



Position Description

INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

POSITION TITLE:	VET Facilitator
CONTRACT:	Permanent - Full-Time/Part-time options
REPORT:	Careers & VET Coordinator
DEPARTMENT:	Education
HOURS OF DUTY:	38 hours per week or PT equivalent NB: some responsibilities throughout the year may fall outside of normal work hours.
PROBATION PERIOD:	6-month probation in accordance with EBA
LOCATION:	Parklands Christian College, Park Ridge, QLD

POSITION PURPOSE AND OBJECTIVES

Implement certificate courses (designed by RTO's) to build students skill sets required to complete competencies.

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

This position works in collaboration with the Career and VET Coordinator to deliver certificate courses to students. Provided below are the principal responsibilities for this position:

- Implement certificate courses as designed by the Registered Training Organisation (RTO) that Parklands Christian College partners with.
- Meet the reporting attendance and behaviour requirements as stipulated by the College for the management of absenteeism, facilitating appropriate assessment process to enable recording and tracking of competency completion and work placement progress to ensure all aspects of training programs are satisfactorily achieved for students and to ensure RTO compliance.
- Report to VET Coordinator with regards to RTO compliance and expectations.
- Assists with liaising and networking with other College's industry and the general public to discuss matters associated with the provision of job opportunities for students.
- Ensure compliance with the VET Quality Framework for all training and assessment activities, facilities, equipment and resources at all times.
- Work collaboratively with the School Career and Head of Faculty to deliver program curriculum that enhances the transition from school to employment ensuring work ready students for employers.
- Pursue and maintain effective relationships with industry to ensure knowledge, skills and competencies relevant to their training and assessing duties are current and relevant.
- Complete and maintain all documentation relating to training, ensuring that the records are complete, thorough, and accurate, and confidentially is maintained.
- Facilitate appropriate assessment and moderation processes enabling recording and tracking of competency completion and work placement progress, ensuring all aspects of the training program and satisfactorily achieved for students.
- Provide instruction to students and teachers student aides, other staff in a range of skills and techniques relative to safe use of equipment in an educational/industry setting.

- Develop, implement, and maintain individual training plans to meet the individuals learning style and level of skills and knowledge in collaboration with the Careers & VET Coordinator & Design and Technology Teacher.

CORPORATE RESPONSIBILITIES

The work of the VET Facilitator will be consistent with the College's mission statement, [CLEAR values](#), [Code of Conduct](#) for employees, and published [policies, procedures and practices](#).

All teaching staff are required to observe the following corporate accountabilities:

General requirements

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and [EBA](#).
- Support and implement the [College Mission Statement](#), policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the [College Staff Dress Guidelines](#).

Mandatory requirements

As per our [Student Protection Policy](#), Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

PERSONAL ATTRIBUTES

Qualifications/Certifications

- Teaching qualifications relevant to the role
- Certificate IV in Training and Assessment would be desirable.
- Current Senior First Aid / CPR certificate or we can assist you to obtain
- QTC Registration

Skills

- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly as you will liaise with various school departments.

Abilities

- Demonstrated ability working within a team in a busy environment to achieve daily goals.
- Demonstrated ability to manage and allow for some flexibility around simultaneous projects and needs, at times with short notice.
- Ability to interact professionally and effectively with diverse groups.

- Ability to use initiative to problem-solve and forward plan.
- Ability to use discretion, tact and maintain confidentiality.

Updated by: Alison Kingdom **Date:** 11/10/2024