



<b>Position title</b>	<b>Casual Aboriginal Cultural Awareness Training (ACAT) lead trainer and accredited and non-accredited training cultural co-facilitator</b>
<b>Location</b>	<b>496 High Street Northcote, Victoria</b>
<b>Reports to</b>	<b>Chief Executive Officer</b>
<b>Supervision by</b>	<b>RTO and Learn Local Manager</b>
<b>Classification level</b>	<b>Social and Community Services Employee – L 4.4</b> <b>Aboriginal people strongly encouraged to apply</b>
<b>Hours</b>	<b>Casual</b>
<b>Date of approval</b>	

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The Victorian Aboriginal Community Services Association Limited (VACSAL) is the recognised state-wide Peak Advisory body on Aboriginal community issues. VACSAL is a community based, community controlled organisation, comprising of representatives from Koorie organisations across the state. As well as having an advisory role VACSAL also delivers and manages a range of critical community services across Victoria. VACSAL's registered training organisation (RTO) and Learn Local aims to provide high quality accredited and non-accredited training and assessment programs.

## **Position Summary**

### **Casual Aboriginal Cultural Awareness Training (ACAT) lead trainer and accredited and non-accredited training cultural co-facilitator**

The casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' is responsible for lead facilitating VACSAL's ACAT training and co-facilitating VACSAL's accredited (RTO) and non-accredited training sessions (Learn Local) and other training projects. The 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' will update current ACAT and other external training programs as relevant and required.

## **PART A: Position Specifications**

### **Operational Management Environment**

The casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' position is located within VACSAL's RTO and Learn Local and forms part of the RTO and Learn Local team, which is responsible for the operation of the VACSAL RTO and Learn Local.

This casual position is primarily based at the VACSAL RTO and Learn Local office for accredited training. The delivery of the ACAT workshops are often at another venue or via zoom (or similar platform) and the casual 'ACAT lead trainer and accredited and non-accredited training co-facilitator' will be informed about this in advance.

### **Scope of the Position**

The casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' is accountable to:

- The CEO, Board of Directors and the wider community for practice according to the philosophy, policies and goals of the organisation



- the RTO and Learn Local Manager for a high standard of work practice and day to day duties.

### **Organisational Structure and Reporting Relationships**

The casual RTO and Learn Local 'ACAT Trainer and Course Facilitator' is supervised by the RTO and Learn Local Manager.

### **Primary Duties and Responsibilities**

The casual RTO and Learn Local ACAT lead trainer and accredited and non-accredited training cultural co-facilitator primary duties and responsibilities are as follows:

#### **Accredited courses:**

- Provides assistance to RTO and Learn Local manager and sessional teachers to develop and manage the learning for students, using the learning and assessment materials provided by VACSAL RTO
- Cultural co-facilitation (with trainer and assessor taking the role of lead trainer) of accredited training program for Certificate IV and Diploma of Community Services
- Provide cultural integrity to all training delivered by or in partnership with VACSAL
- Provides support and advice to students of diverse cultures, backgrounds and abilities
- Supports the development of culturally safe and relevant learning resources

#### **Aboriginal Cultural Awareness training and other cultural based workshops:**

- Lead facilitation and trainer of ACAT and other cultural based workshops
- Updating learning materials for ACAT when relevant and required
- Developing tailored session plans for ACAT (in accordance with client request)

#### **Administration:**

- Assisting with graduation plans and delivery
- Assisting with developed engaging and relevant session plans with trainer and assessor
- Ensure ACAT participants receive relevant documentation when required
- Attend bimonthly Supervisor sessions
- Create a yearly work plan, ensuring it aligns with your KPI's and is in conjunction with your program and the Strategic Plan. Ensure it is updated bimonthly as part of your Supervisor Sessions.
- Assist with VACSAL community events such as NAIDOC activities, sports carnivals etc
- Attend VACSAL In Service and AGM annually
- Undertake other duties that are peripheral to the main tasks, provided that such duties are reasonably within the employee's skills, competence and training.



## **PART B: Person Specifications**

### **Qualifications**

ACAT Trainer and accredited and non-accredited training co- facilitator

- Vocational competencies at least to the AQF level being delivered (preferred).
- Relevant tertiary qualification at least to the AQF level being delivered (preferred).
- Certificate IV in Training and Assessment (TAE40110) or its equivalence (preferred).
- Relevant industry understanding of the competencies required in the workplace environment.

