



INFORMATION PACK FOR CASUAL AND CONTRACT APPLICANTS

Work Health and Safety (WHS) Trainer/Assessor

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The following guide will assist you in preparing an application for a position as Trainer/Assessor with National Training Masters (NTM).

INFORMATION TO INCLUDE IN YOUR APPLICATION

When you apply for a position with NTM, it is important to prepare an application clearly demonstrating you are suitable for the position. Your aim is to match how your skills, knowledge, experience and qualifications meet the selection criteria.

Your application is to include the following:

- a brief covering letter
- a current résumé
- a statement addressing each of the essential selection criteria and if you meet any of the desirable section criteria
- certified copies of your academic transcripts (bring the originals when called to interview)

COVER LETTER AND RÉSUMÉ

Your cover letter is a single-page letter that introduces yourself and mentions which position you are applying for. The purpose of the cover letter is to match your skills and experience to the position and encourages the reader to read your résumé. The letter finishes with a call to action by requesting an interview or asking to meet.

Your résumé is a marketing tool that demonstrates you are employable, meet the job requirements, have the right skills, experience and qualifications. It should include your employment history, detailing the type of work you have done in the past, what organisations you have worked for, the period of employment and your key responsibilities and achievements.

If you gained skills, knowledge and experience which are relevant to the position through voluntary or unpaid work also include these in your résumé.

Some useful resources for résumés and cover letters:

Career Centre WA www.careercentre.dtwd.wa.gov.au

Seek.com.au www.seek.com.au/career-advice/

SELECTION CRITERIA

The selection criteria can be found on page 7 of this job guide and is broken down into essential and desirable.

Essential Criteria

The essential selection criteria describe the knowledge, skills and abilities to perform the duties of the position. Each criterion needs to be addressed under its own heading. For each criterion you should describe your skills, experience and knowledge that show how they could be used in the role as trainer/assessor. Emphasise your major achievements. Use positive language, for example: 'I have experience in', 'In my current role' or 'I take responsibility for'.

Desirable Criteria

It is important to note that there are additional desirable selection criteria. If you meet any of these desirable section criteria please detail these under separate headings. These desirable section criteria **WILL NOT EXCLUDE** you from working with NTM, they will enable you to access more hours and contract opportunities. NTM is a multi-site RTO, with delivery locations at our head office in Kiama (Illawarra) and Richmond (Western Sydney), as well as on-site training across Australia; a willingness to travel is highly desirable.

INDUSTRY CURRENCY

Relevant industry experience means that you are currently working or are self-employed in the WHS sector or related industry. Currency includes a range of experience in WHS areas and must include being familiar with the present research, developments, trends and legislation in the WHS industry.

ASSESSING YOUR APPLICATION

All applications will be assessed by a selection committee. The selection committee will initially assess all applications against the selection criteria to decide who will be interviewed. Applicants who best meet the selection criteria will be called for an interview. This is why you need to ensure you address the selection criteria in depth.

PREPARING FOR THE INTERVIEW

If you are selected for an interview, you should prepare carefully. Interview questions are based on the selection criteria. Review the criteria and think of likely questions and responses. At the end of the interview you may be invited to add further information in support of your application. This is an opportunity for you to demonstrate your interest in the position. You should also expand on your skills, knowledge and qualifications showing the committee that you are the best trainer/assessor for the position.

REFEREES

Your referee reports are an important part of the selection process. You need to provide at least **TWO REFEREES** and their contact details, including phone and e-mail address. It is important you select your referees carefully and check with them before providing their details.

NOTIFICATION OF APPLICATION

Following approval from the section panel, all applicants will be notified via e-mail of the result of their application. Successful applicants will be placed on a new suitability list valid for a maximum of 3 years from the date of the letter.

It is essential to note that placement on a suitability list **DOES NOT GUARANTEE** an offer of employment. If you are not offered casual or contract work within the 3 years of the suitability list, you will need to re-apply the next time the position is advertised.

QUESTIONS

If you have questions about the role of trainer/assessor or the application process, please contact David Lipták, Director of Human Resources david.liptak@ntm.edu.au or call 1300 653 501.



