

Position Title	Trainer under Direction
Portfolio	Education
Division	
Department/Cost Centre	
Classification	L1.1
Position Number/s	
Reporting to	Teaching Education Manager
Supervises	Nil

Who is South West TAFE?

South West TAFE is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmarra, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Portfolio Overview

The Education portfolio includes

- Building, Construction and Smart Technologies.
- Health, Community and Personal Services
- Industry, Land and Food
- Business, Industry and School Engagement
- Education and Creative Arts

The divisions within this portfolio are committed to our vision of providing a lifetime of opportunity for all. We work in collaboration with industry, community partners and government stakeholders to establish exciting, innovative and collaborative projects that aim to meet the current and emerging employment needs of the region.

Our role is to provide education and training that enables students and our region to thrive through providing clear pathways that align to our students' ambitions, allowing them to achieve their reason for studying, and providing safe, accessible and supported learning.

We have bold aspirations to grow our student cohort as well as our partnerships with industry and community in line with our strategic plan, aiming to achieve best practice outcomes.

Position Overview (Your Opportunity)

The **Trainer under Direction** provides high quality and innovative course materials and excellent teaching delivery to students. Undertaking key teaching responsibilities of a qualified L1 Teacher including:

- Gathering assessment evidence of learner capability using approved assessment strategies under direction
- Establishing and maintaining an inclusive learning environment
- Supporting and supervising students including classroom management
- Implementing learning process that involves student participation and student learning plans for students at risk
- Ensuring educational and vocational currency are maintained and SWTAFE compliance requirements are met.

- Support student success in these courses and thereby improve their employment and/or educational pathways

L1.1 Trainer under Supervision

A teacher who is making progress towards completing an approved training and assessment credential (Cert IV or Diploma from the TAE Training Package), may deliver training and assessment under supervision.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation,

These accountabilities include but are not limited to:

Your Position

- Set and achieve teaching objectives.
- Contribute to a seamless student experience which supports ease of course enrolment and commencement for our students.
- Provide a student-centred learning experience that is accessible, engaging and high quality in support of life-long learning.
- Contribute to well-supported educational pathways for learning and participation in the workforce.
- Work with students to help them be ready for the demands of the evolving economy.
- Undertake planning and preparation for teaching and a range of administrative requirements related to teaching role.
- Deliver planned sessions in a variety of innovative and adaptive ways, using digital technologies to engage students and meet their needs and learning styles.
- Proactively support the efficient use of SWTAFE resources and meet student needs by increasing the use of blended learning options, workplace or offsite delivery and mobile technologies.
- Adapt teaching materials and resources to meet industry requirements.
- Adopt a systematic approach to collaborative course planning and development that promotes student engagement in an innovative and relevant manner.
- Evaluate, measure and judge using validated tools and processes to provide feedback on learner performance throughout the course against determined criteria.
- Participate in student entry level assessment and course selection.
- Participate in moderation and validation of outcomes.
- Assess student work in a timely and consistent manner and providing constructive feedback.
- Participate in assessment and curriculum development.
- Encourage students to take responsibility for their own learning journey.
- Assist with basic pastoral care, student counselling and consultation and referral to appropriate support services.
- Make reasonable adjustment to suit individual learners needs (in consultation with relevant specialist teams).
- Monitor learner progression and provide assistance to the students throughout their learning journey.
- Take a proactive approach to recognising situations that may put students, including students who are children, at risk and responding in accordance with SWTAFE policies and procedures.
- Create and maintain a safe and supportive learning environment.
- Comply with appropriate legislative requirements and organisational policies, including record-keeping and reporting.
- Contribute to the development of teaching and learning resources including tailoring materials into a range of formats to suit varying learning styles and to develop course related skills.
- Ensure teaching materials are accessible on central systems and meet audit compliance.
- Continuously seek evaluation data to improve the performance of programs, learning materials, assessment tasks and educator performance.
- Complete and maintain a Vocational Competency Matrix outlining qualifications and experience related to each unit to be delivered.
- Engage with employers and industry representatives to ensure teaching materials and content meet industry/employer needs.

- At the discretion of the Victorian Government, Skills First teachers may be required to undergo specific training or professional development.
- Ensure vocational currency and continuously improve professional practice by engaging with key stakeholders and professional teaching and community networks.

Your Organisation –

- Recognise areas in which guidance and support is required from the Manager and seek appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct
- Demonstrate the organisational values on a daily basis and proactively seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisations Achievement Development Programme (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Proven experience and sound knowledge in the relevant industry
- Experience supporting learners in an industry setting teaching a range of subjects and programs in a variety of learning modes
- Capability to research and develop appropriate teaching curriculum, materials, resources and methods of assessment relevant to the TAFE Sector
- Identify, tailor and implement innovative teaching and learning strategies to support the diverse needs of students and customers
- Undertake regular professional development to maintain and continuously improve individual professional competence as a TAFE teacher and ensure regulatory compliance
- Knowledge and ability to work effectively in the Vocational Education & Training (VET) sector
- A flexible and adaptive approach to teaching delivery and assessment utilising contemporary technologies

OR

- Extensive proven experience in your industry or sector of expertise
- Demonstrated ability to find relevant information to solve work problems as and when they arise
- Passion for imparting knowledge
- Established ongoing contacts and networks with key partners and stakeholders
- Flexibility in a changing environment and maintaining a detail focus
- A team player who achieves goals whilst utilising an organised and methodical approach to work

OR

- Demonstrated ability to research, design and deliver succinct and engaging course materials and lessons through the use of a wide range of learning resources and assessment tools under supervision
- Ability to develop training materials that are compliant with quality standards, policies, procedures, guidelines and relevant legislation
- Ability to motivate and guide students to optimise their learning outcomes
- Understands and applies advanced teaching methodology including consideration of
 - Global cultural differences
 - Future technologies
 - Implementation strategies
 - Needs of neurodivergent learners
 - Individualised learning plans, and
 - Student educational pathways
- High level of digital literacy and well-developed proficiency in utilizing administrative systems and learning management systems to create engaging and innovative learning experience for students

- Proven ability to build positive relationships with key stakeholders and employers to maintain currency of delivery methods and materials
- Ability to identify challenges in a classroom environment, contribute to resolution or resolve these challenges
- Demonstrated high level of and awareness to people from broad range of diverse backgrounds and emotional context

Qualifications and Requirements

Mandatory requirements

- An approved degree, advanced diploma or diploma, certificate or approved equivalent qualifications with relevant industry experience and the ability to demonstrate currency in the vocational workplace competencies and management experience
- Obtaining and/or working towards completion of Certificate IV or Diploma from TAE Training Package with no teaching experience
- Minimum of 2 years' relevant industry experience
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Substantial experience using Microsoft Office products and relevant industry software and programs

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with Victorian TAFE Teaching Staff Agreement 2024
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager		
Approved by	Department Executive Manage	Kathy Hall	03/10/2025
P&C review	People & Culture	Jenny Hearn	03/10/2025
Agreed by	Employee		