

## APPLICATION PACKAGE

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Thank you for your interest in our vacancy for:

<b>Position Title:</b>	Trainer and Assessor, Education Support
<b>Office:</b>	Vocational Education & Training (VET)
<b>Level:</b>	Negotiated, \$82,724 - \$92,519
<b>Type:</b>	Part-time, Maximum-term

To ensure you understand the position you are applying for, and requirements of the application process, please read the following information carefully:

1. About the University and The *Objects* of the University;
2. Duty Statement;
3. Selection Criteria;
4. General Information; and
5. Application Cover Sheet.

### ABOUT THE UNIVERSITY AND THE *OBJECTS* OF THE UNIVERSITY

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The University of Notre Dame Australia is a Catholic university with campuses in Fremantle, Broome and Sydney. The *Objects* of the University are the provision of university education within a context of Catholic faith and values and the provision of an excellent standard of teaching, scholarship and research, training for the professions and the pastoral care of its students.

The *Objects* of the University are:

- (a) the provision of university education, within a context of Catholic faith and values; and
- (b) the provision of an excellent standard of;
  - (i) teaching, scholarship and research;
  - (ii) training for the professions; and
  - (iii) pastoral care for its students.

(Section 5, The University of Notre Dame Australia Act (1989))

### The Catholic Faith

The Catholic faith unites twenty centuries, all nations and at present around 1.2 billion people. The Catholic Church's key work is '*sanctification*': making the world holy; bringing people to God through Jesus Christ.

Many who are not Catholic but belong to a different Christian church have important and valuable relationships with the Catholic Church. The Church also has significant relations with the other major world faiths.

The Church seeks sanctification in many ways, including by a number of *activities and works*; most obviously in this country through engagement in healthcare, education and social services (the Church is the largest healthcare provider on earth, and operates one of the largest education systems globally). In addition, the Church's *moral teaching*—the understanding of the moral life the Church proposes and commends to the faithful—animates countless projects and activities throughout the world, as well as the lives of hundreds of millions of people, including many millions of Australians.

Many people who do not share Catholic faith have enjoyed happy working relationships within Church institutions and agencies. Of course, for this to be possible there has to be some *understanding* of the Church's position, particularly as it reflects our own work and life, and a *genuine respect* for this position. In other words, people who completely reject the Church's stance, or find it offensive, uncomfortable, impossible to support in the workplace, embarrassing to identify with as a staff member etc. are unlikely to be suited to working in Church institutions. This is the same basic position as any university or any other institution adopts and follows through its Mission Statements and other statements of value and purpose.

The Church's requirement of all who work within Catholic institutions is genuine respect; and from staff members who are themselves Catholic the Church asks a little more: an active support for the work of the Church in their institution.

### The Catholic Intellectual Tradition

At Catholic universities the most prominent aspect of the Church is *Catholic intellectual tradition*. It is important for all staff members of a Catholic university to know something about this - and for all *academic* staff members to be familiar with the main ideas and open to learning more - as it is these ideas which are the context for the institution's view of academic life.

Catholic intellectual tradition begins with the thought that faith is *fully compatible with reason* (i.e. there is no conflict between our religion and any true science or other academic knowledge). The tradition acknowledges that:

men and women of all traditions can come to *know that God exists* by using their minds, their reason—though to know much more about Him will also require faith;

people can distinguish between *reality and illusion*, and so can know the objective truth about the world;

ethics, or morality, is not simply a matter of what you like or what your culture approves but is based on some *objective moral truths* about human persons and their flourishing—truths that hold across cultures;

the foundations of morality (e.g. we should never attack human life; truth is good and should be pursued; marriage and family are great social goods; people have a natural right to anything strictly necessary for

their welfare; and so on) are *known by reason*, our own thinking minds—we do not need faith to know the basis of morality;

society exists to serve the *common good* and has a particular duty towards the needs of the most vulnerable—from conception to old age;

*prayer* is a crucial activity for religious believers; we pray together frequently for the happiness and salvation of all peoples, including our own happiness and salvation; and

it is our Christian duty to provide the *works of the Church* humbly to all who can benefit from them.

