

Position Description

Trainer and Assessor – Vocational Education and Training

Role Purpose

The Trainer and Assessor – Vocational Education and Training delivers engaging, industry-relevant programs that re-engage young people in learning, build confidence and prepare them for further training or employment. The role delivers nationally recognised training and assessment primarily to senior cohorts (Years 10–12) and vocational taster programs to students in Years 7–12 across Y Schools Queensland campuses.

Working within Y Schools Queensland's RTO, this role focuses on hands-on vocational and employability skill development and a safe, inclusive learning environment that supports student wellbeing, belonging and achievement.

The role plans, delivers and assesses allocated certificate programs in accordance with approved training and assessment strategies, and plans and delivers taster programs that support informed pathway decisions. It is accountable for compliant delivery, defensible assessment judgements, accurate records and implementation of approved RTO systems.

This role reports to the RTO Manager and collaborates with Campus Pathways Leads and school staff. The RTO Manager retains accountability for RTO governance, regulatory compliance, scope, approved strategies, regulatory reporting, validation systems and continuous improvement. Campus operational directions do not override RTO requirements or assessment judgements.



Business Group

Y Schools Queensland



Classification

Applicable industrial instrument and classification

Coverage to be confirmed before appointment



Employment Type

Permanent full-time or part-time



Child Facing Role

Yes ☒ No ☐

Screening Requirements

All Y Queensland employees must have a:

- Blue Card
- National Police Check

Role specific requirements:

- First Aid / CPR
- TAE credential
- Industry currency
- Driver's licence

Your Key Responsibilities

Typical role responsibilities include, but are not limited to:

1. Training and Assessment

- 1.1 Plan, deliver, assess and evaluate allocated vocational programs in accordance with the approved training and assessment strategy, relevant training products, industry requirements and Y Schools Queensland RTO policies and procedures.
- 1.2 Provide timely, constructive feedback that responds to individual learning needs and promotes a growth mindset.
- 1.3 Embed literacy, numeracy, digital and employability skills within training and assessment delivery.
- 1.4 Maintain current knowledge of relevant training products and industry requirements, and work with the RTO Manager and authorised RTO staff to review and improve learning resources and assessment tools.
- 1.5 Maintain a safe and inclusive training environment that promotes engagement, teamwork and responsibility.
- 1.6 Maintain and document vocational competency, current industry skills and knowledge, and current training and assessment practice relevant to every unit delivered or assessed, including planned professional development and industry engagement.
- 1.7 Participate in scheduled assessment moderation and validation activities in accordance with the Principles of Assessment and Rules of Evidence, and implement approved continuous-improvement actions within required timeframes.
- 1.8 Use only approved assessment tools and processes; verify student identity and evidence authenticity; make and document valid, reliable, fair and flexible assessment judgements; and follow approved reassessment, recognition, credit transfer, complaint and appeal processes.
- 1.9 Maintain current trainer and assessor matrix information and promptly notify the RTO Manager of any actual or potential gap in credentials, licences, vocational competency, industry currency or scope of authorised delivery.

2. Student Engagement and Support

- 2.1 Build positive, respectful relationships with young people to encourage attendance, participation and confidence.
- 2.2 Collaborate with Youth Workers, Case Managers, Teachers and Pathways Leads to support student wellbeing and achievement.
- 2.3 Participate in case management meetings and contribute to individual learning or transition plans as required.
- 2.4 Liaise with parents/carers and relevant staff to support attendance, engagement and wellbeing outcomes for students.
- 2.5 Identify, document, implement and review reasonable adjustments in consultation with the student, relevant school and inclusion staff, and the RTO Manager, using approved RTO processes. Ensure adjustments support access and participation without changing competency outcomes, inherent requirements or assessment integrity.
- 2.6 Monitor attendance, participation and progress against the training plan; identify students at risk of non-completion; initiate and document timely support or intervention; and escalate significant concerns through school and RTO processes.
- 2.7 Provide students with clear and reasonable access to training, assessment feedback, support, complaints and appeals information, and respond to queries within required service timeframes.