### **Skills, Knowledge and Ability**

- Strong knowledge and understanding of Aboriginal and Torres Strait Islander cultures.
- The delivery of Aboriginal cultural awareness training
- Commitment to a high level of service and improving outcomes for Aboriginal students
- Knowledge and experience of the Vocational Education and Training (VET) sector (preferred).
- Experience working within a cross-cultural environment.
- Well-developed interpersonal skills with the ability to communicate effectively with people, particularly Aboriginal and Torres Strait Islander people.
- Ability to work with others as a member of a team.
- Ability to show initiative and work independently.
- Knowledge and understanding of continuous improvement processes.
- Knowledge and skills in contemporary human resource management practices including workplace health and safety, equal employment opportunity and anti-discrimination.

### **Standards of Practice**

- Maintain professional standards of practice.
- Practise within an evidence-based framework.
- Participate in ongoing professional development of self and others.

### **Additional Factors**

- Current Australian Federal Police Check and Working with Children's Check prior to appointment to the position.
- Full vaccination against COVID-19 including 2 doses and a booster
- Driver's license
- Some afterhours work and travel may be required



## **PART C: Selection Criteria**

- Demonstrated excellence in lead and co-facilitation with Aboriginal and non-Aboriginal students/participants.
- Demonstrated excellence sharing knowledge and learning on Aboriginal culture and protocols.
- Demonstrated understanding of current developments and innovative approaches to accredited and non-accredited training programs
- Demonstrated experience working and delivering programs in the community services sector.
- Demonstrated organisational, interpersonal and communication skills preferably with experience working with Aboriginal peoples.

### **Key Performance Indicators**

- Adherence to VACSAL RTO and Learn Local policies and procedures.
- Feedback and evaluation from students and employers.
- Student retention and completion rates.
- Growth of external training delivery (ACAT and other)

### **Induction**

The purpose of induction is to provide staff with the necessary information, resources and motivation to assist them in their new work environment.

VACSAL RTO will ensure that all new casual 'ACAT Trainer and Course Facilitators' are offered a thorough induction which should include:

#### **1. Human Resources**

Presentation of an information kit providing information and documentation for payment of salary and information needed to start employment.

#### **2. Workplace Induction**

The RTO and Learn Local manager will ensure the casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' is provided with a local workplace induction during the first weeks of employment. This will cover:

- Health and safety
- Workstation, email and communication system
- Office layout
- Local workplace practices / social aspects
- Working conditions, processes and procedures e.g. office hours, facilities, office supplies etc.

#### **3. Discussions with the RTO Manager**

The RTO and Learn Local manager will meet with the casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' to discuss job requirements and establish performance and development objectives (via a work-plan).



## **Rates and Method of Pay**

As per arranged with Chief Executive Officer and Deputy Executive officer

- Times worked must be lodged by the casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' with the RTO and Learn Local Manager for authorisation.
- Payment for authorised casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' nominated bank account, subsequent to approval of timesheets.
- The payment may be withheld until all work place outcomes have been completed and the return of any VACSAL RTO and Learn Local property is completed.

## **Superannuation**

- VACSAL RTO and Learn Local is required to contribute superannuation on behalf of all staff members in accordance with statutory requirements. If a staff member wants to join a different superannuation fund the staff member must inform VACSAL of the preferred superannuation fund.

## **Casual ACAT lead trainer and accredited and non-accredited training cultural co-facilitator warranties**

- The casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' warrants that they do not suffer from any pre-existing medical condition which, taking into account the nature of the duties involved in this role, would adversely affect their ability to perform this role (other than as advised to VACSAL RTO and Learn Local in writing).
- The casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' further warrants that the 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' holds the qualifications set out in any documentation the casual 'ACAT lead trainer and accredited and non-accredited training cultural co-facilitator' has provided to VACSAL RTO and Learn Local.

## **Intellectual property**

- All training materials and programs developed whilst employed by VACSAL RTO and Learn Local remain the intellectual property of VACSAL RTO unless otherwise arranged.



Applications for this position must include the following:

- 1 Written cover letter that outlines why the applicant believes that he/she would be suitable for this position.
- 2 Detailed Curriculum Vitae that outlines educational and employment background, which must also include at least 3 referees.
- 3 A detailed response to the Key Selection Criteria.
- 4 Applications for this position close on **10 February 2023**. Applications must reach VACSAL office by close of business that day.
- 5 **It is a mandatory requirement that all successful applicants provide a current Working with Children check, a current National Police check and full vaccination against COVID-19 including 2 doses and a booster.**
- 6 Applications must be marked Private & Confidential and addressed to:

Linda Bamblett  
CEO  
Victorian Aboriginal Community Services Association Limited  
496 High Street  
Northcote, VIC 3070  
Email: [hr@vacsal.org.au](mailto:hr@vacsal.org.au)

Further information or questions concerning this position can be directed to Melinda Eason  
on 03 9416 4266