

About the business and the role

Royal Greenhill Institute of Technology (RGIT) Australia with a founding principal of delivering excellence in training and generating an excellent workforce for the industries. RGIT Australia is proud to offer a learning environment that pays particular attention to student welfare and to fostering equal educational opportunities for students of all ages.

RGIT Australia is looking for highly motivated and dedicated **IT VET Trainers/Assessors** to work in our **Melbourne Campus**.

Courses:

- **ICT50220 – Diploma of Information Technology**

These will be offered as **part-time** and/or **full-time** positions (subject to the candidate).

Position Responsibilities

- Follow the course curriculum to deliver the respective course in an efficient and effective manner
- This position offers excellent career opportunities in a friendly and supportive work environment
- Delivers structured, flexible, relevant, and interesting training sessions and assists all learners regardless of the level to achieve their training goals
- Uses teaching and assessment strategies that are fair, valid, current, and sufficient
- Facilitates individual and group learning activities (whether online or face to face) to an agreed schedule.
- Provides one-on-one tuition and regular checks on learners ensuring regular progression and completions.
- Completes and maintains all training records accurately, documents assessment results and submits to the RTO for input into the LMS
- Evaluates the effectiveness of training and assess
- Monitor student activity and ensure they are provided with support for satisfactory course progress

- Contribute to the development of courses in a team environment to foster a culture that embraces continuous improvement and best practice

To be considered for this position, applicants need to have the following:

- Diploma level qualification in IT or Higher-level qualification
- Certificate IV in Training and Assessment (TAE40116)
- Minimum 2 yrs of Vocational Education and Training experience
- Significant industry experience will be well regarded
- The general basic level capability of utilising the computer, therefore are able to learn and understand how to use new software/programs at a basic level
- LMS (Moodle) and RTO Manager (Student Management System) experience is preferable
- Basic ability to easily mix well with others and satisfactorily carry out tasks in liaison with colleagues
- Ability to maintain a professional and friendly persona during encounters with stakeholders
- Accountability for personal work performance
- Effective and efficient time management and problem-solving

To be successful in this job you will be a highly motivating and engaging individual with outstanding presentation skills that set you apart from others. You will have a proven track record of leadership in a work environment with demonstrated highly developed oral and written communication skills.

This position offers excellent career opportunities in a friendly and supportive work environment.

RGIT Australia is an equal opportunity employer. We are dedicated to attracting, retaining and developing our people regardless of gender identity, ethnicity, sexual orientation, disability and age. Applications are encouraged from all sectors of the community and we strongly encourage applications from the Aboriginal and/or Torres Strait Islander community.

If you believe you are qualified and suitable for this position, please submit your cover letter together with your resume at hr@rgit.edu.au