



D U T Y S T A T E M E N T

TITLE OF POSITION	Branch Adviser (Vocational Education and Training)
REPORTS TO	Branch Commissioner (Vocational Education and Training)
DIRECT REPORTS	N/A
LIAISES WITH	Branch Commissioner (Adult Training and Development) Branch Commissioner (Adventurous Activities) Branch Support Office - Training Support Team Scouts Australia Institute of Training (SAIT) Leadership Team QLD Branch Rover Council - Training & Development Officer Queensland Trainers and Assessors
DELEGATIONS	As per the Delegations Manual
MEASUREMENTS	As negotiated in the Individual Adult Volunteer Plan (IAVP) referencing the Scouts Queensland Strategic Plan 2023-2028
PURPOSE	This role is to assist with the completion and recognition of Vocational Education and Training (VET) qualifications by adult members and appropriately aged youth members within Scouts Queensland.

PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none">• Assist with processing of VET qualifications within Scouts Queensland.• Assist with processing of recognition of qualifications and skills obtained outside of scouting mapped to relevant VET requirements.• Assist with review of relevant Scouts Queensland training curriculum, courses and evidence capture tools to ensure alignment with VET requirements, and document mapping where required.• Provide support for delivery of Assessor and Train the Trainer training.• Provide support for SAIT Assessors and assessment processes within Scouts Queensland.• Assist in answering queries from members of Qld Branch on VET related matters.• Assist with development of materials to promote opportunities for adult and youth members to achieve VET qualifications• Assist with development of policy and procedures regarding VET qualifications to ensure Scouts Queensland alignment with Scouts Australian Institute of Training (SAIT) Registered
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Training Organisation (RTO) standards, including use of relevant systems.

- Other duties as requested by the Branch Commissioner Vocational Education and Training.

CRITERIA

- A personal commitment to the Aim and Principles of Scouts Australia, and an ability to convey a positive and constructive image of Scouting and reinforce the fundamental importance of the Scout Promise and Law
- Have a sound knowledge and strong commitment to the purpose of Scouting, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations.
- Be enthusiastic and able to motivate, build, lead, and mentor teams among both youth and adults.
- Be inclusive in leadership style.
- Be respectful of all members of their team (and of those in the wider community) recognising individual differences as a resource.
- Be able to communicate effectively with all levels in Scouting.
- Be able to mediate, carry out reviews, write reports and make recommendations.
- Have a sound understanding of the use of technology, information systems, communications and video conferencing to achieve the outcomes of the role.
- Knowledge and commitment that when participating or leading an activity any safety concerns or risks are identified, raised and appropriate immediate action is taken
- Have a sound understanding of Child Safety in accordance with Qld. Branch Policies, Principles, Standards and Procedures.
- Proven ability to prioritise workloads and multitask to ensure commitments are filled in a timely manner.

ROLE SPECIFIC CRITERIA

- Hold or be prepared to complete Program Support Leader Proficiency training within twelve months from appointment and the Wood Badge training within three years of appointment.
- Have a demonstrated ability to work effectively with Adult Members
- TAE40110 – Certificate IV in Training and Assessment or higher is desirable
- VET qualifications and/or training experience is desirable
- Demonstrated competence in compliance with VET requirements