

Job Description

Position:	Trainer and Assessor (Learning and Development)
Employment Status	Full-time 38 hours per week
Classification:	Social Community Health Care and Disability Services Industry Award – Level 5 (above award pay rate)
Responsible to:	Team Leader, Learning and Development
Responsible for:	Training and Assessment

About MHCC

The Mental Health Coordinating Council (MHCC) is the peak body for non-government mental health community-managed organisations (CMOs) across New South Wales (NSW). MHCC has over 100 voting member organisations which provide a diversity of psychosocial and clinical services. MHCC advocates recovery oriented and trauma informed practice and works closely with its members and other stakeholders to build capacity and improve mental health service delivery to people with lived experience of mental health conditions, their families and carers in NSW.

MHCC takes a leadership role in advocating the vital importance of the mental health community managed sector. We participate extensively in policy reform and work in partnership with State and Commonwealth Governments to build cross-sectoral collaboration and understanding.

We initiate, manage and conduct research and sector development projects on behalf of and in partnership with the sector and build capacity through partnerships, collaboration and workforce development.

MHCC is a Registered Training Organisation (RTO) providing accredited and non-accredited courses and professional development to community sector workers and other stakeholders.

MHCC's Vision

People with lived experience are the drivers of positive change in all mental health services and mental health reform

MHCC's Purpose

To build the capacity and ability of community organisations to support people on their recovery journey

MHCC's Underlying Principles

- Good mental health is about the whole person: their psychological, physical, emotional and spiritual needs
- Service user input is central to the promotion of mental health and the delivery and management of services
- Communities need to provide a diversity of mental health services designed to meet local needs
- An across-government and sector approach to mental health promotion and service delivery is required

About the Role

The Trainer and Assessor delivers accredited and non-accredited courses and professional development training to a wide range of participants within NSW and across Australia. They are responsible for delivering training and undertaking assessments which comply with RTO standards and MHCC's values and aims.

The Trainer and Assessor forms part of MHCC's Learning and Development (LD) team.

Key Accountabilities

Training & Assessment

- Plan, prepare and deliver accredited and non-accredited courses and professional development training in accordance with the *Standards for Registered Training Organisations (RTOs) 2015* and MHCC's *Trainer and Assessor Handbook*
- Assist in the development, implementation and review of training and assessment strategies and materials
- Participate in validation and moderation sessions as required
- Develop individual learning plans for participants with learning difficulties or particular needs
- Deliver training within a dynamic and safe learning environment
- Report all accidents and incidents to the LD Team Leader in accordance with MHCC's procedures
- Provide advice to the LD Team Leader regarding participants' learning support needs and progress
- Provide learning support to participants beyond the classroom as required
- Mark assessments in accordance with MHCC's *Trainer and Assessor Handbook*
- Identify and suggest improvements to Training and Assessment materials and processes

Administration and Paperwork

- Ensure all training and assessment documents and data bases are maintained to RTO standards and in accordance with MHCC's procedures
- Provide feedback to the LD Team Leader regarding relevance and currency of training and assessment materials

Compliance and Quality Assurance

- Ensure industry and VET competencies are maintained in accordance with the trainer and assessor requirements of the *Standards for Registered Training Organisations (RTO) 2015* and with MHCC's policy and procedures
- Ensure all training and assessment documents and data bases are maintained to RTO standards
- Participate in MHCC professional development activities as required
- Deliver training in a manner which reflects MHCC's values
- Monitor and evaluate training delivery to ensure it meets stakeholder needs
- Ensure all training and assessment conducted recognises and reflects:
 - Recovery orientated practice
 - Trauma informed practice
 - Industry needs and expectations

- Develop and maintain a training culture that consistently represents MHCC values and its role as an industry based RTO that is responsive and adds value to the sector
- Provide a client-friendly service that caters for, and delivers on, industry needs and ensures the delivery of quality customer service

Other

- Positively represent MHCC at all times, and reflect MHCC's mission and aims and actively be aware of MHCC's role as a peak body
- Attend/participate in trainer & assessor meetings as required
- Promote the profile of the MHCC and LD to the sector and other relevant parties
- Adhere to MHCC's policies and procedures & workplace/industry requirements
- As required contribute to development and review of LD policies and procedures and systems
- Ensure compliance with all Commonwealth & State legislative requirements governing the MHCC business activities (including but not limited to EEO, Anti-discrimination, WHS, VET)
- Travel within NSW and interstate as required
- Complete other duties as required

Selection Criteria

Essential

- Certificate IV in Workplace Training and Assessment (TAE40110) or above
- Relevant industry qualification and experience, i.e. Certificate IV in Mental Health or Certificate IV in Mental Health Peer Work
- Experience in a similar role
- Sound knowledge of the VET Quality Framework and how it is applied to training delivery and assessment
- Demonstrated ability to self-manage, multi-task and meet deadlines
- Evidence of compliance with RTO standards
- Current NSW drivers licence

Desirable

- Experience reviewing training packages
- Instructional design experience