3. Industry Partnerships and Pathways

- 3.1 Support students to explore career pathways, develop job-readiness skills and prepare for work placement opportunities. Formal placement approval, agreements, risk assessment and monitoring remain with the authorised school or RTO officer unless expressly delegated.

- 3.2 Develop and maintain partnerships with local employers and industry networks (including Gateway to Industry Schools programs where relevant).
- 3.3 Plan and deliver taster programs across junior and senior campuses that introduce students to industry pathways and support pathway decision-making.
- 3.4 Support industry exposure experiences through tours, excursions and applied projects, completing required approvals, safeguarding controls and activity risk-management processes.

4. Administration and Compliance

- 4.1 Maintain complete, accurate and timely training, attendance, progress, assessment and evidence records in approved RTO systems and in accordance with retention, privacy and organisational requirements.
- 4.2 Protect the confidentiality, privacy and security of student and organisational information, including assessment evidence and sensitive information relating to disability or support needs.
- 4.3 Complete required professional learning and compliance tasks (e.g. Safeguarding, WHS, SuccessFactors) within set timeframes.
- 4.4 Provide timely and accurate reporting, evidence and data to the RTO Manager, and promptly escalate compliance concerns, assessment irregularities, complaints, appeals, incidents and identified risks.
- 4.5 Record, verify and provide complete and accurate VET outcomes and supporting evidence to the authorised RTO/QCAA reporting officer within prescribed timeframes, and promptly resolve identified discrepancies.
- 4.6 Conduct all allocated training and assessment in accordance with the 2025 Standards for Registered Training Organisations, the applicable Credential Policy, approved training and assessment strategies, and Y Schools Queensland RTO policies and procedures.
- 4.7 Declare and appropriately manage any actual, potential or perceived conflict of interest, and do not deliver or assess outside the role's verified credentials, vocational competency, currency or RTO authorisation.
- 4.8 Contribute to RTO self-assurance, audit, complaints, appeals and continuous-improvement activities, and implement actions assigned by the RTO Manager.

5. Training Facility Safety and Maintenance

- 5.1 Ensure the training facility is clean, organised and compliant with safety standards.
- 5.2 Maintain equipment maintenance registers, service logs and safety data sheets as required.
- 5.3 Report hazards, incidents and equipment defects promptly, implement corrective actions within delegated authority, and escalate unresolved risks.
- 5.4 Promote safe work practices and model correct use of PPE with students where appropriate.
- 5.5 Manage consumable stock, materials and equipment required for training delivery, including purchasing within delegated authority and secure storage, transport and disposal where applicable.

Safeguarding Children Requirements

This is a child-facing role. The employee must comply with all Y Queensland safeguarding requirements and exercise child-centred, professional and accountable conduct in every school, workplace, excursion, travel and digital-communication context.

Safeguarding Children - Child-Facing Roles

- Declare anything you become aware of through the course of your engagement with the YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Act as an extended guardian towards children and young people where you have interactions and always take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people, the Safeguarding Code of Conduct and professional-boundary requirements, including approved communication channels and one-to-one interaction protocols.

- Update your details whenever these changes, with the relevant department administering the working with children check or equivalent in your state/ territory of residence, as required by applicable laws.
- Immediately report any suspicion, concern, allegation or disclosure of child abuse or neglect, boundary breach or other safeguarding risk in accordance with Y Queensland procedures, and preserve confidentiality and records as directed.
- Maintain professional boundaries during practical instruction, work placements, excursions, travel, one-to-one engagement and electronic communication, and ensure visitors, industry representatives and contractors comply with applicable safeguarding controls.

General Requirements

- Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace.
- Comply with all applicable policies, procedures, lawful directions and delegated authorities.
- Maintain confidentiality of all YMCA information, records and files.
- Complete the YMCA Induction and other required training as required by organisational policy and procedures.
- Uphold, promote and comply with the policies, mission and values of the YMCA.
- Undertake other reasonable duties within the employee's skills, competence, classification and the scope of the role, as directed by the RTO Manager or authorised delegate.

