

POSITION OVERVIEW

The successful applicant will be dealing with students in an online learning environment, primary contact with students being through email, and telephone contact. Online chat sessions; virtual online classrooms.

KEY PERFORMANCE CRITERIA

Must hold TAA40104 – Certificate IV in Training and Assessment together with current experience and/or qualifications within relevant industry/s.
Ability to provide training to a range of students
Ability to assess and provide constructive feedback on submitted assessment tasks including RPL processes
Exceptional verbal and written communication skills.
Time management and planning skills.
Comply with all AQTF standards and VTE legislation and requirements.
Accurate record keeping skills.
Ability to work within a team environment
Ability to remain current with industry needs, demonstrate continuous industry liaison and keep abreast of legislation and policy changes (In relation to specific industries within your scope of delivery and assessment).

NON CRITICAL CRITERIA

Maintain currency and proficiency with software and programs used by ECA.
Review, advise and/or amend course material/content, as directed.
Pro-actively research and undertake professional development related to your position with ECA.

COMPREHENSIVE LIST OF DUTIES

Facilitation/ Assessment duties which include:

Assessing students' work in the Learning Management System (LMS)
Provide constructive feedback to students during training and on all assessment tasks marked
Assessing students' video/CD/DVD presentations
Assessing & processing student's RPL documentation and evidence
Validation of assessment tools and learning and assessments strategies
Moderation of training and assessment material
Accurate record keeping in both the LMS and Student Management System (SMS) for all students' assessment tasks and communication logs
Responding to and assisting with students' learning requirements
Provide training to a range of students, within your scope of experience as directed by ECA

Administration Duties:

Accurate record keeping of students' assessments and communication log
Updating of student database (LMS and SMS)
Maintain office Policies & Procedures as well as comply with AQTF Standards
Any DEEWR or other VTE related documentation requirements
Maintaining up-to-date student file notes

Development work

Course development

Review of training and assessment content and make recommendations to course layout and design including assessment tasks

Writing assessment items as required

Other

Tasks as directed by management

The Trainer/Assessor will report to the Training Manager, Bruce Marshall and must abide by Campus Australia policies and procedures. The policies and procedures will be constantly updated and it is the responsibility of the trainer/assessor to stay current.

NOTE: This job description is not intended to be all-inclusive. An employee may perform other related duties as negotiated to meet the ongoing needs of the organisation.

To apply for this position please email your resume and copies of qualifications to brucemarshall@ecampusaustralia.com.au