



## Position Description

### ACFE Tutor

#### The Position

The Adult, Community and Further Education (ACFE) Tutor will deliver excellence in teaching and learning to adult community members living in the Ascot Vale and surrounding area, with a priority for people experiencing disadvantage or vulnerabilities. Prepared with a strong knowledge of their content areas and strong pedagogy strategies, the ACFE Tutor will create learning environments that engage and motivate adult learners. By improving adult learner's engagement with education, the ACFE Tutor will support students and strengthen pathways to employment or further education.

#### Employment Conditions

<b>Employer</b>	Wingate Avenue Community Centre
<b>Reports To</b>	Further Education and Compliance Manager
<b>Work Type</b>	Casual
<b>Hours</b>	To Be Confirmed in Letter of Offer
<b>Award</b>	Neighbourhood Houses and Adult Community Education Centres Agreement 2016
<b>Classification</b>	Tutor 2
<b>Sector</b>	Not for Profit
<b>Location</b>	13a Wingate Avenue, Ascot Vale; 125 Union Road, Ascot Vale; and 132 Keilor Road, Essendon

#### The Workplace

Wingate Avenue Community Centre (WACC) was established in 1985 and is a busy, vibrant community-managed neighbourhood house, based on a state government housing estate in Ascot Vale. The centre is a not for profit, incorporated association governed by a Committee of Management, made up of local community members that provide the governance structure and strategic direction for the centre's management.

WACC provides multiple place-based services at the centre, including occasional childcare, accredited and non-accredited courses and education programs, employment support services, community programs and activities, as well as co-located services including Moonee Valley Legal Service, maternal child health, ISIS drug and alcohol support services, and a community garden. The centre facilities includes two computer labs, a commercial kitchen, a recently renovated 19 place childcare centre, five training rooms and a community shed. WACC also has two hub locations, at 125 Union Road, Ascot Vale and 132 Keilor Road Essendon where classes and employment support services are also provided.

The centre believes that providing education courses is an integral part of a whole-of-centre approach to supporting individuals to overcome disadvantage, in order to improve their quality of life, in ways that they chose. WACC strives to achieve this by providing education courses that are relevant to our community, are accessible, and of outstanding quality. The centre is a registered training organisation that delivers non-accredited and accredited courses, including Adult Migrant English Program (AMEP), Skills for Education and Employment (SEE), Skills First and Adult Community & Further Education (ACFE).

## Position Goal

The ACFE Tutor will deliver quality pre-accredited vocational, employment and or language, literacy and numeracy training programs. The ACFE Tutor will:

- Create and maintain a classroom environment that promotes differentiated learning and values cultural and linguistic diversity.
- Maintain and meet learning resources, tutor and learner records, and any other documentation that may be required under the ACFE guidelines.
- Deliver course content in accordance with ACFE pre-accredited training guidelines.
- Deliver training services in accordance with the centre's mission and values.
- Deliver training services in accordance with the centre's aims and objectives, as described in the Strategic Plan.

## Role and Responsibilities

The ACFE Tutor is responsible for delivery of instruction in subjects and/or courses which are non-accredited but must adhere to the Pre-Accredited Quality Framework (PQF). The ACFE Tutor may be required to perform some regular administration and consultation, in association with each contact hour of delivery. This includes:

1. Course design and planning:
  - Design training to meet the specifications of the Pre-Accredited Quality Framework.
  - Prepare course plans and session plans for ACFE courses.
  - Ensure course plans, session plans and program evaluations are filed for future use.
2. Course delivery:
  - Ensure all learning materials are customized to suit a range of students.
  - Employ a range of teaching techniques to cover course topics, including group work, blended learning and regular feedback, ensuring the needs of learners are met.
  - Maintain daily records, and attendance rolls.
  - Ensure all students complete A-frame documentation as per Pre-Accredited Quality Framework requirements.
  - Deliver training in line with WACC training policies and procedures.
3. Course records and student progress:
  - Maintain student records in accordance with Pre-Accredited Quality Framework requirements.
  - Store all student records appropriately, to ensure confidentiality
4. ACFE moderation:
  - Actively participate in ACFE moderations and meetings to ensure that ACFE programs are evaluated annually.
5. Quality and compliance:
  - Adhere to the centre's policies and procedures.
  - Foster positive staff relationships and promote a supportive working environment.
  - Contribute to staff meetings and information sharing sessions.
  - Participate in regular professional development activities to maintain current knowledge and skills in vocational training and learning.

## ACFE Courses in 2020

### Introduction to the Cleaning Industry

This entry level course will enable learners to feel confident to apply for entry level cleaning positions and meets the needs of employers in regards to knowledge of work health and safety implications, safely handling chemicals, types of cleaning and customer service. The course runs for 3 hours per week for 8 weeks.

### Introduction to Office Administration

This entry level course aims to build the confidence and skills of learners to seek further training or employment in a modern office environment. Course content includes an introduction to the business and administration industry and the attributes required to successfully work in the industry. Computer based skills will be further developed exploring word processing and developing business documents. This course will run for 3 hours per week over an 8 or 10 week term.

### Let's get to work – Turning up prepared

This course will prepare learners with soft skills and pre-employment learning to successfully enter the workforce for the first time or after a period of absence and is designed to build the confidence of marginalised learners. The course runs for 3 hours per week over 8 weeks.

### Job Seeking Skills

This intensive course will provide learners a variety of skills to assist them in applying for and obtaining employment. The course runs for 3 hours per week over 8 weeks.

### Getting Financially Fit

This course will equip learners with technology and numeracy skills which will enable them to navigate today's complex financial landscape. The course will develop numeracy, planning and decision making skills which are all essential employability skills in today's labour market. The course runs for 3 hours per week over 8 weeks.

## Qualifications Requirement

**Tutor 2** is the minimum classification for a tutor who is required to have **recognised experience in the industry** and preferably a Certificate IV in Training and Assessment (TAA40104) or equivalent.

## Skills Requirement

**Strong Communication Skills:** The ACFE Tutor must have excellent communication skills to ensure successful education outcomes for students. These include:

- The ability to **actively listen** and absorb what others are saying, in order to respond appropriately.
- Awareness of **non-verbal communication**, such as body language, eye contact, hand gestures, tone of voice, and colour of the message you are trying to convey.
- The ability to **convey your message** clearly and directly to students and colleagues, in a way that can be understood by the other party.
- Ability to be flexible and have an **open-mind** when talking with others, in order to understand the other's point of view.

**Excellent Instructional Skills:** The ACFE Tutor will be required to explain concepts and activities to people with low English literacy and numeracy skills in a manner they can understand.

**Strong Interpersonal Skills:** The ACFE Tutor works closely with students and colleagues, and must be able to work well with others and develop good relationships to ensure the best quality education is provided.

- **Friendly** approach to students and colleagues, in order to build strong relationships.
- Ability to understand what the other person is thinking and feeling in order to **empathise** with others and build rapport.
- **Respect** for colleagues, parents and children.

**Adaptability:** ACFE students come from a variety of cultural backgrounds. To achieve excellent education outcomes for all students, the ACFE Tutor will be required to employ differentiated learning techniques as needed.