

CASUAL TEACHING POSITIONS

Dear Applicant

Thank you for your interest in applying for a position with SkillsLink Training.

SkillsLink Training is a not-for-profit community organisation committed to providing and promoting a range of educational programs and services to meet the changing needs of the community. We employ trainers on a casual sessional basis to conduct educational programs.

Our educational program offers vocational training.

As a Registered Training Organisation (RTO) we currently offer vocational courses that result in nationally recognised qualifications. The courses offered reflect the vocational training needs of individuals, local businesses and groups.

SkillsLink Training has in place a comprehensive set of systems that ensure the effective, ethical and accountable operation of the business and the provision of quality teaching and learning outcomes that meet student's needs and national standards for outcomes.

The process of becoming employed as a trainer involves the following steps:

- ❑ Reading this information kit and returning the enclosed forms, a copy of your resume and other documentation as necessary to the Training and Compliance Manager and/or the Program Coordinator.
- ❑ Your application is then assessed by the Training and Compliance Manager and/or Program Coordinator and where appropriate you will be invited for an interview.

If successful, you will then become eligible to provide adult education courses. For SkillsLink Training. Generally, courses are advertised in the College brochure and if the minimum number of enrolments are reached, the course will proceed.

The format of courses varies and is negotiated with the Training and Compliance Manager and/or the Program Coordinator. As a guide they generally are short courses, two or three hour classes each week over 4 – 8 weeks. Workshops are also timetabled which may include morning, afternoon or evening sessions, a full day or over two days and may include weekends.

Should you require any further information about the application process please contact the Training and Compliance Manager. We look forward to receiving your application.

Yours sincerely

Cheryl Eslick

Training and Compliance Manager

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INFORMATION SHEET

The eligibility criteria for employment of trainers are as follows:

Vocational Training (Accredited and Non-accredited)

To be considered for placement on an eligibility list for casual teaching positions in Vocational Education and Training applicants are required to have the following:

- A current Certificate IV in Training and Assessment (TAE40110),
- Qualifications in the subject area
- Ability to present yourself in a professional manner
- Minimum 12 months current training experience
- Industry experience
- Demonstrated understanding of Training Packages and Assessment processes
- Verbal and written skills appropriate to the teaching task

General Program (non-accredited vocational outcome)

Essential

- Experience in the subject area
- Ability to present yourself in a professional manner
- Ability to enthuse and motivate adult students
- Verbal and written skills appropriate to the teaching task

Desirable

- Qualifications in the subject area
- Qualifications in teaching adults eg: Provide training through instruction and demonstration of work skills
- Experience in teaching adults

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Casual Trainer – Job Description

Title: Trainer

Duty Statement: The trainer is to plan and provide education programs for SkillsLink Training in line with the purpose, aims and standards of the organisation.

Responsibilities:

- To provide education programs for adult learners as agreed that are of a professional standard.
- To conduct a course evaluation in keeping with SkillsLink Training's evaluation procedure and to return this data to the SkillsLink Training office at the end of the course.
- To maintain student attendance records (roll) and return this to the SkillsLink Training office at the end of the course.
- To act responsibly and take care of any venue and equipment being used on SkillsLink Training's behalf.
- To provide feedback to the Training and Compliance Manager or Program Coordinator any difficulties eg: with students or venue

Wages and conditions:

When you are employed by our organisation it will be under the terms and conditions of the Educational Services (Post-Secondary Education) Award 2010 (see http://www.fwc.gov.au/documents/modern_awards/award/ma000075/default.htm). It is your responsibility to provide the evidence required to determine your level of pay under this Award.

The rate is based on experience, relevant teaching qualifications and course accreditation. All other employment legislation, such as Workplace Health and Safety and Working with Children Check apply to this position.

- All trainers are required to provide SkillsLink Training with a current Working with Children Check prior to commencing employment.
- Employment offered to trainers applies only to the time frame agreed and there is no guarantee of ongoing employment.
- All trainers are required to read the relevant Trainer Handbook and agree to follow the Code of Conduct as stated in the Handbook.
- Trainers for accredited training must provide assessment documentation where required in accordance with NVR standards.

Applications can be sent with a resume to the Training and Compliance Manager, SkillsLink Training, PO Box 5693, Port Macquarie 2444.

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APPLICATION FOR CASUAL TEACHING POSITION

Position applying for:

Personal Details:

Name			
Address			
DOB			
Phone	Home:	Work:	Mobile:
Email			

Qualifications:

Relevant Industry/Professional Experience:

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Have you taught in the area of Adult Education before?

Yes No

If yes, please give details:

Current Employment:

Employer:	
Position:	
Status:	<input type="checkbox"/> full-time <input type="checkbox"/> part-time <input type="checkbox"/> casual

Professional Referees:

Name	Position	Phone

ATTACH A COPY OF YOUR RESUME PLUS ANY SUPPORTING DOCUMENTATION

Signature:.....

Date:.....

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COURSE PROPOSAL FORM

Course Name: _____

Trainer Name: _____

Preferred days & Times: _____

e.g. Wednesdays or Thursdays 6:00pm – 8:00pm

No of sessions: _____

Course Description: (3 – 4 sentences for advertising purposes)

Outline of course delivery:

Venue: (Special requirements/suggestions etc)

Materials (and any other items required by class participants)

If students will be required to purchase materials, please estimate the cost per student:
\$ _____

Do students need any prior knowledge or experience? YES NO

If Yes, please state:

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