


Fitzroy Learning Network - Position Description	
	
Role Title: Pre-Accredited (Casual) Sewing Educator Creative Industries - Sewing	Reports to: Community Programs Coordinator
Department: Pre-accredited Programs and Community Development Stream	Other Relationships: Maintain a good working relationship with staff at Fitzroy Learning Network.
Location: 198 Napier St, Fitzroy, 3065 Vic.	
FLN Vision	
<p><i>Our vision is of a strong, fair, inclusive and engaged community: a community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.</i></p>	
Organisational Overview	
<p>Fitzroy Learning Network Inc. (FLN) is a not-for-profit organisation, affiliated Community Neighbourhood House Learning Centre and Registered Training Organisation (RTO). Since the mid-1980s FLN has provided a variety of highly regarded and valued programs and services to the community with a particular focus on newly arrived migrants, refugees, asylum seekers and young people. These programs and services range from English language programs to teaching sewing skills, computer skills and business leadership.</p> <p>We take a 'strengths-based' approach to our work. That is, we understand that learning is dynamic and complex; that people learn in different ways; and that by identifying and working from the foundation of skills and knowledge a person already has, they can strengthen that foundation as well as acquire new knowledge and skills. This approach also recognises and draws on the strengths of our local community to help us to plan and create pathways to obtain further education, employment, wellbeing, health and social participation.</p>	

Role purpose
<p>The position of Pre-Accredited Teacher/Trainer is responsible for the preparation and delivery of the pre accredited training and community programs that are -</p> <ul style="list-style-type: none"> • Delivered as a part of FLN's education strategy • Compliant with the relevant funding contracts • Provided within a quality learning environment • Delivery is to be based on a strength-based approach.

Key responsibilities

Service planning, management and delivery.

- Promote an environment that facilitates lifelong learning, providing learners the opportunity to develop skills, move onto further training and employment outcomes.
- Plan, prepare, deliver, and evaluate training in accordance with the pre-accredited quality framework quality indicators.
- Complete the A Frame ACFE documentation including session plans, and course evaluation documents, within the allocated time frames.
- In consultation with the Program Coordinator, create learning resources which meet the pre-accredited quality framework standards.
- Ensure compliance with FLN's policies, procedures, and legislative requirements in the areas of human resources, occupational health and safety, equal opportunity, anti-discrimination, and other relevant policies.
- Gain approval for expenditure from the Community Programs Coordinator.

Student management and support

- Maintain class rolls for each class and submit to the admin officer on a weekly basis.
- Report concerns regarding student wellbeing and progress.

Additional Duties

- Within the scope, skills and qualifications required for the role, as negotiated and agreed, undertake additional paid duties if required.

Key Performance Criteria

- Submit program session plans two weeks prior to program commencement.
- Complete and submit program evaluation forms two weeks after course completion.
- Submit program attendance records weekly.
- Encourage and monitor student attendance
- Provision of quality training which meet the Pre-accredited Quality Framework standards.
- Complete all course administration requirements

Decision-making

- Ensure decisions are made that are consistent with FLN policies and procedures and liaise with Community Programs Coordinator and CEO as required.
- Take a solution-based approach to problem-solving, developing strategies to work through identified issues in a logical manner.

Salary, Award and Conditions

The position is based on the employment conditions set out in the Educational Services (post-Secondary Education) Award 2010.

The role as ACFE Teacher will be paid at the rate of Teacher and Tutors/Instructors level 1 at the casual rate of \$51.95. These amounts include the applicable casual loading and are based on the Educational Services (post-Secondary Education) Award 2010 rates for the period commencing 1 July 2019.

Specific Requirements (Completed based on program)

Course: Creative Industries Sewing

Course Dates and Duration:

Term 3 - Fridays commencing 19th July to the 20th of September 2024

9.30 – 12.30 – Somali women’s group

2.00 -5.00 pm – Community members from a variety of backgrounds

3hr course x 10 weeks, 40 hours per term

10hrs x admin/prepartion per term

Course Aim/Description: The Sewing class will provide students with an introduction to the creative industries including ; parts of the sewing machine, different stitches and when to use these, creating simple patterns. Students will commence with pot holders, tote bags and pencil cases, working up to pajamas. Building on skills to be to insert zips, pockets, attaching waist bands, and alternation and mending techinques. Skill development will also focus on building confidence, self esteem, communication and team building.

Course Content: The program will include:

**Please see attached session plan
 Review and presentation of certificates**

Organise the plan, and any presentations as required for each session and activities to practise and develop skills.

Course Outcomes: The course will provide students with a basic to intermediate skill level in using a sewing machine and creating garments and or accessories.

Course Evaluation: An evaluation with students will be completed based on ACFE accreditation standards and a brief program report completed detailing the course success and recommendations for improvement.