

## Hospitality Trainer/Assessor (Melbourne & Hobart Campus)

### About the business and the role

Greenhill Education Group Australia Pty Ltd trading as RGIT Australia is a leading vocational education provider in Australia and one of Australia's most competitive providers. With a founding principle of delivering excellence in training, RGIT Australia is proud to offer a learning environment that pays particular attention to quality teaching, student welfare and to fostering equal educational opportunities for students of all ages.

RGIT Australia is looking for a highly motivated and dedicated **Hospitality Trainer and Assessor** to work within the Institute's Academic Department.

This is a **full-time** position.

We have an exciting opportunity for an organized and professional Hospitality Trainer and Assessor to support the organisation. The purpose of this role is to enhance the students' learning experience by delivering and assessing quality, compliant and engaging training that addresses the needs of the student and complies with RGIT's and various regulating bodies', policies, procedures, and compliance requirements.

### Courses:

- SIT50416 – Diploma of Hospitality Management

These will be offered as full-time positions.

### Position Responsibilities

- Follow the course curriculum and deliver and assess training and assessments as per the training package
- Develop lesson/session plans and PowerPoint presentation slides
- Record the assessment outcomes both on the assessment and in RTO Manager
- Advise the student about their assessment outcome and provide them with constructive feedback, which also needs to be recorded on the assessment tool
- Monitor students course progress and communicate to students about his/her academic issues/potential risks for unsatisfactory course progress and low attendance

- Mentor and guide students to achieve satisfactory course outcomes
- Assess and address the varied needs of students, including the provision of training which caters for individual differences in learning, academic abilities, and learning styles
- Provide additional assistance to students with low levels of literacy and numeracy
- Participate in regular course reviews with the aim of improving the quality of courses taught and ensuring continuous improvement of training programs
- Drive innovation and continuous improvement through feedback and consultations from those internal and external to RGIT Australia including students and industry

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

- Diploma level qualification in Hotel Management
- TAE40116 - Certificate IV in Training and Assessment
- 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.

