

**VET Trainer/Assessor
Position Description
October 2025**

Title:	VET Trainer/Assessor
Classification:	Employment Services Officer Grade 1 Level C (According to award)
Salary:	<p>Sessional training rate of \$62.45 per hour and administration rate of \$40.24 per hour plus superannuation of 12% per annum for a full time position (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:	Sessional
Award:	Labour Market Assistance Industry Award 2020

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)
- Government (State and Federal) contracted training (Skills First)
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Neighbourhood House
- Melton Suburban University Study Hub

Youth services including:

- School Focused Youth Services
- TAC L2P Learner Driver Program
- Better Futures
- Reconnect
- Homework Club

Employment services including:

- Parent Pathways

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, gender and sexually diverse people and people with a disability.

DJERRIWARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

POSITION OBJECTIVES

The objective of the VET Trainer/Assessor is to plan and deliver high quality accredited Vocational Education and Training (VET) in line with VRQA Guidelines, AQTF Conditions and Standards, Skills First Funding Contract (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 the Skills First Funding Contract (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.

PROGRAM SPECIFIC DUTIES & RESPONSIBILITIES

The VET Trainer/Assessor is responsible for the delivery and assessment of a VET qualification or unit of competency. Delivery and assessment will be class and workplace based and may also include online delivery. VET Trainers/Assessors are also required to contribute to the review and development of course programs and delivery and assessment materials.

VET Trainers/Assessors will participate in team meetings, professional development, validation sessions and internal/external audits as required.

Ongoing Professional Development

Djerriwarrh requires that VET Trainers/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 Trainers/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
- Vocational Education and Training industry skills and knowledge

CONDITIONS OF EMPLOYMENT

The VET Trainer/Assessor is a sessional position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is sessional teaching rate of \$62.45 per hour. Administration duties are to be negotiated with the Education Manager and paid at the rate of \$40.24 per hour. 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 Nationally Coordinated Criminal History Check (NCCHC) and Working with Children Check. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).

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 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, 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: Experience in the delivery, development and review of accredited training in the vocational area of expertise within the past 12 months.
- KSC 2: Highly developed organisational and problem-solving skills with a proven ability to work autonomously.
- KSC 3: Highly developed interpersonal skills - including high level oral/written communication skills and negotiation skills.
- KSC 4: Proficiency in operating PC based software packages especially the ability to use Microsoft Office software.
- KSC 5: Experience delivering and/or higher applicable VET qualifications in both a class environment and a participant's work environment.

QUALIFICATIONS/SPECIAL REQUIREMENTS

- TAE40122 Certificate IV in Training and Assessment, or its equivalent or its successor including:
 - TAE40116 Certificate IV in Training and Assessment,
 - TAE40110 Certificate IV in Training and Assessment,

OR

- A diploma or higher-level qualification in adult education or vocational education and training

AND

- Qualifications at same AQF level or higher in the field of delivery
- Proven recent and relevant training and industry experience
- Current Trainer/Assessor matrix mapped to relevant units of competency
- For Individual Support Trainers - experience in the delivery of traineeships advantageous

REPORTS TO

Education Manager

SUPERVISES

N/A

IMPORTANT NOTES:

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people 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 Act 2005*
 - *Worker Screening Act 2020*
- 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.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.

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:	___/___/___