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## D U T Y   S T A T E M E N T

<b>TITLE OF POSITION</b>	Branch Commissioner (Vocational Education and Training)
<b>REPORTS TO</b>	Assistant Chief Commissioner (People & Culture)
<b>DIRECT REPORTS</b>	Branch Adviser (Vocational Education and Training)
<b>LIAISES WITH</b>	Chief Commissioner Branch Commissioner (Adult Training & 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
<b>DELEGATIONS</b>	As per the Delegations Manual
<b>MEASUREMENTS</b>	As negotiated in the Individual Adult Volunteer Plan (IAVP) referencing the Scouts Queensland Strategic Plan 2023-2028
<b>PURPOSE</b>	This role is to facilitate the completion and recognition of Vocational Education and Training (VET) qualifications by adult members and appropriately aged youth members within Scouts Queensland.

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<b>PRIMARY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• Work with Branch Commissioner Adult Training and Development and Branch Commissioner Adventurous Activities to identify and promote opportunities for adult and youth members to achieve VET qualifications.</li> <li>• Review relevant Scouts Queensland training curriculum, courses and evidence capture tools to ensure alignment with VET requirements, and document mapping where required.</li> <li>• Assess qualifications and skills obtained outside of scouting for mapping to relevant VET requirements.</li> <li>• Provide industry knowledge to support delivery of Assessor and Train the Trainer training.</li> <li>• In collaboration with the Assistant Chief Commissioner People and Culture, and the Branch Commissioner Adult Training and Development and Branch Commissioner Adventurous Activities (as required), identify and recommend appointment of SAIT assessors in Queensland.</li> <li>• Provide support for SAIT Assessors and assessment processes within Scouts Queensland.</li> <li>• Provide information to members of Qld Branch on VET matters and specific advice in response to members VET</li> </ul>
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questions.

- Develop policy and procedures regarding VET qualifications to ensure Scouts Queensland alignment with Scouts Australian Institute of Training (SAIT) Registered Training Organisation (RTO) standards, including use of relevant systems.
- Work closely with Branch Commissioner Adult Training and Development, and other Branch Commissioners, to create consistent messaging for members regarding Scout training and development opportunities.
- Attend monthly People & Culture team meetings to participate sharing of ideas and activities.
- Attend SAIT Operations meetings to represent the interests and agreed position of Scouts Queensland
- Other duties as requested by the Assistant Chief Commissioner (People & Culture).

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**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.



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**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
- Hold a TAE40110 – Certificate IV in Training and Assessment or higher
- VET qualifications and/or training experience is desirable
- Demonstrated competence in compliance with VET requirements