Catholic intellectual tradition contains many ideas, inspires hundreds of universities, colleges, seminaries and thousands of schools. Catholic intellectual tradition also underpins whole systems of Christian social action and informs the personal and working lives of millions of individuals. The tradition is captured in many publications, including teaching documents of the Church—official statements and explanations of Catholic positions. The University can always give advice on how to access these documents. One obvious starting place to learn about the Catholic faith is the *Compendium to the Catechism of the Catholic Church*, a short version of the longer *Catechism* document, which is widely available. To learn more specifically about the Catholic intellectual tradition one good introductory source is *Our Sunday Visitor's Encyclopedia of Catholic Doctrine* (Our Sunday Visitor: 1998).



**VOCATIONAL EDUCATION AND TRAINING  
BROOME CAMPUS**

**DUTY STATEMENT**

**TRAINER AND ASSESSOR, EDUCATION SUPPORT  
(Negotiated, Part-time)**

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The responsibilities in this Duty Statement are in addition to the requirements set out in The University of Notre Dame Australia Academic Staff Conditions of Employment, and may be amended from time to time by the Vice Chancellor or the University.

This position will be responsible for delivering the CHC30213 Certificate III in Educational Support and CHC40213 Certificate IV in Education Support. The Trainer and Assessor will facilitate learning and assess and mentor students in remote community schools in the East Kimberley region in accordance with relevant training package requirements. The position also undertakes professional activities and activities related to delivery.

Located within the Vocational Education and Training (VET) office on the Broome Campus this position is required to work off campus in the East Kimberley and to travel regularly to remote areas of the Kimberley, or other regions. Access to a vehicle will be provided.

**The duties of this position include, but are not limited to:**

- 1) planning, developing and delivering quality training and assessment in accordance with the relevant training package/s, Standards for Registered Training Organisations 2015 and Australian Qualifications Framework in a variety of environments including classrooms, remote communities, and workplaces;
- 2) engaging students in the learning processes using a variety of delivery methods and learning environments, to ensure learning outcomes are met;
- 3) providing guidance, counselling and course advice to students to facilitate success in their program including assisting with student marketing, admission, interview, enrolment and re-enrolment processes;
- 4) undertaking workplace assessment using a variety of strategies and methodologies including Recognition of Prior Learning (RPL) assessment;
- 5) participating in validation, moderation and course evaluation processes;
- 6) completing and maintaining all documentation related to training and assessments, and ensuring that records are complete and accurate, and that confidentiality is maintained;
- 7) participating in industry consultations to identify industry/community requirements in relation to the delivery and assessment of training programs;

- 8) implementing continuous improvement regarding training and assessment duties by acknowledging and acting on feedback from students, industry and related stakeholders;
- 9) pursuing professional development, including return to industry, to ensure personal knowledge, skills and competencies relevant to training and assessment duties are current and constantly advanced;
- 10) maintaining memberships of committees and networking with the University and industry;
- 11) other duties related to training and assessment, as directed by the VET Program Coordinator or VET Manager.

June 2018

## SELECTION CRITERIA

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### **ESSENTIAL**

- 1) Strongly committed to and supportive of the Objects of the University.
- 2) Australian Aboriginal and Torres Strait Islander people. For this position, it is a genuine occupational requirement that it be filled by an Aboriginal or Torres Strait Islander person as permitted by and arguable under Section 50(d) of the Equal Employment Opportunity Act WA 1984.

### **Qualifications and Experience:**

- 3) Relevant and current industry experience and qualifications to a least the level being trained of assessed;
- 4) TAE40116 Certificate IV in Training and Assessment or as amended by NSSC.
- 5) Competent in the use of a wide range of information communication technology including Blackboard Learnit and various other e-learning applications, or willingness to upskill as required.
- 6) Proven experience in Vocational Education and Training delivery and assessment, preferably the delivery of CHC30213 Certificate III in Educational Support and CHC40213 Certificate IV in Education Support.
- 7) Current and unrestricted "C" Class Drivers Licence

### **Knowledge, Skills and Abilities:**

- 8) Excellent communication and interpersonal skills, both oral and written.
- 9) Ability to demonstrate leadership, initiative and self-direction.
- 10) Ability to work well with a diverse range of people, including students and senior University staff.

