

Fitzroy Learning Network - Position Description	
	
<b>Role Title:</b> Pre Accredited Teacher/Trainer(Casual) – ‘Next Steps’ program	<b>Reports to:</b> Community Programs Coordinator
<b>Department:</b> Pre-accredited Programs and Community Development Stream	<b>Responsible for:</b> N/A <b>Funding:</b> Adult Community and Further Education (ACFE)
<b>Location:</b> 198 Napier St, Fitzroy, 3065 Vic.	<b>Hours:</b> Term 2 2021 (dates to be confirmed), a total of 36 hours over 10 weeks Within standard working hours, classes outside normal hours as negotiated.
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 <i>Next Steps</i> program is designed to provide learners with the knowledge and skills to make informed choices about work, education and engagement in the community. Through class work, mentoring and visits to different workplaces and training institutions learners’ will increase their understanding of the Australian</p>



workplace, their community and the options they may like to pursue. More information about the program is provided at the end of this position description.

The Pre Accredited Teacher/Trainer is responsible for the preparation and delivery of this program, meeting the following requirements: -

- Delivered as a part of FLN's education strategy to achieve the growth and sustainability of FLN pre-accredited and community programs;
- The role is undertaken compliant with the relevant funding contracts, accreditation standards and administration requirements;
- Provided within a quality learning environment;
- Deliver teaching/training based on a strength based approach, that understands, recognises the diverse needs of our students and monitors their wellbeing;
- Maintains the growth of strong community and industry relationships.

#### Key responsibilities

##### **Service planning, management and delivery**

- Promote a responsive integrated local learning environment that facilitates lifelong learning, providing learners the opportunity to develop skills, move onto further training and employment outcomes.
- Contribute to the implementation of the FLN education strategy in liaison with the FLN team.
- Deliver and evaluate training in accordance to the pre-accredited quality framework quality indicators.
- Complete the A Frame ACFE documentation including session plans, course plans and course evaluation documents, within the allocated time frames.

##### **Student management and support**

- Maintain accurate and secure administrative and student records, in accordance with funding and regulatory requirements and FLN's organisational policies and procedures.
- Report concerns regarding student wellbeing and progress.

##### **Continuous improvement**

- Encourage an environment where innovation, continuous improvement and achievement are emphasised and rewarded.
- Promote and encourage flexibility and efficient collaboration throughout the organisation.

##### **Relationship management**

- Maintain the highest possible professional standards in relation to industry, government funding bodies, colleagues and students to positively promote the social justice and diversity mission of the organisation
- Consult with industry and the community, and participate in pre-accredited program moderation as required.

##### **Community engagement and customer service**

<ul style="list-style-type: none"> <li>• If required respond to student enquiries applying for entry into training programs and provide resources, information and advice concerning available courses, possible career and learning pathways.</li> <li>• Maintain a high standard of customer service at all times.</li> </ul> <p><b>People, culture and wellbeing</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Reflect on, critically evaluate and improve professional knowledge and practice, and participate in relevant professional development opportunities.</li> <li>• Attend and contribute to team and organisation planning meetings.</li> </ul> <p><b>Financial Management and Program Reporting</b></p> <ul style="list-style-type: none"> <li>• As required, gain approval for expenditure from the Community Programs Coordinator or relevant supervisor, in accordance with FLN Finance policies.</li> <li>• Ensure accurate and timely completion of data in the delivery of programs as required in undertaking the role.</li> <li>• Achieve the key performance criteria of the position.</li> </ul> <p><b>Marketing and Promotion</b></p> <ul style="list-style-type: none"> <li>• Adhere to the FLN marketing plan, and if required develop promotional material to promote FLN education and community programs.</li> </ul> <p><b>Additional Duties</b></p> <ul style="list-style-type: none"> <li>• Within the scope, skills and qualifications required for the role, as negotiated and agreed, undertake additional paid duties if required.</li> </ul>
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<p><b>Key Performance Criteria</b></p> <ul style="list-style-type: none"> <li>• Complete and submit program evaluation forms two weeks after course completion.</li> <li>• Submit program attendance records weekly.</li> <li>• Encourage and monitor student attendance</li> <li>• Provision of quality training which meet the Pre-accredited Quality Framework standards.</li> <li>• Complete all course administration requirements</li> </ul>
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<p><b>Decision-making</b></p> <ul style="list-style-type: none"> <li>• Make decisions and resolve issues relating to the development of the program and the day to day delivery of the training program and as required in liaison with Community Programs Coordinator or relevant coordinator (in consultation with the CEO if significant issues arise as required) re the operation of community programs to ensure they meet the required quality standards.</li> <li>• Ensure decisions are made that are consistent with FLN policies and procedures.</li> </ul>
<p><b>Developing solutions</b></p>

- Take a solution-based approach to problem-solving, developing strategies to work through identified issues in a logical manner.
- Work as a positive, trusted member of the team and engage with team members in order to understand and solve problems collaboratively.

