



**Diamond Valley Learning Centre Inc.**

P.O. Box 217  
Cnr Diamond Creek & St Helena Rds  
GREENSBOROUGH VIC 3088  
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Email: [courses@dvlc.org.au](mailto:courses@dvlc.org.au)  
RTO 3769  
ABN 58 891 533 250

## POSITION DESCRIPTION

<b>Position Title</b>	<b>Certificate II in Retail Trainer (VCAL program)</b>
<b>Conditions Contract:</b>	
<b>Hours:</b>	9.00am-3.30pm
<b>Day:</b>	Mondays 19.7.10 – 29.11.10. 17 sessions (No classes 20.9.10, 27.9.10 or 1.11.10)
<b>Pay Rate:</b>	Rate of pay for teaching \$40/ hour This program is funded through Skills Victoria.
<b>Benefits:</b>	Pleasant teaching environment. Community based philosophy
<b>Reporting Relationships Report to:</b>	Suzanne Crellin ( Education Program Coordinator, Diamond Valley Learning Centre )
<b>Employer:</b>	Liases with Graham Tootle (VCAL Coordinator) & Jeannene Eastaway (Youth Support Coordinator) Committee of Management Diamond Valley Learning Centre Inc Cnr Diamond Creek and St Helena Rds, Greensborough 3088 PO Box 217 Greensborough 3088
<b>Training Location:</b>	Cnr of St Helena & Diamond Creek Rds Greensborough
<b>1. About Diamond Valley Learning Centre</b>	Diamond Valley Learning Centre exists to build a stronger community. We do this through adult learning , valuing diversity and creating opportunities to: meet and connect with others, participate and develop confidence, develop skills and gain qualifications.

Diamond Valley Learning Centre has been a strong provider of adult education for 35 years and has a diverse program which includes five VCE subjects, VCAL, adult literacy and numeracy, English as a Second Language, VET certificates and general interest courses. Currently we have more than 600 students enrolled in courses.

The DVLC youth VCAL program attracts students who have left school prematurely and who are reengaging with education. Many have had negative educational experiences and require a supportive learning environment. Certificate II in Retail is a mandatory subject for the young people studying Intermediate VCAL at DVLC

## **2. The Role**

The position requires the teacher to deliver units of Certificate II in Retail (SIR20207) to young students studying Intermediate VCAL. Units will be chosen to provide students with relevant, generic work skills as well as providing them with a taste of the retail industry. Although DCVLC has resources and assessments used in previous delivery of this course to adults, it is anticipated that the teacher will adapt these to suit the particular learning needs and interests of young people and the VCAL applied learning approach. This may include clustering units to support a project approach to delivery, rather than delivery of individual units discretely. There will be an allowance available for course set up, meetings with the coordinator about delivery strategy, resources etc.

It will be an advantage if the successful applicant has taught this course previously and can demonstrate empathy and experience working with youth who are reengaging with education.

The Certificate II Retail teacher will be encouraged to attend some meetings with other VCAL teachers. In particular we would like to look at the links that exist between VCAL subjects.

Students will attend from 9.30-3.00pm which allows the teacher one hour per day for individual student consultation and set up of the class as required. Students have a one hour break for lunch.

The incumbent is expected to work in accordance with the organisation's guiding principles and strategic directions (attached)

### **3. Key Responsibilities**

- a) Deliver agreed units of Certificate II in Retail - 17 sessions.
- b) Provide advice and resources for the program including development of a delivery plan
- c) Work according to Diamond Valley Learning Centre policies and procedures; including regular and accurate recording and reporting of student progress and unit completion.

### **4. Key Selection Criteria**

- a) The ability to engage and teach youth successfully
- b) Experience teaching Certificate II in Retail or a related qualification
- c) Certificate IV in Training and Assessment (or equivalent) is essential
- d) A qualification in Retail at Certificate 3 level or above
- e) Knowledge of adult community education philosophy, client groups and programs
- f) Highly developed communication skills
- g) Demonstrated ability to work as a team member
- h) Developed organizational skills

### **5. Other relevant information**

For further information regarding the position, telephone Suzanne on 9435 9060.

#### **Instructions for applications:**

Forward an application and Curriculum Vitae to:

Suzanne Crellin  
Program Coordinator  
Diamond Valley Learning Centre  
P.O. Box 217  
Greensborough VIC 3088  
Or  
[suzannec@dvlc.org.au](mailto:suzannec@dvlc.org.au)

***Closing date for applications: 5pm June 25 2010***

Attachments: DVLC Guiding principles and Strategic Direction statement

## Strategic Plan Summary 2007-2011

### Vision

Challenge, friendship and  
lifelong learning

### Purpose

To provide community based  
education opportunities for  
lifelong learning, personal  
growth and social connections.

### Values

Empowerment  
Lifelong learning  
Diversity  
Accessibility  
Professional service provision  
Community ownership

STRATEGIC DIRECTION	<i>1. Maintain and Strengthen</i>	<i>2. Build Community</i>	<i>3. Extend Service</i>
GOAL	Ensure quality and viability of existing business	Strengthen the community through empowering individuals and building community capacity	Expand our range of training courses and client groups
STRATEGIES	<ul style="list-style-type: none"> <li>➤ Develop <i>staff</i> strategy</li> <li>➤ Improve <i>data collection</i></li> <li>➤ Diversify <i>funding</i></li> <li>➤ Develop <i>marketing</i> strategy</li> <li>➤ Maintain and support high <i>quality courses</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Encourage <i>active citizenship</i> and social action</li> <li>➤ Develop <i>leadership</i> skills and provide <i>volunteering</i> opportunities</li> <li>➤ Encourage <i>intergenerational interaction</i></li> <li>➤ Identify and respond to <i>emerging communities</i> and expand opportunities for participation by <i>disadvantaged groups</i></li> <li>➤ Advocate for <i>social justice</i> and <i>community rights</i></li> </ul>	<ul style="list-style-type: none"> <li>➤ Develop <i>training for local businesses</i>: retail, hospitality and business/IT training</li> <li>➤ Increase provision for <i>youth</i></li> <li>➤ Deliver training in <i>outreach settings</i></li> <li>➤ Establish a <i>second DVLC site</i></li> </ul>