

Position Description: Trainer/Assessor

Overview:

The CMTO is a training organisation dedicated to addressing the training needs of the Australian Community Media Sector.

The CMTO will strive to:

- Facilitate the development of a national training strategy for the community media sector
- Promote a positive training culture throughout the community media sector
- Maintain and develop its capacity as a high quality and sustainable media training organisation serving the community media sector
- Build partnerships and create networks with other training providers and industry partners, consulting with community media sector organisations in the development of a national training strategy
- Encourage innovation in training and learning in the community media sector
- Identify and address skills shortages and gaps in training delivery, resource development and trainer professional development, with a particular focus on the priorities* established by the Australian Government for the National Training Program funding allocation for the community media sector

**National Training Program (NTP) Priorities: The bulk of the training places to be directed to community broadcasting stations in regional, rural and remote areas. Funding will also be directed to the special training needs of radio for the print handicapped, Indigenous and ethnic radio broadcasting. In relation to ethnic training, ethnic youth, new and emerging ethnic groups and new language groups will be targeted for training opportunities.*

Position Title	Trainer/Assessor	Classification	Educational Services (Post-Secondary Education) Award 2020 C.3 Teachers other than TESOL teachers- Category D- Casual. Level 1-9
Reports To	CMTO Training Manager	Terms of Employment	In accordance with FORM 49 Casual Trainer Contract
Salary Range	\$65 per hour	Superannuation	10.5% employer contribution (1 st July 2022)
Probation	3 months	Annual Leave	n/a
Conditions	The position is a casual fixed-term contract and conditional upon satisfactory performance.		
Approved By	CMTO CEO	Date Updated	22/06/2022

Job Specification

Primary Focus:

CMTO Trainer/Assessors work under the direction of the CMTO Training Manager and are responsible for the delivery of training and assessment services. Key areas include liaison with stations and organisations, administrative duties, and delivery of training and assessment services.

Responsibilities: (Job Specific)

1. Liaise with CMTO Training Manager to confirm course details, materials and resources are current and accurate prior to each course.
2. Deliver training and assessment services according to CMTO requirements.
3. Ensure that training programs commence and finish no later than the nominated time.
4. Ensure all CMTO students are aware of requirements in relation to health and safety, that training facilities are inspected before each class and any incidents or issues are reported to the CMTO immediately.
5. Ensure that all CMTO students are invited to register any special requirements they may have especially in relation to learning barriers and LLN.

6. Complete all relevant paperwork and documentation for each CMTO training program conducted.
7. Participate in meetings, reviews (including RTO compliance self-assessments/audits and resource validation), CMTO online Trainer forum and professional development sessions as required by the CMTO.
9. Provide feedback to the CMTO Training Manager about any concerns regarding training, students and other CMTO related matters.

Shared Responsibilities: (All CMTO Staff)

- Work co-operatively with other staff to achieve organisational objectives;
- Demonstrate commitment to and understanding of the values of community broadcasting;
- Maintain high standard work practices and ensure integrity, respect and confidentiality;
- Attend all relevant committee and staff meetings;
- Identify professional self-development opportunities and contribute to development of others;
- Respond helpfully and refer enquiries from members and general public as appropriate;
- Utilise and learn software and technology as required;
- Practice environmental sustainability in the workplace; and
- Other duties as required.

Other Requirements:

- The nature of the community broadcasting sector and this position mean that some after hours and weekend work may be required.
- Metropolitan and interstate travel is also required.

Trainer and Assessor – Key Selection Criteria

All candidates should address the following key selection criteria in a statement to be attached to their job application.

- Experienced in providing quality adult learning and assessment within the Australian VET system
- Knowledge of all aspects of the Standards for Registered Training Organisations and VET system as they relate to the role of Trainer and Assessor.
- Knowledge of training packages from which CMTO training is prepared and assessed
- Media qualifications and/or extensive media experience
- High level written and verbal communication skills including:
 - Presentation skills
 - Facilitation Skills
- Thorough knowledge and understanding of:
 - competency based training concepts and principles
 - recognition processes
 - assessment standards
 - training packages use, development and implementation
- Ability to effectively work with culturally diverse client groups
- Ability to support individuals to achieve training objectives
- A current Certificate IV in Training and Assessment and/or other Adult learning or teaching qualifications.