#### Resource and Management Skills

- In educating students, provide a quality education program that understands their needs, monitor their personal wellbeing and provides outcomes for the individual. Reporting concerns if required.
- Application of Equal Opportunity, OHS and Anti-discrimination requirements, and principles of access and equity policies and in accordance with the current RTO and Pre-accreditation Standards.
- Well-developed ability to work autonomously to prioritise, plan and organise work to meet deadlines and agreed performance outcomes.

#### Working relationships

- Work with local RTOs and education and community program provider's and employers to build partnerships that develop local expertise, to extend the pre accredited education, skills development opportunities that FLN can provide to the community.
- As a member of the FLN team, support learners and teachers to achieve positive education outcomes and provide opportunities for learners to move on to further training and employment.
- Work with members of the FLN team to ensure that FLN achieves its vision and strategic actions.

#### Developing others

- Develop and foster a strong team approach in accordance with FLN's vision, values, policies and procedures, and in keeping with legislative requirements.

#### Knowledge and expertise

- Demonstrated understanding of the legislative and regulatory requirements relevant to the operation of community organisations, educational institutions, RTOs and Pre-accreditation Standards.
- Demonstrated understanding of the principles and practices of the adult community education and training sectors and the delivery of adult education within a community engagement framework.
- Understanding of community development principles.
- Demonstrated ability to work empathetically with people from diverse cultural, socio-economic backgrounds.

#### Key Selection Criteria

- Demonstrated ability to plan, prepare, deliver and evaluate training in accordance to the pre-accredited quality framework quality indicators.
- Desirable but not mandatory, a Certificate IV in Training and Assessment and some experience in delivering training and education programs.
- Relevant qualifications and or experience in the vocational area aligned to the training to be delivered.



- Demonstrated understanding of the principles and practices of the adult community education and training sectors, and the delivery of adult education within a community engagement framework.
- Completion of a successful police check and possession of a current Working with Children's Check.

#### **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 \$48.46, the rate will cover the allocated preparation time as negotiated with you and teaching hours.

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 2018.

#### **Specific Requirements (Completed based on program)**

**Course:** Next Steps

**Course Dates and Duration:** Term 2 2021(Dates to be confirmed), a total of 36 hours over 10 weeks



### Course Aim/Description: Summary

The *Next Steps* program is designed to provide learners with the knowledge and skills to make informed choices about work, education and engagement in the community.

Pairing learners with a mentor and visiting different workplaces and training institutions will expand learners' appreciation of the Australian workplace, their community and the options they may like to pursue. Learners will see the types of work available, a range of community organisations and learn how they might transfer the skills they already have into work and engagement with their community. During this process, they will have the opportunity to meet other women in the community who could act as role models and expand learner's networks.

#### Aims

The *Next Steps* program aims to:

- increase learners' understanding of the Australian job market
- build on learners' existing knowledge and experience of how to access resources and engage with their community
- increase learners' understanding of their own work readiness and how to engage in different workplace cultures
- evaluate their own employment, community engagement and/or study options
- develop learners' learning, reading, writing and oral communication skills
- increase learners' digital literacy skills
- increase learner's personal confidence and set directions for their next steps.

**Course Content:** The program will include:

**Topic 1**

Engaging in your community

**Topic 2**

The digital economy

**Topic 3**

Networking

**Topic 4**

Australian workplaces

**Topic 5**

Understanding workplace culture

**Topic 6**

The way ahead



**Other activities -**

Visit a minimum of two workplaces in areas of interest of the participants and a minimum of two Guest speakers talking about their how they got to the position they are in today, and what employers are looking for in terms of recruiting staff– Coordinate with the Community Programs Coordinator

Each session will take 3.6 hours. 10 sessions = Total 36 hours.

**Course Outcomes:** The course will support students to apply for further training and education as well as undertaking job search activities.

**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.