



NORTHERN EMPLOYMENT AND BUSINESS HUB

Business Name	Avidity Training & Development
Job Title	Disability/Comm Services Trainer & Assessor
Location	55 Elizabeth Street LAUNCESTON TAS 7250
Full-time, part-time or casual	FULL-TIME
Shift times	MONDAY – FRIDAY 9-5 WITH SOME FLEXIBILITY
Approx. hours per week	38
Duties	<ul style="list-style-type: none"> • Supporting and mentoring of workplace learners • Provide engaging training to a mixed cohort of learners • Completion of training and assessment documentation according to organisational policies and procedures. • Participating in validation and moderation activities • Record keeping and maintain all administration and learner paperwork in line with compliance regulations.
Qualifications & tickets required	<ul style="list-style-type: none"> • CHC52015 Diploma of Community Services • CHC43115 Certificate IV in Disability • Credibility within the community services sector (experience, reputation, qualification) • Proficient administration and time management skills • Effective communication and inter-personal skills. • Strong drive for achieving positive learning outcomes for our learners and industry partners.
Skills & experience required	OF ADVANTAGE <ul style="list-style-type: none"> • TAE40116 Certificate IV in Training & Assessment • Previous RTO or VET experience • Working knowledge of aXcelerate or other LMS and drop box
Additional information	
Where position has been advertised previously	SEEK
Closing date	30TH June 2022