

# The Trainer – Role Description

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The Trainer is directly responsible to the CEO.

### **Selection Criteria:**

- Certificate IV in Training and Assessment (Minimum TAE40110)
- Relevant vocational competencies at least to the level to assess
- Relevant industry experience
- Good communication and interpersonal skills

### **List of duties:**

#### **Training and Assessment Duties:**

An employee in the above position will be responsible for the following:

- Conduct training of clients in Units of Competency relevant to the scope of registration of GDC.
- Customise Courseware and Units of Competency to meet client needs.
- Support GDC with delivery of Training and Assessment in accordance with the current timetable of delivery.
- Maintain Assessment records in accordance with Assessment reporting procedures.
- Participate in moderation and validation meetings, at regular intervals and as requested by GDC's Management.
- Maintain course delivery for GDC in accordance with the Revised Standards for RTOs and within the intent of GDC's Staff and Trainer Manual.

