

# Role & Goal Statement for Trainer (FT or 3 days pw Part Time)

<p>Job Purpose / Overview</p>	<p>To deliver quality training and student monitoring and assessment services to a growing range and number of clients.</p>
<p>Key Accountabilities</p>	<ul style="list-style-type: none"> <li>• Training course delivery</li> <li>• Workshop delivery</li> <li>• Student enrolments</li> <li>• Student monitoring</li> <li>• Student progress</li> </ul>
<p>Qualification/ Industry Speciality areas</p>	<p>Core areas:</p> <ul style="list-style-type: none"> <li>• Business</li> <li>• Frontline Management</li> </ul> <p>Supplementary areas:</p> <ul style="list-style-type: none"> <li>• Financial Services</li> </ul>
<p>To apply – send a CV and covering letter to:          Australian College of Commerce and Management          Locked Bag 8804          Wollongong NSW 2500          Or email to <a href="mailto:contact@austcollege.com.au">contact@austcollege.com.au</a></p>	<p><b>Enquiries</b>          Chris Czarnosz          02 4225 9881</p> <p><b>Expressions of Interest Accepted.</b></p>

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<p><b>Training Preparation and Delivery</b></p> <ul style="list-style-type: none"><li>❑ To develop training session plans, presentations and support materials</li><li>❑ To deliver quality workshops for clients as required</li><li>❑ Review course materials and update and contextualise for specific client needs</li></ul>	<ul style="list-style-type: none"><li>❑ Materials developed on time in accordance with College standard formats</li><li>❑ Presentation style suitable for clients as measured by evaluation sheets and client feedback of 90% satisfaction</li></ul>	
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<p><b>Student Monitoring</b></p> <ul style="list-style-type: none"> <li>❑ Make phone contact with students to actively encourage and monitor students so that progress is on schedule and contract requirements are met</li> <li>❑ To conduct regular face-to-face workplace visits as required</li> <li>❑ To keep accurate and detailed reports of monitoring activities</li> </ul>	<ul style="list-style-type: none"> <li>❑ New students are contacted weekly in their first 6 weeks</li> <li>❑ Student progress and monitoring occurs on schedule so that 100% of first invoices can be issued on time ie. prior to 1 month from official traineeship start date</li> <li>❑ Student progress and monitoring occurs on schedule so that students complete qualification within specified timeframes</li> <li>❑ Audits show sufficient student monitoring with detailed monitoring comments as measured by a sample of 20 students per month; plus evidence of appropriate action for overdue and behind students</li> <li>❑ Withdrawals of students from courses for reason other than resignation from employer are less than 10% ie 90% completion rate except for resignations</li> <li>❑ Students are visited at least 2 times per annum; and as otherwise necessary</li> </ul>	
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<p><b>Student Support and Marking</b></p> <ul style="list-style-type: none"> <li>❑ To provide telephone and email support to students</li> <li>❑ To mark student work to the standard required.</li> </ul>	<ul style="list-style-type: none"> <li>❑ To assist students who phone in seeking assistance</li> <li>❑ Marked work to meet standard answer requirements and moderation assessment</li> </ul>	
<p><b>Assessment</b></p> <ul style="list-style-type: none"> <li>❑ To implement supplementary or alternative assessment processes to apply flexibility for student needs, while maintaining standards</li> </ul>	<ul style="list-style-type: none"> <li>❑ Standard assessment questions are used, with variations recorded on student record and reported monthly.</li> <li>❑ Checklists are used at all times to verify student work meets required standards.</li> <li>❑ Supplementary assessment occurs so that 100% of first invoices can be issued on time ie prior to 1 month from official traineeship start date</li> <li>❑ Audits show sufficient student assessment with detailed assessment comments as measured by a sample of 20 students per month</li> </ul>	

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<p><b>Client Management Activities</b></p> <ul style="list-style-type: none"><li>□ To maintain a positive relationship with existing clients and market and promote courses to generate additional and on-going business</li></ul>	<ul style="list-style-type: none"><li>□ To extend course volume and range used by Existing clients by 10%</li><li>□ To implement the agreed client management program with activities through out the year</li></ul>	
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<p><b>Sign Up Activities</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> To ensure sign ups are arranged in a time and cost efficient way all criteria and paperwork is completed accurately during sign ups</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-enrolment contact is conducted to clarify enrolment fees, course suitability and required checklists</li> <li><input type="checkbox"/> Pre-sign up / at sign up Assessment Checklists are completed</li> <li><input type="checkbox"/> All traineeship paperwork and Checklists are submitted for database input within 2 days</li> <li><input type="checkbox"/> Training Plan Summaries are returned to the Apprenticeships Centre within 24 hrs of first module / sign up and AAC Officers advised of delays</li> <li><input type="checkbox"/> All paperwork submitted is complete, accurate and clear and all induction items and eligibility criteria area are actioned (file audits)</li> <li><input type="checkbox"/> Enrolment Fee invoice issued and fee collected at enrolment</li> <li><input type="checkbox"/> Backdated enrolments are actioned to obtain work before agreement to Training Plan start dates</li> </ul>	
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