

# Role Description

## Assessor



Role Description Fields	Details
Cluster	Education
Department/Agency	TAFE NSW
Division/Branch/Unit	Learning and Teaching Group
Position Description no	10003-01
Classification/Grade/Band	Assessor
Senior executive work level standards	Not Applicable
ANZSCO Code	223311
PCAT Code	1119192
Date of Approval	March 2023
Agency Website	<a href="http://www.tafensw.edu.au">www.tafensw.edu.au</a>

### Agency overview

TAFE NSW's purpose is to skill the workforce of the future. It is Australia's leading provider of vocational education and training with over 500,000 annual enrolments and a proud history for setting the benchmark for quality service. As the NSW public provider, it supports the NSW Government's priority to grow skills for the economy and jobs of tomorrow. Critically, TAFE NSW plays a vital role in providing vocational education in rural and regional NSW, and job training pathways for the most vulnerable in the community.

TAFE NSW offers the best of campus-based delivery as well as flexible, online and work-based learning. The TAFE NSW values of Customer First, Collaboration, Integrity and Excellence guide our team in strengthening communities, delivering world-class training for our students and producing job ready graduates for employers. The operating environment for TAFE NSW is dynamic as we leverage our scale, expertise, passion and reputation to meet the rapidly changing VET landscape.

TAFE NSW is committed to its students and customers and the role it plays in changing lives and opening up opportunities through learning.

### Key accountabilities

The Assessor is responsible to and supervised by the Teacher-in-Charge or Head Teacher and may:

1. As part of a team, including a teacher and/or Head Teacher, design, validate and carry out assessments and moderations. This may be in any environment, including workplace, community or TAFE campus and may be face to face or via distance.
2. Implement an assessment strategy that has been developed in conjunction with the Teacher.
3. Develop and carry out independent assessments.
4. Identify gaps that may require further training by teachers.
5. Support Teachers and Head Teachers in meeting ASQA compliance functions including documentation.
6. Work in conjunction with Teachers and other roles as part of a delivery team.
7. Identify and handle with sensitivity the differing needs and requirements of the candidates, the local enterprise/s and / or industry.

8. Carry out necessary administrative and compliance work associated with assessments, validations and moderations.
9. Motivate and encourage the candidates to complete their tasks and activities.
10. Provide support to the department and attend meetings as required.
11. Ensure the principles of equal opportunity in education and employment are applied to all staff and students, including the prevention of overt and covert discriminatory practices.

**Note:** This role does not teach or deliver training.

## Essential requirements

1. Appropriate technical or professional qualifications plus appropriate vocational and or industry experience that meets the minimum qualification requirement of the National Skills Standard Council (NSSC). (Note: this may include particular levels of experience and or vocational qualifications. The relevant learning location will insert the specific detail for the role). Ref Note 1.
2. Demonstrated ability to develop and conduct assessments, validations and moderations in the VET environment.
3. Demonstrated understanding of VET regulatory compliance requirements.
4. Understanding of the content of learning materials and the processes used in the discipline, and a commitment to maintain professional currency.
5. High-level interpersonal and communication skills, including the ability to be proactive and show initiative and good organisational skills.
6. Commitment and ability to provide feedback in an adult learning environment and a demonstrated ability to motivate and encourage students.
7. Ability to establish effective working relationships with people from a diverse range of backgrounds and to provide quality customer service as part of a broader team.
8. Skills in the use of relevant information and communication technologies.

*This Position Description incorporates pre-existing agreed Statement of Duties and Enterprise Agreement information with minor changes to reflect contemporary TAFE NSW language.*

**Note 1** Appropriate technical or professional qualifications plus appropriate vocational and/ or industry experience that meets the minimum qualification requirement of the National Skills Standard Council (NSSC) (now ASQA Standards, as varied from time to time), that is:

- a. hold the TAE10 Assessor Skill Set or be able to demonstrate equivalence of competencies; and
- b. be able to demonstrate vocational competencies at least to the level being assessed; and
- c. be able to demonstrate how they are continuing to develop their VET knowledge and skills as well as maintaining their industry currency and assessor competence.

Team approach to assessment is allowed where team has combined expertise in (a) (b) and (c).