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| <b>Fitzroy Learning Network - Position Description</b><br><b>Trainer Introduction to Cooking</b>   |  |  |
| <b>Role Title:</b> Pre Accredited Teacher/Trainer(Casual)  | <b>Reports to:</b> Community Programs Coordinator  |   |
| <b>Department:</b> Pre-accredited Programs and Community Development Stream  | <b>Responsible for:</b> N/A<br><b>Funding:</b> Adult Community and Further Education (ACFE)        |   |
| <b>Location:</b> 198 Napier St, Fitzroy, 3065 Vic.   | <b>Working pattern:</b> Within standard working hours, classes outside normal hours as negotiated. |   |
| <b>FLN Vision</b>  |  |   |
| <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>  |  |   |
| <b>Organisational Overview</b>   |  |   |
| <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> |  |   |

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| <b>Role purpose</b>  |
| <p>The position of Pre Accredited Teacher/Trainer is responsible for the preparation and delivery of pre accredited training and community programs that meet the following requirements: -</p> <ul style="list-style-type: none"> <li>• Delivered as a part of FLN's education strategy to achieve the growth and sustainability of FLN pre-accredited and community programs;</li> <li>• The role is undertaken compliant with the relevant funding contracts, accreditation standards and administration requirements;</li> </ul> |



- 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**

- 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.
- Maintain a high standard of customer service at all times.

#### **People, culture and wellbeing**

- 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.
- Reflect on, critically evaluate and improve professional knowledge and practice, and participate in relevant professional development opportunities.

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| <ul style="list-style-type: none"> <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> |
| <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>  |
| <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>   |
| <ul style="list-style-type: none"> <li>Take a solution-based approach to problem-solving, developing strategies to work through identified issues in a logical manner.</li> <li>Work as a positive, trusted member of the team and engage with team members in order to understand and solve problems collaboratively.</li> </ul>  |
| <p><b>Resource and Management Skills</b></p>   |
| <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>  |

- 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:** Introduction to Cooking

**Course Dates and Duration:** Term 2 2021 Wednesdays 12 – 2pm. The Program is for a total of 20 hours over 10 weeks

**Course Background**

The cooking program is 2 hours per week for 10 weeks (20 hours total). The aim is introduce people to the concept of lifelong learning via a cooking program. This will include developing digital literacy, numeracy as well as confidence and self esteem so that they can re engage with learning. This could then pathway into programs at a learn local of TAFE. Skill development will also focus on building confidence, self esteem, communication and team building skills by planning, preparing and eating lunch together on a weekly basis. The target group for this program are male residents of a detox centre in the inner city. Participants are in the process of moving from drug and alcohol dependence. The participants are engaged in a number of activities as part of the detox program. In the first 2 -3 weeks of the program some participants can be agitated and unfocused due to withdrawal symptoms. The cooking class is conducted in the kitchen at the centre as it is a familiar environment. The class includes menu planning, working to a budget; recipe modification and research

**Course Aim/Description: Summary**

The *Introduction to cooking* program develops skills and knowledge about how to plan, prepare and eat well on a budget.

**Aims**

- To plan, prepare and cook healthy meals for themselves, friends and family.
- To choose a variety of nutritious food and drinks to meet energy needs.
- Enjoy a wide variety of nutritious foods from the five food groups
- Preparing and storing food safely
- Work well as a team
- Develop communication skills
- Develop numeracy skills

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

- Topic 1** – Safety in the kitchen, First aid in the kitchen and Food preparation
- Topic 2** – Hygiene, Temperature zone, Hand washing techniques.



**Topic 3** – Healthy eating, 5 food groups

**Topic 4** – Budgeting skills

**Topic 5** – Understanding food labels

**Topic 6** – Healthy recipes

**Topic 7** – Healthy activities

**Other activities** – Master chef – Prepare a meal based on wants in the pantry cupboard

Each session will take 2 hours. 10 sessions = Total 20 hours.

**Course Outcomes:** Plan, prepare and cook a healthy and economical meal for the group.  
This will include a wide variety of nutritious foods from the five food groups

**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.

#### **EMPLOYMENT CONDITIONS**

The position is casual and the hours negotiated are on as needs basis as agreed. Conditions of employment as outlined in the contract. Additional hours will be provided for extra duties undertaken outside the scope of the role as agreed. Appointment is subject to a police check.

**Located at:** Fitzroy Learning Network 198 Napier St Fitzroy 3065

**Commencement Date:**

**Contract cessation date:** As per casual terms and conditions outlined

I, \_\_\_\_\_, have read and understood this letter and accept the offer of employment from Fitzroy Learning Network Inc. on the terms and conditions set out in the letter. I understand that each engagement will constitute a separate contract of employment between us. I have read and understand the requirements of the role as outline in the position schedule.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Print name: \_\_\_\_\_

**PLEASE KEEP A COPY OF THIS LETTER FOR YOUR RECORDS**