Health and Safety

WHS Responsibilities for All Employees / Volunteers

- Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation.
- Be familiar with the YMCA WHS Policy and other health and safety policies, procedures and requirements.
- Accept responsibility and accountability for compliance and cooperation with all WHS policies, procedures and practices established by the YMCA.
- Report all hazards, near-misses, incidents and injuries in accordance with organisation policy and procedures.
- Wear appropriate clothing, footwear and protective equipment for the work performed and work environment.
- Properly use equipment, including any relevant safety equipment or devices.
- Participate in discussions and consultation on the management and resolution of WHS risks.
- Accurately complete all WHS documentation relevant to the position and work activities being undertaken.
- Continually monitor the workplace for hazards to minimise risk to students, visitors and staff.
- Make suggestions for improvements to health and safety practices within the workplace.
- Take reasonable care for your own health and safety and that acts or omissions do not adversely affect the health and safety of others.
- Comply with any reasonable instruction that is given by the YMCA for ensuring health and safety.

Key Physical Requirements

- Walking / standing – Frequent
- Sitting – Constant
- Driving – Occasional to Frequent
- Squatting / bending / kneeling – Occasional
- Working outdoors – Occasional
- Fine motor skills (keying, typing) – Constant

- Gross motor skills (e.g. setting up, packing up) – Occasional
- Lifting / carrying up to 10 kg – Occasional to Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

Qualifications, Licenses and Professional Registrations

- A training and assessment credential recognised under the current Standards for RTOs Credential Policy, such as TAE40122, TAE40116 or TAE40110 Certificate IV in Training and Assessment.
- Relevant vocational qualification(s), licences and/or demonstrated industry competencies at least to the level of each training product to be delivered or assessed.
- Blue Card
- National Police Check
- Current First Aid and CPR certificate, or capacity to obtain before commencing unsupervised practical delivery.

Your Key Capabilities in Relation to Position

- Relevant vocational qualifications, licences and industry competencies aligned to the allocated training products and units of competency.
- Demonstrated current industry skills and knowledge relevant to the training and assessment being delivered, with capacity to provide and maintain verifiable currency evidence.
- Demonstrated current skills and knowledge in vocational training and assessment, including assessment integrity, validation, learner support and engagement of young people.
- A training and assessment credential recognised under the current Standards for RTOs Credential Policy, and capacity to provide authenticated qualification evidence.
- Demonstrated experience delivering vocational training to young people.
- Demonstrated ability to plan, deliver and assess training that responds to the diverse needs, characteristics and learning needs of young people, consistent with relevant training packages, curriculum policies and RTO requirements.
- Strong communication skills to build and maintain stakeholder relationships, including students, school staff, parents and carers, industry partners and the community.
- Ability to work effectively with minimal supervision across multiple campuses.
- Demonstrated ability to work collaboratively in a team environment and build strong, effective relationships with diverse groups.
- Ability to work within the mission and values of Y Queensland.
- Willingness and ability to travel to and work across multiple campuses, including regular travel between sites as scheduled.
- Willingness to travel regionally by air on a regular basis, including overnight stays as required (cohort course enrolment dependent).
- Current driver's licence and capacity to travel between campuses. Any use of a private vehicle, transport of equipment, travel time and reimbursement must occur in accordance with organisational policy and approved arrangements.
- Current First Aid and CPR certificate, or willingness and capacity to obtain before commencing unsupervised practical delivery.
- Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000.
- Once appointed, achievement of Y Schools Queensland's Safeguarding Children Training Certificate and complete annual refresher training.

Desirable:

- Previous experience working in or knowledge of the not-for-profit or education sector.
- Demonstrated ability to engage and support young people who have disengaged or are at risk of disengaging from education, including adapting delivery and implementing approved reasonable adjustments without compromising competency standards.
- Working knowledge of the 2025 Standards for Registered Training Organisations, the applicable Credential Policy, QCAA VET/QCE reporting requirements, the Disability Standards for Education 2005 and relevant school safeguarding obligations.