POSITION: TRAINER – BUSINESS STUDIES

LEVEL: 7

DEPARTMENT: EDUCATION AND TRAINING

RESPONSIBLE TO: CEO

PRIMARY OBJECTIVE:
The trainer in Business Studies is responsible for the delivery of Business training qualifications in a flexible, innovative and culturally appropriate way that meets the requirements of IAD.

DUTY STATEMENT

Plan and deliver the Business Studies Training Package in accordance with the requirements of the ASQA and AQTF Conditions and Standards

Produce resources for the development of course material, teaching methodologies and assessment procedures

Keep up-to-date with the latest developments in the Business Studies Training package, contemporary Aboriginal adult education and VET issues

Undertake all administrative duties associated with the delivery of Business Studies, enrolments, attendance records, and module outcomes

Undertake professional development as required

Participate in all non-teaching duties required of members of E&T team

Assist in student recruitment, graduation, pre-assessment, enrolment and the RPL process

Assist students to identify work or further training or education opportunities

Attend all relevant staff meetings

Actively participate in IAD committees in line with QIAD Policy and Process

Attend and participate in relevant workshops, conferences and professional development as required

Undertake other duties at the request of the CEO that are safe, legal and reasonable while being within the limits of the employees skills, competence and training

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**SELECTION CRITERIA**

Demonstrate knowledge and experience of Business Administration, Office Skills, Business Technology

Demonstrate vocational competencies at least to the level being delivered and assessed

Demonstrate current industry skills directly relevant to the training/assessment of the Business Studies Training Package

Demonstrate knowledge of the VET system and relevant legislations

An understanding and awareness of Aboriginal culture

Demonstrate knowledge and experience in teaching and assessment of Aboriginal adult learners

Demonstrate knowledge and experience in the delivery of Business Studies training packages including resource development

Highly developed communication, organisation and administrative skills

Highly developed management skills including ability to work effectively as part of a team

**QUALIFICATIONS:**

Adult education degree/qualification in Business Studies

Current workplace experience

TAE40110 Certificate IV in Workplace Assessment and Training

Office Skills and Information Technology

Current NT Drivers Licence