### **DESIRABLE**

- 11) CHC40213 Certificate IV in Education Support.
- 12) Previous experience in facilitation.

## GENERAL INFORMATION

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### **SALARY RANGE**

Negotiated, \$82,724 - \$92,519 per annum (full-time equivalent)

Plus 12% superannuation, 17.5% annual leave loading and Location Allowance if applicable.

Commencement salary will be determined in consideration of the applicants experience and qualifications.

### **APPOINTMENT**

This appointment is a part-time (18.75 hours per week) maximum-term contract ending 31 December 2018 and includes a two month probationary period.

### **APPROXIMATE STARTING DATE**

As negotiated with successful applicant.

### **LOCATION**

Vocational Education & Training (VET)

The University of Notre Dame Australia

88 Guy Street, Broome WA 6725

\*Candidates may be located in the East Kimberley, preferably Kununurra but other locations will be considered.

### **ENQUIRIES ABOUT THE POSITION**

For information about the duties and nature of the position, or progress of the selection process, enquiries should be directed to Sarah Cordiner:

Phone: (08) 9192 0600, Email: [sarah.cordiner@nd.edu.au](mailto:sarah.cordiner@nd.edu.au)

### **CLOSING DATE FOR APPLICATIONS: Shortlisting will commence immediately**

The University is not required to accept applications that are received after the closing date and time, and reserves the right to appoint by invitation, or to make no appointment at all.

Shortlisted candidates will be contacted by telephone to arrange an interview.

No further correspondence will be forwarded to unsuccessful applicants.

All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office otherwise your application may not be considered.

## SUBMITTING YOUR APPLICATION

To apply for the position, please ensure that your application include the information as required on the website <https://www.notredame.edu.au/about/employment/how-to-apply>

Please ensure you submit the following attachments in PDF format as part of your application

- The application cover sheet
- Covering letter
- Resume
- Selection criteria
- Qualifications
- Evidence of your legal right to work in Australia
- Other clearances (if applicable)

Applications should be emailed or faxed:  
Email: [jobs@nd.edu.au](mailto:jobs@nd.edu.au)  
Fax: 08 9433 0544

Postal applications should be addressed to:  
Staffing Office  
The University of Notre Dame Australia  
PO Box 1225  
Fremantle WA 6959

*Thank you for your interest in employment at The University of Notre Dame Australia*





**POSITION DETAILS**

Position Title

School/Office

Where did you learn of this vacancy?  Seek  The West  
 The Australian  Campus Review  
 UNDA Website  Other (please specify)

**APPLICANT DETAILS**

Title  Mr  Mrs  Ms  Miss  Dr  Prof.  Assoc Prof

Given Names  Family Name

Postal Address

Suburb  State  Postcode

Phone Numbers Home  Work

Mobile  Other

Email Address

Resident Status: (please attach evidence)

Visa Type: (please attach evidence)  Visa Expiry Date

Are you an existing UNDA employee?  Yes  No  
 Do you give permission for UNDA to verify your visa status with the Department of Immigration & Citizenship?  Yes  No  
 Do you give permission for UNDA to contact your referees?  Yes  No  
 Do you wish to be considered for similar vacancies at UNDA?  Yes  No

**ATTACHMENTS**

Resume  Yes  No  
 Covering letter  Yes  No  
 Selection criteria  Yes  No  
 Qualifications  Yes  No  
 Other clearances (if applicable)  Yes  No

**SIGNATURE**

Applicants Signature  Date

**ACKNOWLEDGEMENT**

Thank you for your application and for your interest in employment with the University of Notre Dame Australia.

- All applications will be acknowledged by email. Should you not receive an acknowledgement of the receipt of your application, please contact the Staffing Office. Otherwise your application may not be considered.
- The short-listing process is usually completed within 2 weeks of the closing date.
- If you have not been contacted within this timeframe, unfortunately you have not been successful in being short listed for an interview & no further correspondence will be forthcoming.
- The University reserves the right to appoint by invitation or make no appointment at all.