

FOUNDATION SKILLS TRAINER AND ASSESSOR/BOUNCE FACILITATOR JOB SPECIFICATION

ACE Community Colleges Ltd. believes in the life changing significance of choice, that everyone can achieve, that we each learn differently and that there are many powerful alternative pathways to career development. Individual success is what ACE cares about.

Bounce Australia has grown to international proportions since its inception in 2006, building the skills, careers, confidence and lives of those wanting to make a fresh start and providing a clear path for those who need it most.

Bounce contributes **to people's** well-being and creates change that has a lasting, positive effect in their lives giving people hope in a time of transformation and space to embrace their differences. Most importantly, Bounce Australia encourages people to believe in themselves.

Ideally the person in this position will possess the following -

Skills, Knowledge and Abilities:

- Certificate IV in Training and Assessment including TAELLN401A
- TAESS00009A - Address Foundation Skills in Vocational Practice Skill Set or willingness to attain
- Experience as a Trainer and Assessor
- Experience delivering Foundation Skills qualifications
- Ability to engage all learner types and levels
- Ability to work unsupervised, with good time management
- A sound understanding of issues facing young unemployed people
- A desire to help, inspire and see the potential in people
- A desire to make a difference in the lives of others
- Life coaching background favourable
- Current Blue Card
- Proven ability to work harmoniously with others in a professional manner directed towards achieving common goals
- Proven problem-solving skills

- Demonstrated advanced interpersonal skills and a high level of written and oral communication skills.
- Learning agility skills
- Current Driver License

Terms and Conditions of Employment:

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| 1. Reporting: | The position reports directly to the Burleigh College Manager |
| 2. Hours of work: | 9.00 a.m. to 3.00 p.m. five (5) days per week in three (3) week blocks |
| 3. Remuneration: | Contract |
| 4. Anticipated Commencement: | March, 2018 |
| 5. Location: | Gold Coast |

FOUNDATION SKILLS TRAINER AND ASSESSOR/BOUNCE FACILITATOR JOB DESCRIPTION
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Major Function	Key Tasks/Activities	Expected Results KPI's
<p>The Foundation Skills Trainer/Assessor - Bounce Facilitator for Burleigh College will coordinate the implementation and delivery of the Bounce Program.</p> <p>The Bounce Program is a unique employability skills program that focuses on life skills, wellbeing and job readiness</p>	<ol style="list-style-type: none"> 1. Take responsibility for training and assessing various VET courses including but not limited to - <ul style="list-style-type: none"> • FSK20113 Certificate II in Skills for Work and Vocational Pathways 2. Assess Student needs on enrolment in relation to their literacy and numeracy requirements for VET Programs including but not limited to - <ul style="list-style-type: none"> ○ Initial Student Evaluation ○ Communication with Trainer and Assessor ○ Referrals ○ Provision of career and/or course information 	

<p>empowering jobseekers to break through barriers, making them more employable.</p> <p>Bounce program is mapped to the FSK20113 Certificate II in Skills for Work and Vocational Pathways.</p>	<ol style="list-style-type: none"> 3. Assist with orientation for VET Students including but not limited to- <ul style="list-style-type: none"> ▪ Student Handbook and/or Course overview ▪ Implementation of Integrated Student Evaluation (ISE) Pack (or other evaluation mechanism) ▪ Assist Trainer and Assessors in reviewing and planning support programs for groups and/or individual ▪ Assist with developing training and assessment strategies across a range of qualifications to ensure assessments suffice and are mapped as required. 4. Undertake professional training and development and mentoring services provided by Bounce. 	
<p>Ensure your own workplace health and safety and that of others</p>	<ul style="list-style-type: none"> ○ When and if required identify, assess and eliminate risk or reduce risk within ACE Community Colleges places of work ○ Report, record and follow-up on all reported hazards accurately and in a timely manner. Ensure hazards are effectively controlled ○ Demonstrate a commitment to continuous Health and Safety improvements 	