

Job description

Agency	Department of Education	Work unit	Training and Careers
Job title	Embedded VET Trainer - Construction	Designation	Administrative Officer 6
Job type	Full time	Duration	Fixed to 13/12/2024
Salary	\$94,620 - \$105,609	Location	Alyangula
Position number	42399	RTF	289693
		Closing	25/02/2024
Contact officer	Mel Dougherty on 08 8987 6366 or mel.dougherty@education.nt.gov.au		
About the agency	www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=289693		

APPLICATIONS MUST INCLUDE A ONE-PAGE SUMMARY ABOUT YOU, A DETAILED RESUME AND COPIES OF YOUR TERTIARY QUALIFICATIONS.

Information for applicants – inclusion and diversity and Special Measures recruitment plans

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](#).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

Primary objective

Delivery of competency-based training and assessment of nationally accredited Vocational Education and Training (VET) programs in a school environment including face to face delivery and ensuring national standards are maintained within the school and training centre environment.

Context statement

Across the Groote Archipelago, we prioritize the delivery of high-quality vocational education and training (VET) programs to ensure the best outcomes for our students, particularly in the field of construction. Our Embedded Trainer position plays a crucial role in providing tailored support and guidance to students enrolled in VET Construction courses. This includes facilitating quality teaching and learning experiences, offering transition support, teaching and assessing accredited VET Construction pathways into our curriculum, and coordinating policies related to vocational education. In addition to these responsibilities, the Embedded Trainer collaborates with school leadership to strategically align the VET program with government priorities to enhance the overall learning experience for our students.

Key duties and responsibilities

1. Delivery of competency-based training and assessment to secondary students including face to face delivery within the school and training centre environment of Construction Pathways in remote context.
2. Ensure all Registered Training Organisation (RTO) administration tasks are completed in a timely manner including enrolment, Unique Student Identifier (USI), learning plans, session overviews, course preparation, student records and reports and assessment delivery and documentation.
3. Develop and continuously review training and assessment resources to support delivery of accredited competencies and qualifications.
4. Represent the RTO on local and community forums and workshops and develop a range of delivery models to support the effective delivery VET Construction pathways programs and ensure reasonable adjustments that meet the national standards, are undertaken where necessary, to meet the needs of students.
5. Attend professional development sessions to maintain current knowledge and practice of vocational training, learning and assessment, including competency-based training and assessment and relevant industry skills.
6. Provide clear and concise status reports to management, parents, schools, case managers and RTOs.

Selection criteria

Essential

1. Current Certificate IV in Training and Assessment or willing to complete upgrade.
2. Demonstrated knowledge and appropriate written and oral communication skills to provide advice to schools and community on the development, implementation and ongoing improvement of nationally accredited VET programs.
3. Demonstrated experience in training including the ability to develop training resources and assessments and implement innovative service delivery solutions that meet the needs of secondary school students.
4. Ability to manage and demonstrate participation in professional development programs, ensuring national standards and industry currency requirements are maintained.
5. Ability to work flexibly including managing pressure in changing environments and modifying approaches to suit diverse people and situations.
6. Proven ability to interact effectively in a cross-cultural environment and within a trauma informed framework.

Desirable

1. Relevant trade Certificate III qualification (as a minimum) in construction, community services, automotive or engineering.

Further information

Visits to remote schools may necessitate travel by 4WD vehicle or in light aircraft and include overnight stays in remote communities. This position requires a current NT Working with Children Notice (Ochre Card), driver's licence or the ability to obtain.

Approved: January 2024

Mel Dougherty, Principal Alyangula Area School