

Healesville Living and Learning Centre Inc

1 Badger Creek Road, Healesville 3777 Victoria

Position Title:	Trainer – Accredited Programs
Reports to:	Manager of Education and Training
Employment:	Casual/Sessional
Hours:	As per contract
Internal Liaisons:	Manager of Education and Training Course Administrator
Pay and Conditions:	As per contract

Healesville Living and Learning Centre

The Healesville Living and Learning Centre is a community based Registered Training Organisation and provider of Adult Education and Recreation Programs. A voluntary Committee of Management is responsible for employment, organisational policies and legal obligations. It delegates its authority to the Chief Executive Officer for its day-to-day operations.

Mission Statement

To provide quality education and learning to the community.

About the role

To plan and deliver an accredited training course

This is a role for professional, qualified and experienced trainers who have a passion for teaching adults returning to study.

Trainers will be responsible for delivering accredited training according to the National Curriculum in an interesting and engaging way.

You must demonstrate your ability to cater for individual learning styles, develop assessment methods as determined by student needs and competency standards and maintain accurate administrative records.

Hours and days of work will be negotiated with the Manager, E & T depending on room, trainer and community requirements.

Allowance is also made for preparation time.

Professional development, superannuation and liability insurance will be the trainer's responsibility. Trainers are required to attend all HLLC trainer meetings and moderation sessions.

Trainer's Responsibilities

1. To abide by the Policies and Procedures of the Centre.
2. To maintain knowledge and qualifications in relevant industry areas.
3. To maintain knowledge and qualifications in training delivery.
4. To fulfill student and course administration requirements in the agreed timeframe.
5. Notify administration staff of OH & S issues or other incidents.

Qualifications and Skills Required

- Certificate IV in TAE
- Relevant industry qualifications at least equal to the level of training to be delivered
- Relevant industry experience
- Experience in training adults
- Experience in delivering the relevant accredited training
- High level of written and oral communication skills
- Good computing skills
- Demonstrate a commitment to professional development
- Demonstrate an understanding of adult learning principles and educationally disadvantaged learners.
- Ability to work in a team environment
- Working With Children's Check (if required)