



POSITION DESCRIPTION

Teaching and Learning Advisor (TLA)

REPORTS TO

Manager - EDS

CLASSIFICATION

Teacher 1.1 to 3.4

EDUCATION BUSINESS UNIT

EDUCATION DEVELOPMENT SERVICES (EDS)

LOCATION

Mildura/Swan Hill/Remote

ABOUT SUNITAFE

SuniTAFE is an award winning large provider of vocational education and training in north-west Victoria.

We are well positioned, with our campuses located in Mildura and Swan Hill, to orchestrate the continued delivery of excellent education and training in this region. We have experienced trainers, teachers and community providers offering qualification across a range of courses and customised skill set training covering multiple sectors relevant to the community and stakeholders.

OUR VALUES

SuniTAFE's values and behaviours ensure quality education outcomes by setting out the kind of organisation we are, what is important to us collectively, and how we work to achieve success.



POSITION SUMMARY

The incumbent/s will, under the direction of the Manager, Education Development Services work closely with relevant Education Delivery Managers and Education Business unit team members to review and provide guidance and advice on best-practice Training and Assessment practices and materials in accordance with the Standards for Registered Training Organisations. The TLA will actively build relationships, provide mentorship and contribute to continuous improvement in training and assessment

practices, to build the capability of teaching staff and to improve the quality of learning and assessment resources across the Institute.

KEY RESPONSIBILITIES

Under the direction of the Manager, Education Development Services and in line with Institute policies and procedures the TLA's will be required to;

Under the direction of the Manager, Education Development Services and in line with Institute policies and procedures the Education Development Advisor will be required to;

1. Promote and encourage Best Practice quality standards

- In accordance with the EDS Strategy, review Training and Assessment materials and practices in consultation with allocated Education division team members to ensure content reflects best practice in accordance with the Standards for RTO's and Institutes policies and procedures. This includes but is not limited to:
 - Training and Assessment Strategies
 - Training Resources
 - Unit Delivery Plans
 - Assessment Tools
 - Student Assessment Guide
 - Assessor Marking Guide
 - Competency Assessment Mapping
- Plan, participate in or lead projects in resource development or training
- Promote quality standards across the EDS processes
- Work within defined timeframes, and maintain records of work undertaken and provide regular update to the Manager, Education Development Services.
- Promote the centralised repository of Training and Assessment materials to facilitate consistency across the Institute, this includes cross campus delivery.
- Promote document storage in accordance with document standards
- Make informed recommendations on acquiring/developing the most appropriate Training and Assessment materials.

2. Contribute to continuous improvement of training and assessment Practices

- Promote continuous improvement through validation processes.
- Work on or with Education division team members to validate assessment tools against competency standards.
- Make recommendations and undertake corrective actions for improvement to training and assessment materials when identified in response to quality reviews and/or compliance audits.
- Participate in or lead Validation activities as needed.
- In consultation with relevant stakeholders, review and standardise course delivery to ensure the effective outcomes for students, industry and the Institute.
- Explore opportunities for alternate delivery modes and blended delivery in consultation with Education Delivery Managers and Education Division team members.

- Contribute to and undertake work on EDS projects as directed by the Manager, Education Development Services.

Represent SuniTAFE in external networks or resource development projects.

3. Developing and fostering high quality training and assessment practices

- Mentor new teachers through the teacher induction process and provide guidance on the Institute's Policies and Procedures relevant to training and assessment, teacher-related duties and teaching practices.
- Foster and build positive relationships with teaching staff to promote a supportive environment.
- Develop, recommend and or/ deliver training programs in teaching practices relevant to capability domains and policies and procedures.
- Build capacity of teaching staff in developing quality resources and adhering to compliance and quality standards.
- Build capacity of teaching staff in developing innovative and effective teaching practices.
- Develop vocational pedagogy skills and knowledge amongst the wider Institute teaching staff.
- Promote innovative delivery modes and assessment methods, including E-learning.
- Support teachers with the preparation of resources where required.
- Undertake professional development to broaden knowledge or keep abreast of changes in VET and emerging education trends.
- Work closely with Education Delivery Managers to identify teaching staff development needs and tailor training programs to meet development and learner needs.

