



## DANCEFACTORY

### Coordinator Trainer duty statement

**References to –Co-ordinator Trainer will be referring to Frances Neumann the Student/Welfare Co-ordinator**  
**Training Manager will be referring to Dulcie Lee the Artistic Director**  
**Institute/College will be referring to Dance Factory**

#### Reports to the Training Manager

##### Duties

Coordination duties involve the following:

- Monitoring the activities and performance of teaching staff
- Conducting regular meetings with teaching staff
- Monitoring attendance, punctuality and presentation of teachers
- Mentoring teachers to maintain and improve their competence
- Reviewing assessment outcomes, student progress during each study period and at the end of each study period, student attendance and issuing of awards and statements of attainment in conjunction with the Training Manager and in accordance with Institute policies and procedures
- Providing counselling and support to students at risk of breaching attendance and course progress requirements in accordance with Institute policies and procedures
- Assisting, advising and counselling students on all academic matters and referring students to appropriate institute staff for further assistance and advice where appropriate
- Conducting assessment validation processes in accordance with Institute procedures
- Managing RPL applications
- Allocating teaching staff to subjects based on the competency of each teacher
- Accept informal complaints, formal complaint applications and appeal applications from students and arrange for formal complaints to be resolved according to the Complaints and appeals procedure.
- Ensuring that all complaint and appeal applications received are processed within the timelines outlined in the Complaints and appeals procedure
- Sitting on the Complaints Panel and the Appeals Panel as described in the Complaints and appeals procedure
- Undertake critical incident support and debriefing activities as required by the Institute Critical incident procedure.
- Implementing the Institute Student support procedure
- Conducting orientation session for new students
- Report any systemic issues arising from informal complaints, formal complaints or appeals, in writing (via email to the PEO), to the Institute Management Group meeting so the matter can be recorded in the Institute Complaints Register and be used as part of the continuous improvement activities of the Institute.

Trainers are responsible for conducting training, assessment, assessment validation and maintaining records in accordance with the requirements of the AQTF, Training Packages and Purchasing Guides.

1. Trainers will conduct all training and assessment activity in accordance with the:
  - requirements of the relevant Training Package or Curriculum document



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- requirements of the AQTF
  - provider Assessment Policy
  - provider Assessment Procedure
  - Provider Code of Practice
  - Provider access and equity principles
  - Provider Procedures and Policies
  - The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students
  - The ESOS Framework
  - The Course Progress Policy and Procedures for CRICOS Providers of VET Courses
  - Attendance recording procedure
2. Trainers duties include:
- Advising on purchase of equipment, teaching and learning resources
  - Preparing learning materials
  - Preparing assessment instruments
  - Preparing teaching programs
  - Delivering teaching programs
  - Assessing teaching programs
  - Assessing competencies
  - Advising students
  - Maintaining accurate and reliable attendance and assessment records for all students
  - Transmitting attendance and assessment records to the Training Manager at the completion of each study period and when requested by the Training Manager
  - Reviewing and improving training delivery, assessment processes and assessment tools.
3. Minimum qualifications for trainers are:
- Trainers must be able to demonstrate vocational competencies at least to the level of those being delivered and:
    - i. hold the Certificate IV in Training and Assessment (TAA40104) from the Training and Assessment Training Package, or
    - ii. be able to demonstrate equivalent competencies, or
    - iii. hold the Certificate IV in Assessment and Workplace Training from the superseded Training Package for Assessment and Workplace Training (BSZ98), or
    - iv. be able to demonstrate that prior to 23 November 2005 they had been assessed as holding equivalent competencies to the Certificate IV in Assessment and Workplace Training from the Training Package for Assessment and Workplace Training (BSZ98); or



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work under the direct supervision<sup>1</sup> of a person who has the competencies specified in (i) or (ii) or (iii) or (iv) above.

4. Trainers will be required to participate in regular performance reviews and be involved in activities to maintain the currency of their training, assessing and subject matter qualifications and experience.
5. Previous experience in coordination / team leadership is an advantage

#### **Terms and conditions**

1. The salary range to be negotiated
2. Superannuation is 9%
3. An employment contract will be drawn up for signature by both parties
4. A six month probationary period will apply to this contract. Further employment after the six month probationary period is dependent on a satisfactory performance review at the end of the six month period.

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<sup>1</sup> Note: Direct supervision is achieved when a person delivering training on behalf of the RTO has regular guidance, support and direction from a person designated by the RTO who has the trainer competencies in (i), (ii), (iii) or (iv) above and who monitors and is accountable for the training delivery. It is not necessary for the supervising person to be present during all training delivery