DETAILS

Position title:	Trainer and Assessor
Classification grade / level	Casual
Award/determination:	Educational Services (Post-Secondary Education) Award 2010 or Contract
Location/s	Illawarra (Kiama - Head Office) and/or Sydney Metropolitan (Richmond - Western Sydney Office)
Vocational delivery area:	Work Health and Safety (WHS) from the BSB training package
Reports to:	Director of Learning & Development

RESPONSIBLE FOR

DUTIES:

- *Perform* the training and assessment roles in a most effective manner.
- *Provide* assistance in the development of curriculum, delivery methods and resources.
- *Perform* those administrative duties associated with their training and assessment.
- *Ensure* the observance of appropriate safety, health, welfare, security and good housekeeping standards.
- *Comply* with the requirements and regulations of appropriate legislation.
- *Ensure* the principles of equal opportunity in education and employment are applied to all staff and learners including the prevention of overt and covert discriminatory practices.
- *Be involved in and assist* as required within the corporate life of National Training Masters.
- *Advise and assist* learners to develop their educational programs and make them aware of the facilities that National Training Masters provides.
- *Provide advice and assistance* to trainers, assessors, employers and members of the community and generally promote vocational education and training
- *Maintain* WHS/training industry currency

Training and assessment activities include, but are not limited to:

- Face to face training/assessment in various environments or setting, including: classrooms, workshops, workplace, industry, in the field, distance mode and online
- Workplace training and assessment
- Marking of assessments
- Course, curriculum and program development and review, including validation of course material
- Compliance with NTM's requirements for record keeping, including attendance and results, within agreed timelines



ESSENTIAL CRITERIA

The following are essential selection criteria for the position WHS Trainer/Assessor, you **must address each of the following**:

- a) Must hold the **TAE40110 Certificate IV in Training and Assessment**
- b) Must hold the **BSB51315 Diploma of Work Health and Safety or BSB51312 Diploma of Work Health and Safety** or equivalent
- c) Have two years post diploma or equivalent, relevant experience at managerial level with responsibility for WHS.
- d) Have high-level English written and verbal communication skills.
- e) Demonstrated commitment to maintaining WHS professional currency.
- f) Demonstrated ability to contribute and work within a team environment.
- g) Commitment and capability to facilitate learning in an adult environment.

DESIRABLE CRITERIA

The following criteria are desirable for the position of WHS trainer/assessor and will enable further options for casual and/or contract work. If you do not meet any of the following criteria, they will not exclude you from working with National Training Masters.

- h) Hold the **BSB60615 Advanced Diploma of Work Health and Safety or BSB60612 Advanced Diploma of Work Health and Safety** or Bachelor degree or higher in WHS/OHS.
- i) A WorkCover approved work health and safety trainer for Health and Safety Representatives (HSRs).
- j) Member of the Safety Institute of Australia (SIA) or similar professional body for work, health and safety professionals.
- k) Willingness to travel, including interstate



National Training Masters is a boutique Australian owned and operated Registered Training Organisation (RTO number 91284). Headquartered in the Illawarra (Kiama) region of NSW we deliver nationally accredited, high-quality training throughout Australia. In 2016 we opened our regional Western Sydney Office (Richmond) to cater for the Hawkesbury, Hills and Blue Mountains areas. We specialise in customising courses for both individuals and organisations.

We deliver to a diverse range of industries including:

- Mining and construction
- Manufacturing and maritime
- Rail and road transport
- Education and community services
- Defence and many others.

As of February 2016, the current scope of delivery includes:

Work Health and Safety (WHS)

- BSB41415 Certificate IV Work Health and Safety
- BSB51315 Diploma of Work Health and Safety
- BSB60615 Advanced Diploma of Work Health and Safety

Training and Assessment (TAE)

- TAE40110 Certificate IV in Training and Assessment

Management and Leadership

- BSB42015 Certificate IV in Leadership and Management
- BSB51915 Diploma of Leadership and Management

Human Resource Management

- BSB41015 Certificate IV in Human Resources
- BSB50615 Diploma of Human Resources Management

Business Administration and Project Management

- BSB41515 Certificate IV in Project Management Practice
- BSB50215 Diploma of Business
- BSB50415 Diploma of Business Administration