

Position Title	Associate Facilitator - Electrotechnology
Portfolio	Education
Division	Building, Construction and Smart Technologies
Department/Cost Centre	Electrotechnology - 01904
Classification	Specialist Staff 6.1
Position Number/s	102404,102409
Reporting to	Senior Educator - Electrotechnology
Supervises	NIL

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none.

Our campuses are located throughout the southwest Victoria region, including Warrnambool, Hamilton, Portland, Colac and Sherwood Park with a further delivery site at Glenormiston.

Our **Ambition** is to provide future focused education that creates a lifetime of opportunity and employability.

Our **Purpose** is to deliver a modern and fresh approach to helping generations develop the skills they need for the futures they aspire to.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

South West TAFE has four main campuses spread across the southwest Victoria region at Hamilton, Portland, Colac and Warrnambool. The Warrnambool Campus is complemented by a training facility east of the city at Sherwood Park (adjacent to Deakin University). The Institute offers studies through regional secondary schools and courses through regional adult learning centres. Programs are also offered through off-campus studies with program delivery interstate and internationally.

The Division of Building Construction & Smart Technologies is responsible for the delivery of Traditional Trade programs which incorporates Automotive, Engineering, Electrical and Plumbing. Other programs include Maritime, Civil Construction and related programs across all Institute campuses (excluding Colac) and training sites including workplaces throughout the state.

The Division has staff based at Warrnambool, Portland, Hamilton, Sherwood Park and remote site locations. Programs are also delivered in other regions, including interstate and internationally.

Position Overview (Your Opportunity)

The position of Associate Facilitator will have you working within a supportive team of industry lead educators in the delivery of training, whilst you undertake the TAE40116 Certificate IV in Training and Assessment program.

As an Associate Facilitator you will utilise your current contemporary industry knowledge and experience in a range of course and program teaching, coordination and administrative activities that support the effective operation of the teaching centre. You will be fully involved in, and learn, the end to end teaching process, with the objective of supporting relevant and meaningful learning outcomes for our students.

As you complete your studies to become a TAFE teacher you will be accountable for the delivery of high-quality education, training and fee for service programs as they apply to the vocational education and training standards detailed in the Australian Skills Quality Authority's Standards for RTOs 2015. You will enjoy the satisfaction of giving students from diverse backgrounds the skills they need to succeed in their future careers.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

Your Position

- Become familiar with course related teaching tools such as Lesson Plans, Unit Outlines and TAS
- Become familiar with varying delivery methods including face to face, WebEx and workplace based
- Establish a sound understanding of relevant teaching Business Processes and obligations such as Evidence of Participation, Attendance and Pre-Training Review.
- Actively participate in supervision and mentoring sessions, taking on board and adjusting delivery techniques on the basis of feedback provided.
- Support the delivery of teaching programs within the scope of your specific industry expertise and teaching skills, using a variety of learning modes and across a range of locations
- Establish and maintain contacts and networks with relevant key Industry partners and stakeholders
- Proactively engage with and learn the student enrolment process ensuring service excellence and continuous improvement across SWTAFE including following organisation procedures for non-accredited fee for service programs
- Provide students with support and feedback in relation to their performance and progression within the topics being delivered. The Associate Facilitator is unable to undertake assessment.
- In line with the skills and knowledge developed during study of the Certificate IV in TAE, learn to develop high quality teaching resources and assessment materials to meet the requirements of both accredited curriculum and training packages
- Maintain accurate records of student progress and attendance in accordance with established policies and procedures
- Liaise as appropriate with industry and the community to develop and customise training appropriate to client requirements
- Contribute to the planning, marketing, delivery, coordination and monitoring of relevant SWTAFE and industry-based programs
- Assist in identifying new training opportunities, and support the planning, marketing and delivery of those
- Providing support and advice to students of diverse cultures, backgrounds and abilities and implement appropriate support strategies and/or learning programs as required

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and/or mentors and seek appropriate assistance
- Keep up to date with relevant industry information and best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Extensive proven experience in your industry or sector of expertise
- Demonstrated ability to find relevant information to solve work problems as and when they arise
- Passion for imparting knowledge
- Established ongoing contacts and networks with key partners and stakeholders
- Flexibility in a changing environment and maintaining a detail focus
- A team player who achieves goals whilst utilising an organised and methodical approach to work

Qualifications and Requirements

Mandatory requirements

- Completion of a Certificate III trade level qualification and demonstrated relevant experience or equivalent relevant experience.
- Demonstrated and documented current (i.e.: extensive relevant experience in the last 2 years) industry skills and knowledge directly related to the industry being trained to deliver in.
- Employee Victorian Working with Children and satisfactory Police Check
- Current Victorian Driver's license
- Capacity to use Microsoft Office products and relevant industry software and programs
- Completion of TAESS00014 - Enterprise Trainer-Presenting Skill Set
- Willingness to undertake and complete the TAE40116 Certificate IV in Training and Assessment within 12/24 months

Highly desirable requirements

- A Current forklift license
- Heavy vehicle license

Additional Information

- South West TAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply
- South West TAFE promotes the safety, wellbeing and inclusion of all children including those with a disability
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2016
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position.
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manager		
P&C review	People & Culture		
Agreed by	Incumbent		