



Position Title	Trainer/Assessor and Coordinator Auto Sales (Parts)
Location	This role requires you to work at the MTA's Royal Park site and/or MTA sites across South Australia to meet business requirements. You may also be required to work at member sites, host sites and other external sites.
Reports To (Position Title)	RTO Manager
Financial Accountability (Expense Budget and/or revenue)	Achievement of targets and expense management.
Management Responsibility (No of employees managed/supervised)	N/A
Special Conditions	Some out of hours work may be required

Position Responsibilities

Purpose of the Position	<p>The Trainer/Assessor and Coordinator Auto Sales (Parts) is responsible for the Automotive Sales (Parts) training, ensuring quality, compliance and outstanding service. The role ensures and undertakes the planning, on and off the job delivery, validation and moderation of training and assessment and associated venues, resources, tools and materials to meet the identified competency requirements of the target group and to the standard required by RTO and compliance requirements under the Australian Skills Quality Authority (ASQA), Australian Quality Framework (AQF), Training & Skills Commission (TaSC) and other regulatory authorities as may be required.</p> <p>The Trainer/Assessor and Coordinator Auto Sales (Parts) proactively grows the Automotive Sales (Parts) Training Division and generates revenue by increasing the number of Automotive Sales (Parts) industry apprentices to ensure a profitable business outcome.</p>
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Responsibility (1)	Classroom and in the workplace training and assessment. Practical application in workshop environments.	35%
Purpose of Activity	To teach, assess and develop quality automotive trades people.	
Example	<ul style="list-style-type: none"> • RTO physical and human resources appropriately meet the training calendar requirements at all times; • training delivery, assessment, validation and moderation meet the requirements of the applicable training package and address the context and critical forms of the relevant guidelines in compliance with AQF, ASQA and TaSC; • training and assessment venues, resources, tools and materials meet the required RTO, AQF, ASQA, TaSC and Work Health, Safety 2012 requirements at all times; • flexible training and assessment are delivered in a manner that meets the needs of and enhances the opportunities for successful completion of particular target groups and individuals; • students are informed of and provided with complete information and access to support services and RTO Policy/Procedures. • industry engagement to conduct on the job training and assessment to students in the workplace and validation of assessment tools. • assessments are conducted as per (AQTF) guidelines. • student selection and recruitment is fair and equitable at all times; • student training plans are inclusive of and address language and literacy, cultural, physical or other barriers; • student inductions are completed comprehensively and in line with RTO policy and procedures; • in collaboration with the RTO team plan, prepare and deliver training according to training package requirements and consistently in line with RTO resources; 	

	<ul style="list-style-type: none"> • in collaboration with the RTO team plan, prepare and deliver flexible learning and assessment strategies which meet the learning needs of the particular target and/or individual and which meet Assessment Guidelines and in particular context of assessment and critical forms of assessment at all times; • inform students about and support them through the Recognition processes in a consistent manner in line with RTO policy and resources; • provide mentoring and support services for students; • monitor student progress and implement intervention strategy at the earliest opportunity; • assist students accessing the appeal and/or complaints process. 	
Responsibility (2)	<p>Develop and implement new curricula and technology.</p> <p>Advise management of required changes to programs.</p>	10%
Purpose of Activity	To ensure effectiveness and quality of the training programs and their delivery.	
Example	<ul style="list-style-type: none"> • Arrange, facilitate and contribute to moderation and validation meetings as required; • Industry engagement to validate assessment tools. 	
Responsibility (3)	<ul style="list-style-type: none"> • Student Records are kept as per policy. • Maintaining attendance registers. • Maintaining training records on a weekly basis in My Profiling. 	10%
Purpose of Activity	<p>To ensure proper records of training are kept</p> <p>To ensure valid training and assessment delivered.</p>	
Example	<ul style="list-style-type: none"> • Maintain all student records accurately and up to date all times; • Maintain and monitor student training records in My Profiling software program. 	

	<ul style="list-style-type: none"> • Maintain attendance registers and submit in a timely fashion to allow claims to be made. • Comply with RTO requirements for the completion of student data and records and provision of that student data and information to Head Office on a weekly basis; • Comply with RTO: <ul style="list-style-type: none"> - Records Management Policy/Procedure - Confidentiality & Non-disclosure Policy/Procedure - Privacy Policy/Procedure - Copyright Policy/Procedure - Document Version Control Policy/Procedure - IT, Internet & Email Policy/Procedure - Legislative Compliance Policy/Procedure - Children’s Protection Policy. 	
Responsibility (4)	Grow the Automotive Sales (Parts) Training Division and generate revenue by increasing the number of Automotive Sales (Parts) industry apprentices.	30%
Purpose of Activity	To ensure a profitable business outcome.	
Example	<p>Develop a growth plan for Automotive Sales (Parts) Training, identifying growth opportunities and implementing strategies to maximise opportunities, achieve short and long term business objectives, increased revenue and market growth.</p> <p>Proactively generate revenue and achieve growth and budget targets.</p> <p>Increase training contract targets and achieve targeted completion rates.</p> <p>Promote and maximise MTA training opportunities and implement strategies to maximise referrals.</p> <p>Develop relationships with the Automotive Parts Industry by conducting visits and cold calling.</p> <p>Develop marketing materials and initiatives in conjunction with Communications and Marketing area.</p>	

