

Position Description
Traineeship Coordinator Revised
30 March 2022

Title:	Traineeship Coordinator
Classification:	Djerriwarrh Coordinator (Level A to E)
Salary:	<p>\$69,905.84 to \$76,019.05 (depending on experience) plus superannuation of 10% per annum for a full time position (0.6 pro rata) (According to Djerriwarrh's internal scale).</p> <p>Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status.</p>
Status:	Fixed term Part Time (0.6) to 30 April 2023
Award:	Labour Market Assistance Industry Award 2010

ORGANISATIONAL CONTEXT:

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's Mission Statement is 'empowering individuals and local communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Literacy and Numeracy services
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Foundation Skills For Your Future Program
- Victorian Certificate of Applied Learning (VCAL)
- Government (State and Federal) contracted training (Skills First)
- Djerriwarrh Community House

Youth services including:

- School Focused Youth Services
- L2P
- Better Futures (formerly Springboard)
- Reconnect

Employment services including:

- Jobs Victoria Employment Services (JVES) as a member of the west@work consortium
- ParentsNext
- Local Jobs Program (LJP)
- Jobs Victoria Advocates Program

DJERRIWARRH'S VALUES:

Caring – we provide a safe and welcoming environment for all.

Respectful – we treat all people fairly and equally.

Inclusive – we are welcoming and put people first.

Adaptable – we respond to individual and community needs in a creative and flexible way.

Accountable – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.

POSITION OBJECTIVES:

Djerriwarrh is introducing the delivery of traineeships, in particular CHC33015 Certificate III in Individual Support (Ageing) traineeships. We are seeking an experienced and suitably qualified Traineeship Coordinator to work closely with the Education Manager to deliver a successful traineeship program.

The objective of the Traineeship Coordinator position is to coordinate, plan and administer high quality accredited Vocational Education and Training (VET) traineeships in line with VRQA Guidelines, AQTF, 2022 VET Funding Contract – Skills First Program (including Quality Charter), relevant Victorian and Commonwealth legislation and Djerriwarrh policies and procedures.

Skills First Program:

The *Skills First* program is the vehicle through which RTOs in Victoria are contracted to deliver government subsidised training services to eligible individuals.

The program seeks to improve participants' skills, with the expectation that such improvements will enable them to participate more effectively in the labour force.

Participants are funded through 2022 VET Funding Contract – *Skills First* Program (eligibility criteria apply) or are full fee paying. Participants may be referred to a course by Djerriwarrh youth and employment programs, Centrelink, Job active providers and Disability Employment Service (DES) providers. Many of the participants also self-refer.

DUTIES & RESPONSIBILITIES

The Traineeship Coordinator is responsible for the coordination including planning and administering of traineeships in line with the Skills First contractual requirements. Delivery and assessment will be class and workplace based and will include some distance based delivery.

The Traineeship Coordinator will:

- coordinate the review and development of the course program and delivery and assessment materials;
- be responsible for administration of the traineeships including maintaining student information on Epsilon;
- report on student progress to the Education Manager and Employer delegate; and
- participate in team meetings, professional development, validation sessions; and internal/external audits as required.

Ongoing Professional Development:

Djerriwarrh requires that VET Teachers/Assessors delivering and assessing accredited training undertake professional development to meet the requirements of Standard 1 of the AQTF Essential Conditions and Standards for Continuing Registration. VET Teachers/Assessors are required to undertake professional development activities in the following areas:

- the industry area in which they are training/assessing;
- training and assessment skills and knowledge; and
- Vocational Education and Training industry skills and knowledge.

CONDITIONS OF EMPLOYMENT:

The Traineeship Coordinator role is a fixed term, part time position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$69,905.84 to \$76,019.05 plus superannuation paid pro rata for a part time position.

This position may access “tax free” benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

Confirmation of employment

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Police and Working with Children Checks. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).
- Evidence of full vaccination (minimum 2 doses) of an approved COVID-19 vaccine.

Workplace Health and Safety (WHS)

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.

- Comply with WHS policies and procedures (including updated COVID-19 Safe practices and plans) and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, including Chief Health Officer Directions, regarding COVID-19 safe practices and requirements.

Site flexibility

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

Drivers licence

A current driver's licence is required.

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

KEY SELECTION CRITERIA

Mandatory:

- KSC 1: Minimum two (2) years of experience in the VET sector, including knowledge of the networks, working in the field and the key processes involved with employment.
- KSC 2: Demonstrated ability to comply with contractual obligations and standards.
- KSC 3: Experience in effectively coordinating, supporting and developing staff.
- KSC 4: Highly developed organisational and problem-solving skills with a proven ability to work autonomously.
- KSC 5: Highly developed interpersonal skills - including high level oral/written communication skills and negotiation skills.
- KSC 6: Experience and knowledge of student management systems.
- KSC 7: Demonstrated ability to use Microsoft Office software in particular Outlook and Word.

QUALIFICATIONS/SPECIAL REQUIREMENTS:

- Hold a current Certificate IV in Training and Assessment (TAE40116) or hold the TAE40110 Certificate IV in Training and Assessment plus the TAELLN411 or TAELLN401A unit and TAEASS502 unit, or a higher-level adult education qualification
- Hold a Community Services qualification (desirable)
- Experience in the use of the EPSILON data base and/or Axcelerate SMS (desirable)
- Evidence of recent professional development

REPORTS TO:

This position reports to the Education Manager.

- IMPORTANT NOTES:**
- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds and people with a disability.
 - Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
 - Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
 - ▶ Racial Discrimination Act 1975
 - ▶ Sex Discrimination Act 1984
 - ▶ Disability Discrimination Act 1992
 - ▶ Disability Act 2006
 - ▶ Equal Opportunity Act 2010
 - ▶ Charter of Human Rights and Responsibilities Act 2006
 - Services are conducted in compliance with relevant sections of the:
 - ▶ Privacy Act 1988
 - ▶ Freedom of Information Act 1982
 - Djerriwarrh is a child safe organisation and complies with:
 - ▶ Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015
 - ▶ Working With Children Act 2005
 - Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
 - COVID-19 Response – Djerriwarrh complies with all current government and health expert advice for conducting a COVID-Safe business and has established COVID-Safe Plans across all our service and administrative site locations.

Declaration	
My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined.	
Employee	Name: Signature: ___/___/___
Manager	Name: Signature: ___/___/___