



Tauondi Aboriginal Corporation

1 Lipson Street
Port Adelaide SA 5015

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Port Adelaide SA 5015

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Application Kit

Thank you for your interest in employment with **Tauondi Aboriginal College**.

This Application Kit has been prepared to assist you in understanding the advertised position, Tauondi's recruitment and selection process, and the information required as part of your application.

The Application Kit includes:

- information about Tauondi Aboriginal College;
- an overview of our recruitment and selection process;
- guidance on preparing and submitting your application; and
- the Position Description for the advertised role.

About Tauondi Aboriginal College

Tauondi Aboriginal Corporation, trading as Tauondi Aboriginal College, is an independent, Aboriginal community-controlled Registered Training Organisation established in 1973.

For over 50 years, Tauondi has supported Aboriginal people through education, training, learner support, employment pathways and community-based programs. Governed by an Aboriginal Board, Tauondi provides culturally responsive services that recognise the strengths, aspirations, identities and diverse experiences of Aboriginal people and communities.

Our approach places Aboriginal culture, identity and community at the centre of learning and support. We are committed to providing a culturally safe and welcoming environment in which students and clients are supported to build knowledge, skills, confidence and pathways to further education, employment and personal development.

The principles established at Tauondi's inception in 1973 continue to guide our work today. We are proud to be a place where Aboriginal people can come together to learn, grow, strengthen culture and pursue their aspirations.

Recruitment and Selection Process

Tauondi uses a structured recruitment and selection process to identify the applicant who best meets the requirements of the advertised position.

The process generally consists of three stages:

1. Application and Shortlisting	Following the closing date, applications will be reviewed by a selection panel against the requirements outlined in the Position Description. Applicants who are shortlisted for interview will be contacted to arrange a suitable interview time. Applicants who are not shortlisted will be advised by email.
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2. Interview	The interview provides shortlisted applicants with an opportunity to discuss their skills, knowledge, experience and suitability for the position. Interviews will generally be conducted by a selection panel and may take approximately 40 minutes. Applicants will be asked questions relevant to the responsibilities and requirements of the position and may also have an opportunity to ask questions about the role and Tauondi.
3. Referee Checks	Referee checks may be undertaken for applicants who remain under consideration following the interview process. Applicants should provide professional referees who have direct knowledge of their work performance, skills and experience. Tauondi will generally contact referees only when required as part of the selection process. Once the recruitment process has been finalised and the preferred applicant has accepted an offer of employment, other interviewed applicants will be advised of the outcome.

How to Apply

Your application is an important opportunity to demonstrate how your skills, knowledge, experience and capabilities align with the advertised position.

Before submitting your application, please complete the following steps.

1. Read the Position Description

Please read the Position Description carefully. It provides important information about the purpose of the role, key responsibilities and accountabilities, and the skills, knowledge, experience and other requirements relevant to the position.

You should consider these requirements when preparing your application.

2. Prepare Your Application

Please include the following documents with your application:

- **Cover Letter** – A brief letter introducing yourself, identifying the position you are applying for and explaining your interest in the role.
- **Summary of Relevant Experience** – A brief statement, generally one to two pages, outlining your relevant professional experience, skills and experience in similar or related roles.
- **Resume/Curriculum Vitae** – An up-to-date resume outlining your employment history, qualifications, education, skills and relevant experience.
- **Professional Referees** – The names and contact telephone numbers of at least three professional referees who can comment on your work performance, skills and experience.

3. Submit Your Application

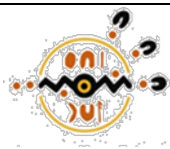
Applications may be submitted by:

Email: thr@tauondi.sa.edu.au

Post: Tauondi HR PO Box 409 PORT ADELAIDE SA 5015

Applications must be received by the closing date specified.

Late applications may not be considered.

	Business Trainer and Assessor Position Description				MGR01
Prepared By:	Tadashi Nakamura	Issued	01/05/2024	Copy no	1
Authorised By		Replaces		Page	1 of 3
Reason for Amendment	New position				

POSITIONS DETAILS	BUSINESS TRAINER AND ASSESSOR
LOCATION:	1 Lipson Street, Port Adelaide South Australia 5015
DEPARTMENT:	Education Delivery
REPORTS TO:	Education Service Manager
DIRECT REPORTS:	NIL
EMPLOYMENT	Full-time
CONDITIONS:	12 months fixed contract
	Prescribed Position
RELEVANT AWARD:	Educational Services (Post-Secondary Education) Award 2010

KEY POSITION OBJECTIVES
Tauondi trainers and/or assessors provide a unique and specialised learning experience in a culturally safe learning environment, with contextualisation of the learning materials that supports increased competence, confidence, and completion of studies by Aboriginal people in South Australia.
The position contributes to the development, delivery and assessment of Vocational Education and Training, in accordance with:
- the Standards for Registered Training Organisations (RTOs) 2015 as part of the National Vocational Education and Training Regulator Act 2011, administered by the Australian Skills Quality Authority (ASQA); - Relevant training package rules; - All education and contractual requirements in accordance with Tauondi Aboriginal College's policies and procedures.
Trainers are responsible for delivering high quality training and assessment in a variety of ways including online delivery and assessment for Tauondi students to complete their studies successfully. Working in conjunction with staff from the Tauondi Support Team, trainers provide support in areas such as literacy and numeracy and attendance.
Tauondi takes pride in providing a culturally appropriate learning environment that embraces a variety of teaching and learning methods to accommodate individual needs and learning styles and staff are expected to uphold this. Tauondi and its staff promotes the following focused principles to ensure learning and training is for our students is effective – Practical, Realistic, Inspirational, Meaningful and Engaging ('PRIME').

