

JOB DESCRIPTION

Trainer and assessor – Early childhood education and care

Reports to

Head of Teaching

Position overview

The Trainer and Assessor for Early Childhood Education and Care (ECEC) delivers high-quality training and assessment for qualifications such as CHC30121 Certificate III in Early Childhood Education and Care and CHC50121 Diploma of Early Childhood Education and Care. This role equips learners with the skills, knowledge, and values required to support young children's development and meet the National Quality Framework (NQF) standards. The Trainer and Assessor ensures compliance with regulatory requirements, provides individualised learner support, and fosters a positive, inclusive learning environment.

Key responsibilities

Training delivery

- Facilitate engaging and interactive training sessions, both theoretical and practical, covering topics such as child development, early learning frameworks, health and safety, and cultural competence.
- Incorporate the Early Years Learning Framework (EYLF) and the National Quality Standards (NQS) into all training activities.
- Deliver training in various settings, including classroom-based, online, and workplace environments.
- Use diverse teaching strategies to cater to different learning styles and provide hands-on, experiential learning opportunities.

Assessment

- Conduct assessments in line with the principles of assessment and rules of evidence, ensuring alignment with training package requirements.
- Conduct workplace assessments to evaluate learners' practical competencies in early



childhood settings.

- Provide constructive feedback to support learners' skill development and confidence.

Compliance and administration

- Maintain compliance with all documentation requirements, including attendance records, assessment outcomes, and learner feedback.
- Participate in validation and moderation processes to ensure assessment consistency and quality.
- Adhere to WHS and hygiene standards within training environments.

Learner support

- Identify and address individual learning needs through tailored support strategies.
- Mentor and motivate learners to achieve their personal and professional goals.
- Support learners with LLN needs or additional learning barriers, ensuring accessibility and equity in training delivery.

Professional development

- Undertake ongoing professional development to maintain currency in ECEC practices, regulatory updates, and training methodologies.
- Participate in training workshops, conferences, and industry placements to enhance personal expertise.

Selection criteria

Qualifications

- Certificate IV in Training and Assessment (TAE40122 or TAE40116, including TAE40116 and TAE40122).
- Diploma of Early Childhood Education and Care (CHC50121) or higher-level qualification in early childhood or education.

Experience

- Minimum three years of current, relevant industry experience in early childhood education settings, including leadership or mentoring roles.
- Demonstrated experience implementing the Early Years Learning Framework (EYLF) and National Quality Standards (NQS) in professional practice.
- Skills and attributes
- Strong understanding of child development principles, early learning frameworks, and compliance requirements under the NQF.
- Excellent interpersonal and communication skills, with the ability to engage and inspire diverse learner cohorts.
- High-level organisational and time management skills, with the ability to meet deadlines and manage competing priorities.
- Proficiency in using Learning Management Systems (LMS) and digital tools to deliver online and blended learning.
- A commitment to fostering a safe, inclusive, and supportive learning environment.

Compliance requirements

- Current Working with Children Check.
- National Police Clearance (obtained within the past 12 months).
- Valid driver's licence and access to reliable transport.

Work environment

The role involves delivering training in various environments, including classroom-based sessions, online platforms, and workplace training within early childhood centres. Travel may be required to facilitate workplace-based assessments or engage with industry stakeholders.