	<p>Promote training to MTA staff (i.e. Field Officers & Member Services) to ensure they promote them externally and provide referrals.</p> <p>Review and report on strategies against plans and budgets, providing monthly reports to the Board.</p> <p>Manage all resources in an efficient manner consistent with business requirements and to meet training schedule requirements.</p>	
Responsibility (5)	<p>Develop and maintain industry relationships;</p> <ul style="list-style-type: none"> • Market School Based New Apprenticeships, Apprenticeships and RTO programs to the wider business community; • Develop relationships with the Automotive Industry; • Develop communication strategies with stakeholders that best meet the needs of the team, Mentors, regulatory bodies, RTO and the organisation as a whole. 	5%
Purpose of Activity	<p>Promote MTA and RTO services. Enhance the reputation of the RTO. Maintain constant engagement with Industry</p>	
Example	<ul style="list-style-type: none"> • Participate in public events such as Supercars Adelaide, Career Expos and other Motorsport events. 	
Responsibility (6)	<p>Ensure all legislative and compliance requirements are met.</p>	5%
Purpose of Activity	<ul style="list-style-type: none"> • Provide a safe and healthy work environment. • Safe systems of work. • Ensure plant and substances are maintained. • Safe return to work of injured employees. • Ensure compliance requirements are met. 	
Example	<ul style="list-style-type: none"> • Attend staff development meetings as required; • Ensure that personal professional development is ongoing in relation to: <ul style="list-style-type: none"> - ASQA and TaSC related matters; - AQF related matters and in particular 	

	<p>Training Packages; - Vocational update both in regards to the industry specialism and as a Trainer/ Assessor</p> <ul style="list-style-type: none"> • Provide evidence of continuous professional development on an annual basis (by 31st December of each year) to the RTO Manager; • Share professional development learning with other RTO employees and contractors in a formalised manner at staff and staff development meetings; • Engage in Industry Consultation activities; • Where appropriate participate in industry events and activities such as working parties etc. 	
Responsibility (7)	<ul style="list-style-type: none"> • Comply with all TEC and RTO Policies/Procedures including RTO Code of Practice and Employee Code of Conduct Policy; 	5%
Purpose of Activity	Maintain standards and compliance with the VQF.	
Example	<ul style="list-style-type: none"> • Observe all policies and procedures for RTO functions • Ensure risk of breach of standards is minimised at all times. • Represent RTO in a professional manner at all times 	

Essential Knowledge, Skill and Experience Requirements

<p>Knowledge</p> <ul style="list-style-type: none"> • Trade Qualification to at a minimum the level being trained and assessed. • Certificate IV in Training and Assessment (TAE40116) or equivalent. • Demonstrated in-depth knowledge of the vocational education sector (VET) and related regulatory and legislative requirements. • Demonstrated working knowledge of Training & Assessment related legislation, standards and compliance and in particular those relating to: <ul style="list-style-type: none"> - Australian Skills Quality Authority (ASQA), - Australian Quality Framework (AQF),

- **Training & Skills Commission SA (TaSC),**
- **Vocational Education & Training (VET).**
- **Demonstrated working knowledge of the principles of adult learning and barriers faced by people of diverse target groups such as mature aged, youth, disabled, women, returning to workforce etc.**
- **Demonstrable understanding and knowledge of Child Safe Environment principles and Legislation.**
- **Must be willing to commit to continuous professional development in the areas of:**
 - **Compliance with regulatory bodies;**
 - **Childdsafe Environments**

Skills and Attributes

- **Proven sales ability and relationship building skills.**
- **Strong ability to identify opportunities and develop innovative solutions.**
- **High level of initiative and drive to succeed.**
- **Result and outcome focussed.**
- **Interpersonal skills, in particular in relating and communicating with students, stakeholders and external organisations.**
- **Ability to communicate with young people confidently.**
- **Professional manner in dealing with students and stakeholders and in particular in the delivery of directives and instructions.**
- **Ability to interpret, clarify and communicate information at all levels and in particular to students & stakeholders.**
- **Ability to manage diverse workloads and timeframes.**
- **Demonstrated ability to manage resources.**
- **Ability to develop and / or use of e-learning tools.**
- **Capacity to work within a team environment as a member of that team and, when required, to work autonomously.**
- **A flexible attitude.**
- **Mature outlook and sense of humor.**

Personal alignment with MTA Values

Teamwork: Working together, empowering and supporting one another to achieve our common goals

Achievement: We do our best to exceed expectations, striving for innovation in our delivery of relevant and valued services

Accountability: We take ownership of all that we do, each taking responsibility for our part in delivering high quality services

Respect: We understand, acknowledge and appreciate the needs, opinions and values of everyone by embracing the diversity we have within our organisation.

Excellence: We strive to do and be the best in all that we do everyday.

Computer Software

- **Intermediate level IT skills in Microsoft Office Suite, Outlook, internet.**

Technical Skills

- **Drivers Licence.**
- **Automotive Technology (speciality depending on stream).**

Experience

- **Current Automotive Parts sales experience.**
- **Business development experience.**
- **Development and delivery of training & assessment resources compliant with ASQA and AQF requirements.**
- **Validation and Moderation.**
- **Participation in successful compliance audit and continuous improvement activities.**

Frequent Contacts

Internal Contacts Includes organisational managers and employees.	All MTA Staff
External Contacts Includes customers, members, suppliers, Government bodies, industry groups, competitors	Automotive Industry, Host Employers; Tafe SA; Maintenance Contractors; Car Manufacturers; Suppliers; Schools.

Managerial/Leadership Functions

Relevant management functions performed including: <ul style="list-style-type: none">• Performance and Career Planning	
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I HAVE READ AND DISCUSSED THE CONTENTS OF THIS POSITION DESCRIPTION WITH THE UNDERSIGNED RTO REPRESENTATIVE. I ACCEPT THE CONDITIONS AS STIPULATED ABOVE.

..... NAME SIGNATURE OF INCUMBENT
MARIO MARRONE RTO REPRESENTATIVE	TRAINING CENTRE MANAGER POSITION
..... SIGNATURE OF RTO REPRESENTATIVE DATE