

STATEMENT OF DUTIES Trainer and Assessor (Contractor)

Report to: The nominated Director.

FUNCTIONS

As a contractor you will be required to perform the following functions :

- Liaison with clients or the sponsoring organisation where employees have been nominated through a workplace (as requested by the Directors)
- Preparation of session plans for customised courses
- Course induction (if appropriate) using the induction checklists
- Delivery of classroom based instruction using Em-Four training manuals
- Conduct of assessment as set out in Em-Four training manuals, assessment banks and the relevant units of competency
- Marking of students work and feedback to students on progress throughout a course
- Completion of assessment results forms that are submitted to central administration by specified times
- Maintenance of student records of attendance
- Hand out of end-of-course certificates and course evaluations that are submitted to central administration by specified times
- Completion of course reports that are submitted to central administration by specified times
- Associated administrative duties including collection of enrolment forms that are forwarded to central administration by specified times
- Attendance /participation in meetings and teleconferences with the Director/s as required
- Participation in annual course reviews – by various methods including reviews of training manuals, assessment tools by meeting, email or phone comments.
- Participation in assessment moderation at least annually by course area. This will be conducted by various methods. Advance notice will be given to contractors
- Participation in agreed professional development.
- Trainers and assessors are expected to monitor student behaviour and advise managers where incidents arise that cause concern to the staff or other students and may lead to inquiry. Matters include discrimination, bullying, equity issues, language and literacy problems that are affecting student performance.
- Monitor classroom safety and OH&S issues and advise of matters that need to be reported for follow up in premises that have been rented or provided by clients.
- Trainers are expected to maintain their qualifications and industry expertise and remain up to date on trends in their area of specialization.