



Vacancy

Title	Assistance Simulated Workplace Training Trainer & Supervisor
Faculty/School	Faculty of Science and Technology
Category	TVET
Stream	Training
Reports to	Vice Chancellor through Head of Department/School and Dean of Faculty
Location/Campus	Honiara
Summary of Duties	The successful applicant will provide assistance to the workplace training trainer & supervisor on training, mentorship, coaching and guidance for students when engaged in the simulated workplace training in SINU. They will mentor, coach, guide and supervise students in conducting servicing, repairing, maintenance and building of vehicles, buildings and other infrastructure. Also required to model and simulate the industry practices and work environment together with the simulated workplace training trainer and supervisor.
Detailed Roles & Responsibilities	
Key Task	<p>Assistance Trainer/supervisor's Role</p> <ul style="list-style-type: none"> • Assist the simulated workplace training trainer/supervisor to manager the workplace training programmes for simulated workplace trainings. • Assist the simulated workplace training trainer/supervisor to develop and deliver workplace training overall schedules and work plans. • Work with the simulated workplace training trainers to develop and deliver workplace work plan for each given job. • Work in collaboration with the simulated workplace training trainer/supervisor for the daily conducts of workplace training tasks, servicing, repairing, maintenance and buildings of vehicles, building and other infrastructures. • Provide close and guided supervision for jobs and activities carried out by the students (apprentices). • Model industry standards for students during training engagements. • Make sure apprentices are carefully guided in industry best work ethics, practices and expectations. • Work with the simulated workplace training trainer/supervisor to provide guidance for students on the corporate practices required by the industries of their specialise trades.

- Work with the simulated workplace training trainer/supervisor to provide guidance, mentorship and coaching on workplace communication and practices.
- Take the responsibility of the management and care of equipment, tools, resources used for the works.
- Managing the work spaces for work practices in accordance with health and safety requirements of SINU and the Industries.
- Work with the workplace training trainer/supervisor to sign off apprentices' workplace training log book tasks during their practices.
- Work with HODs, workplace training coordinator, coordinators of programme/courses and teaching staff to validate apprentices log books for final assessment.
- Work in collaboration with HODs and workplace training coordinator for placement of students in simulated workplace trainings.
- Work with the workplace training trainer/supervisor to liaise with the industries on support for trainings, use of technology and equipment and sharing of expertise to support trainees work experiences.
- Assist students in following the correct procedure of acquiring tools and equipment from the store. Make sure students returns tools after each class.
- Carry out any other roles in consultation with the Dean, HOS, HODs, the simulated workplace training trainer/supervisor, lecturers and assistance lecturers.

Teaching and learning

- Provide support for teaching staff for delivery of trainings for classes when requested.
- Provide support for conducts of assessments for teaching staff in practical observations and actual practices.

Teamwork

- Regular contact and liaison with workplace training apprentices to train them and provide support for their career development.
- Work with HODs in maintaining the running of the simulated workplace training programme.

Student & staff counseling

- To act as personal mentor and coach, giving the first line support.
- Work with students to do their best to learn from simulated workplace experiences, giving regular encouragement in their work
- To maintain Health and Safety in programs and College as a whole

Dimension	<p>Problem solving and impact</p> <ul style="list-style-type: none"> Report any incidents or accidents happening during simulated workplace training activities. <p>Resource management</p> <ul style="list-style-type: none"> Liaise with the head of department and office of the Dean for resources requirement and management. <p>Working Environment</p> <ul style="list-style-type: none"> To take responsibility for conducting risk assessments and reducing hazards (depending on area of work and level of training received). To engage in continuous professional development. To understand and apply the principles of equality of opportunity in an academic context.
Measures of Effectiveness	<ul style="list-style-type: none"> Successful completion of simulated workplace trainings for groups of apprentices within the prescribed timeframes. Workplace training log books and validated and signed off for confirmation of assessment. <p>Apprentices gain knowledge, skills and develop the attitude, behavior and confidence in conduct the tasks of their trades.</p>
General Responsibilities	<ul style="list-style-type: none"> To adhere to the SINU's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible. To be responsible for your own health and safety and that of your colleagues To undertake other such other duties as may be reasonably expected. To provide a healthy and comfortable
Minimum Qualifications	<p>To be considered for this position, applicants must have:</p> <ul style="list-style-type: none"> A Certificate 4 in Relevant trade qualification and experience in store management plus teaching certificate, with more than five years industrial work experience.
Experience	<ul style="list-style-type: none"> At least 5-10 years of industry experience plus teaching in education Some experience in programme development and review.
Essential	<p>Essential to the position:</p> <ul style="list-style-type: none"> Wide knowledge of relevant trade area Understanding of different ways apprentices learn and adapt work ethics, behavior and experiences Five years of work/industry experience

	<ul style="list-style-type: none">• Computer proficiency in the standard packages (word processing, e-mail and internet use, and spreadsheets)
Desirable Attributes	Preference will be given to applicants with: Work and/or teaching experiences
Term	The position is for three (3) years under an employment contract. The contract is renewable subject to good performance.