

JOB DESCRIPTION

POSITION DETAILS:

POSITION TITLE	Online Trainer - Mathematics, VET, 10765NAT Certificate IV in Adult Tertiary Preparation
REFERENCE NUMBER	QFHR001.04.2021
LOCATION	UQ College, St Lucia

PRIMARY PURPOSE:

The primary purpose of this role is to deliver high quality VET online training to facilitate students gaining the necessary knowledge, skills and attitudes to access and be successful in higher education by improving their QTAC rankings and/or acquiring required prerequisite courses. The role also contributes to ongoing course content development

WORKING RELATIONSHIPS:

DIRECT MANAGER	Programs Coordinator, Vocational Education and Training (VET)		
DIRECT REPORTS	Nil		
KEY INTERNAL RELATIONSHIPS		KEY EXTERNAL RELATIONSHIPS	
Position	Frequency	Position	Frequency
<ul style="list-style-type: none"> • Program Coordinator, VET • Manager – Business Development & Corporate Services • Teachers with the online team • Students 	Daily Daily Weekly Weekly Minimum twice weekly	<ul style="list-style-type: none"> • VET Regulator • VET Internal Consultant 	

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SCOPE & AUTHORITY:		
People	Financial	Technical
<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Nil 	<ul style="list-style-type: none"> • Deliver high quality online teaching within a VET program

KEY RESULT AREAS:	
Student Engagement	<ul style="list-style-type: none"> • Provision of engaging learning experiences through a proactive online learning environment • Measured by: <ul style="list-style-type: none"> • Teacher communication activities to all students as well as individual students • Blackboard Student Activity data • Student feedback
Course Content Development	<ul style="list-style-type: none"> • Contributes to course content development • Measured by: <ul style="list-style-type: none"> • The availability of high-quality learning content for online application
Student Progression	<ul style="list-style-type: none"> • Provision of individualised motivation and coaching to encourage online students to engage in activities and assessments • Measured by: <ul style="list-style-type: none"> • Blackboard Activity and Assessment completion data
Unit Completion's	<ul style="list-style-type: none"> • Provision of individualised motivation and coaching to encourage online students to complete all requirements of the course and to enroll in the next course where appropriate • Measured by: <ul style="list-style-type: none"> • Blackboard Student completion rate
Continuous Improvement	<ul style="list-style-type: none"> • Contribution to the development and improvement of online course(s) <ul style="list-style-type: none"> • Half yearly review of Assessor Guide (Teachers) • Half yearly review of Assessment Tool (for Students) • Currency of information and alignment of knowledge and skill application in contemporary environments. • Contribute to validation workshops. • Contribute to the ongoing review all Training and Assessment Strategies
Professional Development	<ul style="list-style-type: none"> • Undertake professional development regularly to – <ul style="list-style-type: none"> • Exceed VET teacher standards for professional competencies • Exceed VET teacher standards for industry competencies • Continuously improve student outcomes

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KEY RESULT AREAS:

KEY ACTIVITIES:

Course Delivery	<ul style="list-style-type: none"> Professional delivery of online tutorial and other training and assessment opportunities such as small group or individual coaching and consultations Monitor areas where students are challenged by course requirements and develop teaching resources to meet student needs Contribute to the ongoing development of course delivery and assessment and resources
Student Engagement	<ul style="list-style-type: none"> Monitor student progression on a weekly basis and maintain communication with all online students Ensure regular frequent opportunities for synchronous communication with online students both as groups and individuals (e.g. online tutorials, appointment availability) Provide constructive and timely feedback to assessment submissions recognizing the learning opportunity each assessment submission presents
Continuous Improvement	<ul style="list-style-type: none"> Support a continuous improvement process by developing, implementing, and reviewing online learning and assessment processes and quality initiatives as required to ensure a program's operational performance meets the College's standards. Contribute to reports on business and delivery performance as required by the College Executive. Respond to the needs of key stakeholders in developing learning and assessment models and resources. Participate in Training Product Reviews and Validation Workshops as requested Provide continuous feedback and participate in online course supplemental resource development in response to student needs

OPERATING ENVIRONMENT, FRAMEWORK, BOUNDARIES:

- The activities of this role are conducted predominantly online through the Blackboard Learning Management system as well as via a range of technologies. Some on-campus attendance may be a requirement of this role
- The college's policies and procedures, as well as regulatory requirements, govern the activities undertaken by this position.

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PROBLEM SOLVING/COMPLEXITY OF POSITION:

- The role plays a critical part in establishing and maintaining student engagement and successful student completion rates.

DECISION MAKING AUTHORITY AND RESPONSIBILITIES:

- Decisions related to development, modification and adaption of course specific content aimed to improving student learning outcomes and engagement

CAPABILITY PROFILE:

Requirements for Teachers in this roll are stated in the ASQA Standards for RTO's, Clauses 1.13 – 1.16 which require -	<ul style="list-style-type: none"> Vocational competencies at least to the level being delivered and assessed Current industry skills directly relevant to the training and assessment being provided Current knowledge and skills in vocational training and learning that informs their training and assessment.
Education	<ul style="list-style-type: none"> Certificate IV in Training and Assessment (TAE40116 or upgraded equivalent),
Industry Experience and Knowledge	<ul style="list-style-type: none"> Trainers and Assessors require current industry skills and knowledge relating to the subject/specialisation unit delivered. Trainers and Assessors need to maintain, upgrade or develop new skills relevant to the current industry needs. Teaching experience in Certificate IV in Adult Tertiary Preparation, or Foundation Year, or similar Higher Education program, or Year 11-12 or equivalent.
Oral & Written Communication Skills	<ul style="list-style-type: none"> Structures and conveys ideas and information in a way that effectively brings about understanding. Tailors communication effectively for audience; Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings. Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively.

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Customer Service Focus	<ul style="list-style-type: none"> Manages difficult or sensitive stakeholder interactions; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
Professionalism & Ethics	<ul style="list-style-type: none"> Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and principles; Upholds organisational values. Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan. Follows policies and procedures; Supports organisation's goals and values.

AUTHORISATION:

Direct Manager: ROBYN TYLER

Signature:

Date: 28/04/2021

SIGHTED AND SIGNED

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