KEY ACCOUNTABILITIES AND RESPONSIBILITIES
1. Delivery of Training and Assessing - In accordance with Standards for Registered Training Organisations (RTO's) 2015 and the relevant Training package, using PRIME learning and assessment procedures: - Customise all course related materials including timetables, training plan, course outline, assessment methods, training & assessment strategies. - Deliver off-job and on-job training including the contract of training and assessment via face-to-face or online. - Provide subject matter expertise input to the design and development of designated technical training content and learning resource materials for ongoing training and assessment.

- Ensure records, evidence and statistics are gathered and recorded in a timely and accurate manner in accordance with Tauondi policies and procedures, and any other regulatory or statutory requirements.
- Apply reasonable adjustment according to organisational procedures with a defined approval process.

2. Enrolment, Attendance and Completion

- Actively participate in activities to increase enrolment, attendance, and completion rates eg visiting relevant service providers, attending events/workshops & contacting students.
- Implement flexible training and assessment arrangements where necessary in order to increase student competency and completion.
- Identify, negotiate, plan, and implement appropriate training plans to meet the needs of each student.
- Support holistic student learning requirements including referring for additional support as required.
- Ensure students have access to industry workplace training, employment opportunities and pathways for further education.
- Where appropriate, offer and undertake all aspects of RPL assessment and national recognition to students on enrolment.
- Work closely with Tauondi's Student Support Team to provide appropriate support to students for their successful completion of study.

3. Administration and Reporting

- Develop reports in accordance with reporting timeframes, document preparation and evidence based gathering in accordance with NVR and funding arrangements and as requested.
- Maintain, record and report on data regarding course training and assessment to meet legislative and organisational reporting requirements.
- Assess work submitted by students and provide constructive feedback within 10 working days of receipt of work.
- Participate in assessment validation and moderation as required.
- Adhere to version control requirements by liaising with compliance staff and notifying of any changes to documents as soon as the change has occurred.

4. Networking with Industry / Enterprise

- Establish and maintain networks with industry, enterprises, and other VET bodies to validate course specific training & assessment strategies.
- Demonstrate ongoing diverse industry relationships and keeping informed of relevant changes to legislation, policies, and the broader VET sector.

5. Continuous Improvement

- Identify and implement initiatives within NVR.
- Improved quality, performance and compliance of the College and the student.

6. Professional Development

- Maintain industry and vocational currency and a high level of cultural competence.
- 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.
- Maintain and update knowledge of relevant software used as part of the work role. This includes contributing to the development, maintenance, and review of online learning platforms.

7. Other duties as agreed

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

REQUIREMENTS FOR TRAINERS AND ASSESSORS

All trainers and assessors must have:

- The vocational competencies to the minimum of the level being delivered and assessed.
- Current industry skills directly relevant to the training and assessment being provided.
- 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.
- Learning and assessment, including competency-based training and assessment, online training delivery and assessment.

PERSON SPECIFICATION

Skills & Knowledge:

- Advanced skills in Microsoft 365 or Office 365 suite of products
- Skills in online delivery and in using a learning management system.
- Comprehensive understanding of Aboriginal and Torres Strait Islander cultures, protocols, practices and communities.
- Understanding of Vocational Education and Training (VET) Industry.
- Comprehensive understanding of NVR and compliance requirements.
- Understanding of Australian Qualification Framework (AQF).
- Understanding of the **BSB30120 Certificate III in Business, BSB40920 Certificate IV in Project Management Practice, and BSB50820 Diploma of Project Management.**

(Desirable)

- ACSF and/or adult literacy and numeracy development
- Knowledge of Tauondi's vision, purpose and values in order to uphold and promote Tauondi ethos.

Previous Work Experience:

- 2+ years relevant and current experience where there has been an ability to develop a range of skills in a **Business Services industry** 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 **Certificate III, Certificate IV and Diploma level units of competency in BSB – Business Services Training Package (Release 8.0)**

(Desirable)

- Experience with teaching Aboriginal and Torres Strait Islander school students under the VET for School arrangement.
- Experience in delivery training online and using a Learning Management System.

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 in accordance with the Privacy Act 1988.

Qualifications & Training:

- (Essential) TAE40122 Certificate IV in Training and Assessment or equivalent.
- (Essential) Certificate III or higher in Business Services or equivalent working experience
- (Essential) Diploma of Project Management
- (Essential) Current DHS Working with Children Check (or prepared to obtain).
- (Essential) Responding to Abuse and Neglect – Education and Care Certificate (or prepared to obtain).
- (Essential) Current SA Driver's licence

VISION and VALUES

Vision statement

The trusted Aboriginal owned and run community organisation enabling Aboriginal people to thrive and reach their full potential through high quality training & development.

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 Education Service Manager
- Tauondi service delivery staff

External

- Aboriginal community members
- Public and private Aboriginal and non-Aboriginal organisations
- External stakeholders

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 ____/____/____