

NATIONAL PORTFOLIO

Position Title	Position Number	Level and Remuneration band	Occupant
VET Practitioner – Learner Support	N02027	2	

Key Areas of Responsibility and Accountability

- Facilitation of course content using a range of communication methods, especially online and Masterclasses by phone or using virtual classroom technology
- Accommodate students learning needs using effective, empathic delivery methods
- Implement strategies to address barriers to learning (e.g. LOTE, cultural factors, low vision, permanent injury, hearing loss) to enable learners with specific needs to succeed
- Create engaging pathways and structures to enable constructive learning
- Use CIT Solutions approved design/ development and delivery templates and methodology
- Provide feedback on learning materials and platform (Engage) in consultation with relevant stakeholders

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

Required Qualifications

- Certificate IV Training & Assessment (TAE40116 or the most current)
- Diploma of Government or ability to demonstrate industry experience and currency

Reporting lines

- This position will report to the Manager, VET Practice and Compliance and is mentored and coached by VET Practitioner – Learner Specialist
- This position will have 0 staff reporting

Career pathway

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