Act in accordance with SuniTAFE values – Relationships, Integrity, Accountable and Improvement including:

- Provides exceptional customer service to all internal and external stakeholders of the Institute and ensures a positive first impression for Institute visitors at all times.
- Actively participates in all relevant training provided to assist in the implementation of new systems or processes across the Institute.
- Actively participate in the Institute's annual Workplan and Performance Review process.
- Participate in all team based activities and meetings within the Business Unit, and attend Education Division and other meetings as required.
- Complies with OH&S and EEO legislation; and Environmental Sustainability Management by supporting the Institutes relevant Policy, Procedures and standard operating procedures applicable to your role.
- Ensure vocational qualifications are maintained at an appropriate level and currency to match teaching requirements, teacher /trainer/assessor qualifications meet the standard for RTO requirements, and industrial experience currency meets training package requirements.
- Undertake further courses of study, annual OH&S, EEO, Cultural Diversity and/or identified mandatory professional development programs or training relevant to the position as necessary.
- Report to work as scheduled with a willingness to work flexible hours according to business needs.
- Demonstrate a willingness to adopt change and new initiatives.
- Represent the Institute professionally at all times.

- Complete other allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Actively promotes and encourages a service culture within the team.
- Communicates any opportunities to improve service delivery and make recommendations on steps to make agreed improvements.
- Actively encourages and promotes effective communication and strong working relationships within the team / Institute.
- Actively prevent fraud and corruption.

KNOWLEDGE, SKILLS AND ABILITIES

- Possession of TAE40116 Certificate IV Training and Assessment or equivalent.
- Teaching qualification at the AQF6 level or above that meets the terms of the Victorian Teaching Staff Agreement 2018.
- Minimum of 3 years' teaching experience in Vocation Education and Training.
- Demonstrated experience in developing quality teaching resources, assessment tools, mapping and validation.
- Highly developed interpersonal, verbal and written communication skills.
- Well-developed skills and knowledge in a wide range of teaching and assessment strategies
- Mentoring skills
- Project management skills
- Ability to work to tight deadlines and changing priorities
- Ability to influence and drive change
- Demonstrated ongoing professional development in VET training and assessment.
- Strong computer skills, including keyboarding skills and experience in Microsoft Word.

ORGANISATIONAL RELATIONSHIPS

Subordinates	Key contacts	
	Internal	External
Nil	<ul style="list-style-type: none"> • Senior Managers • Education Delivery Managers • Teaching staff • Quality Services Staff • Library and copyright Officers • ICT staff 	<ul style="list-style-type: none"> • Victorian Curriculum Authorities • Resource providers • Copyright officers • Department of Education staff • Other TAFE institutes • External training providers

KEY SELECTION CRITERIA

- Possession of TAE40116 Certificate IV Training and Assessment or equivalent
- Teaching qualification at the AQF6 level or above that meets the terms of the Victorian Teaching Staff Agreement 2018 is required OR Diploma in Vocational Education & Training with the willingness to obtain the AQF6 or above qualification.
- Minimum of 3 years' teaching experience in Vocational Education and Training.
- Ability to work collaboratively and foster positive relationships
- Demonstrated experience in developing or maintaining the quality of teaching resources, assessment tools, mapping and validation.
- Well-developed skills and knowledge in a wide range of teaching and assessment strategies is desirable
- Demonstrated ongoing professional development in VET training and assessment.
- Highly developed interpersonal skills which provide the ability to work collaboratively.
- Strong computer skills, including keyboarding skills and experience in Microsoft Word.

The successful candidate will be required to provide:

- *A successful criminal record check which is less than 6 months old; and*
- *A working with children check*

ADDITIONAL INFORMATION

- SuniTAFE supports Equal Employment Opportunity and actively encourages Indigenous applicants to apply.
- SuniTAFE promotes the safety, wellbeing and inclusion of all children including those with a disability.
- Incumbents' salary classifications are assessed in line with the Victorian TAFE Teaching Staff Agreement MEA, taking into account vocational experience, vocation qualifications and educational qualifications recognised by the MEA.