

NATIONAL PORTFOLIO

Position Title	Position Number	Level and Remuneration band	Occupant
VET Facilitator	N02026	Level 2	

Key Areas of Responsibility and Accountability

You will be responsible for:

- Designing, developing and delivering learning solutions suitable for CIT Solutions learners using the methodology, tools and techniques embraced by CIT Solutions
- Assessing competence of learners and providing continuous feedback for improvement
- Facilitating course/program content using a range of communication models and methods
- Liaising with clients to further enhance, improve and add value to CIT Solutions products and delivery
- Contributing to proposals
- Participating in industry consultation and validation activities
- Designing, developing and contextualising learning solutions suitable for CIT Solutions learners using methodology, tools and techniques embraced by CIT Solutions
- Ensuring mapping and compliance documentation is completed, i.e TAS, Blueprint, design brief
- Creating engaging pathways and structures to enable constructive learning – such as RPL
- Validating materials and platform (Engage) in consultation with relevant stakeholders
- Actively promoting CIT Solutions through networking with industry as well as with new and existing clients to generate new business opportunities

Capabilities and Behaviours Required

- Apply all Level 2 capabilities in the CIT Solutions Capability Framework
- Creative and Learner centric
- High levels of emotional intelligence that allows acceptance of constructive feedback
- Keeping abreast of current and new trends
- Attention to detail and rigour in interrogating products
- Strong verbal and written communication skills including presentations
- Ability to influence clients and learners
- Strong research skills
- Review and reflect on training as a commitment to continuous improvement
- Understand and apply all relevant AQF, RTO standards
- Apply the rules and principles of assessment practices

Reporting lines

- This position will report to the Manager, VET Practice and Compliance
- This position will have 0 staff reporting

Required Qualifications

- Certificate IV in Training and Assessment
- PSP50116 Diploma of Government with streams in:
 - Human Resource Management
 - Project Management
 - Procurement and Contracting

Career pathway

- The career pathway for this position will be VET Practitioner Level 3.