

<b>Position:</b>	<b>College Trainer and Assessor</b>
<b>Reports to:</b>	Training and Development Managers
<b>Works with:</b>	All staff
<b>Objective:</b>	Provide a high level of pastoral care and administrative support to students and employers through classroom training, workplace assessments and other relative duties.

## **Skills & Abilities**

<b>Essential Criteria:</b>	Certificate IV in Assessment and Workplace Training (TAA40104) minimum Knowledge of Occupational Health & Safety legislation/issues Formal qualification and minimum 5 years industry experience in Beauty Therapy Excellent communication and presentation skills Computer skills Flexibility in time and attitude to meet the needs of students
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<b>Desirable Criteria:</b>	Understanding of RPL and RCC processes Knowledge of Government driven vocational training initiatives Experience and empathy dealing with various client groups Understanding of AQF for Registered Training Organisations
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## **Responsibilities:**

- The review of training and assessment is carried out as per Company Policies and Procedures
- Maintain a safe, professional and inviting environment for the Learners
- Ensure student assessments are fair, reliable, valid and flexible
- Ensure the training and assessments conducted reflect 'best practice'
- Investigate and make recommendation to the Training and Development Manager regarding new training and assessment opportunities
- Provide timely reports and documentation to the Training and Development Manager on request
- Other tasks as directed by Management
- Mentor apprentices, trainees and students to assist in the achievement of progress towards competency in training undertaken.

## **Training:**

- Supervise, direct and co-ordinate student's activities
- Liaise, assist and impart knowledge and information to students
- Provide face-to-face training in accordance with company policy and procedures
- Ensure own professional and hygienic personal presentation
- Provide session plans and assessment records to the Training and Development Manager in a timely manner
- Tailoring training delivery to suit the learner's requirements
- Advise administration of faulty equipment and resources in a timely manner
- Support Training and Development Manager with update of training curriculum and assessment tools, if required
- Recommend appropriate product/equipment to achieve training objectives

### **Student Database and Related Activities**

- Ensure up-to-date and accurate student information is provided to the Training and Development Manager
- Record student attendance and progression of all students
- Submit reports to Training Development Manager in a timely manner
- Report problem areas to Directors/recommend plan of action
- Deal with issues of conflict or concern according to company policy and procedures

### **Client Database and Related Activities**

- Ensure client services advertised and provided are appropriate to student competencies achieved
- Refer clients/learners additional training/services where appropriate
- Assist Administration in the preparation and management of client database

### **General Office and Related Activities**

- Attend staff meetings, assist with presentations, seminars and conferences as required
- Support marketing and promotional activities
- Ensure requests for leave, training hours etc, are provided to management in a timely manner
- Complete own tasks
- Maintain a high level of communication with all other staff members
- Attend to marking student course work as required
- Provide back-up support for other trainers and staff as required