principles in learning/training should connect – practical, realistic, inspirational, meaningful and engaging (PRIME).</p>
KEY ACCOUNTABILITIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Development and Delivery of Training and Assessing <ul style="list-style-type: none"> o In accordance with NVR and BSB Training package, using flexible and innovative learning and assessment procedures: <ul style="list-style-type: none"> ▪ Develop all accredited course related materials including timetables, training plan, course outline, assessment methods, training & assessment strategy; ▪ Develop and deliver training in a PRIME Environment. ▪ Develop and deliver course information including content and vocational outcomes. 2. Student Training Plans <ul style="list-style-type: none"> • Identify, negotiate, plan and implement appropriate training plans to meet the needs of each student. • Students have access to industry workplace training, employment and further education. 3. Recognition of Prior Learning <ul style="list-style-type: none"> • Undertake all aspects of RPL assessment and national recognition to students on enrolment. 4. Reporting

- Produce to required deadlines, all documentation in accordance with NVR, funding arrangements and as requested by Training & Compliance Manager.
5. Networking with Industry / Enterprise
 - Establish and maintain networks with industry, enterprises and other VET bodies to validate training & assessment strategies specific to the course being delivered and assessed.
 - Course is relevant for employment opportunities or further education.
 - Validation from industry.
 6. Continuous Improvement
 - Identify and implement initiatives within NVR.
 - Improved quality, performance and compliance of the College and the individual.
 7. Professional Development
 - Continue to update and apply personal currency of relevant industry skills and knowledge.
 - Continue to update and apply personal currency of vocational education and training skills and knowledge.
 - A high level of cultural competence.
 8. Other duties as required

The Employee shall perform the duties set out in the Position Description. These duties may be modified and updated by the Employer from time to time following agreement with the Employee.

REQUIREMENTS FOR TRAINERS AND ASSESSORS

All trainers and assessors must have:

- The vocational competencies at least to the level being delivered and assessed
- Current industry skills directly relevant to the training and assessment being provided (the minimum 5 day industry work placement yearly); and
- Current knowledge and skills in vocational training and learning that informs their training and assessment.

All trainers and assessors must undertake professional development in the fields of:

- Knowledge and practice of vocational training; and
- Learning and assessment, including competency-based training and assessment.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced skills in Microsoft Office suite of products.
- Solid understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.
- Effect of colonial and post-colonial history on Aboriginal and Torres Strait Islander people.
- Understanding of Vocational Education and Training (VET).
- Comprehensive understanding of NVR and compliance requirements.
- Understanding of the BSB10115, BSB20115 and BSB30415.

(Desirable)

- Understanding of Australian Qualification Framework

- ACSF and adult literacy and numeracy development

Previous Work Experience:

(Essential)

- 3+ years relevant and current experience where there has been an ability to develop a range of skills in a Business Administration environment.
- Demonstrated experience in VET training and assessing.
- Experience with teaching Aboriginal and Torres Strait Islander people.
- Experience with working with Aboriginal and Torres Strait Islander people.
- Experience in delivering units of competency in BSB10115, BSB20115 and BSB30415.

Personal Attributes:

- Excellent time management, ability to determine priorities, successfully manage simultaneous and competing projects to meet internal and external deadlines.
- Excellent organisational ability and initiative, including prioritising to meet deadlines.

Demonstrated and proven:

- Works autonomously, while also being a strong team player.
- High level of verbal, listening and written communication skills.
- Establishing and maintaining effective relationships with a variety of internal and external stakeholders with the aim of creating awareness and promoting continuous improvement.
- Excellent interpersonal skills, demonstrated ability to interact professionally with diverse people.
- Ability to support, empower and skill others.
- Ability and skills in problem solving.

- Ethical and professional approach to employment.
- Highly motivated and the ability to work effectively in a team environment.
- Ability to work within an Aboriginal organisation.
- Attention to detail.
- Ability to maintain confidentiality.

Qualifications & Training:

- (Essential) Certificate IV or higher in Training and Assessment
- (Essential) Certificate III or higher in Business Administration
- (Desirable) Other tertiary qualifications will be considered.
- (Essential) Current DCSI National Criminal History Record Check (or prepared to obtain).
- (Essential) Child Safe Environments Certificate (or prepared to obtain).

VISION, PURPOSE AND VALUES

Vision statement

To be the preferred provider and recognised for delivering quality services and producing exceptional outcomes to the Aboriginal Community and Partners.

Purpose statement

1. Deliver high quality training and employment services in a culturally safe environment;
2. Lead idea creation and problem solving
3. Promote cultural knowledge and understanding

Values

- **TRUST** Building strong relationships
- **ACCOUNTABILITY** Being observable and authentic
- **UNIQUENESS** Offering exceptional learning experience
- **OPEN** Creating business for new ideas and opportunities
- **NETWORK** Growing community and stakeholder footprint
- **DIVERSITY** Valuing cultures through respectful engagement
- **INTEGRITY** Conducting business truthfully and ethically

KEY RELATIONSHIPS

Internal

- Reporting to Training and Compliance Manager
- Compliance Team
- Trainers
- Student Support Team
- Administration staff

External

- Industry and Enterprises (employers)
- Other RTOs
- Employment Service Providers

Acknowledgement

I..... acknowledge that I have been given a copy of this Position Description and that I have read and understand it.

Signed.....
(Employee)

Date ____/____/____

Signed.....
(Manager)

Date ____/____/____