

Ranges TEC Position Description

Position Title Trade Trainer – Engineering

Time Fraction 0.45

Duration Contract term 2 – 2027

Reporting to Director and Curriculum Manager

Date Prepared September 2026

Overview & Campus Context

Ranges TEC is a Christian Vocational Education and Training Centre located in the Outer Eastern suburbs of Melbourne. Ranges TEC offers a range of education options for students in Years 10, 11, and 12, including the opportunity to complete a pre-apprenticeship level qualification as part of a Victorian Certificate of Education Vocational Major (VCE VM). Ranges TEC is a campus of the Association for Christian Education Mount Evelyn Inc. and is governed by the MECS Board (Mount Evelyn Christian School).

Ranges TEC Vision & Mission

- **Ranges TEC Vision:** To equip and train people for service, stewardship, and work in God's world.
 - **Ranges TEC Mission:** Ranges TEC provides quality vocational education and training within a learning environment characterised by faith, hope, love, peace, and service. We aim for students to discover and develop their God-given gifts, grow their biblical understanding of the world, and strive for authentic character in their lives.
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Position Summary

The **Trade Trainer Engineering** plays a vital role in delivering trade training in Engineering (**22632VIC Certificate II in Engineering Studies**) and supporting VCE

VM vocational education program. The position provides high-quality, hands-on instruction, mentors students in trade skills and character development, manages engineering workshop safety, and upholds a Christ-centred approach to education.

At Ranges TEC, educators approach their teaching as a God-given calling and a ministry of service. As the Engineering Teacher, you will create an engaging, practical learning space where active students master technical competencies, build workplace readiness, and embrace a biblical vision of work and stewardship.

Christian Ethos & Staff Commitments

Staff at Ranges TEC view their work as a **calling before the Lord** and a **ministry of service** for which God has gifted and skilled them. Staff members are expected to align with and embody the following Christian commitments:

- **Commitment to a Biblically-based Faith and Worldview:** Teachers are committed Christians and active members of a local church fellowship. They seek to be role models of Jesus, engage in the faith expressions of the community, and are ready to share their faith and biblical worldview with students in teaching contexts.
- **Commitment to Calling and Ministry of Service:** Teachers view their job as a calling before the Lord. Their ministry of service is one that God has gifted and skilled them for, carrying out responsibilities with vigour, freshness, and a servant-hearted attitude.
- **Commitment to Transform Teaching in Christian Education:** Teachers seek to transform their teaching so that all areas of the curriculum and TEC life are shaped by a shared biblically informed understanding of Christian education. They participate in collaborative reflection, review, renewal, and strategic planning time.
- **Commitment to Curriculum Development and Documentation:** Teachers belong to a community committed to a Christian approach to the VCE VM and trade curriculum, acting as curriculum developers through rigorous planning and documentation.

- **Commitment to Professional Expertise and Conduct:** Teachers are well versed in engineering trade knowledge, creating safe, hands-on learning environments that stimulate active learning. They manage and interact with students professionally, maintaining high standards of dress, conduct, and classroom management.
- **Commitment to Student Learning & Pastoral Welfare:** Teachers work to discern student learning progress through effective assessment and communicate with parents/guardians at biannual Roundtables. They provide primary pastoral care, fulfill child protection obligations, and maintain Duty of Care.
- **Commitment to Community Faith & Devotions:** Teachers actively participate in morning staff devotions and prayer as a vital aspect of spiritual growth, mutual encouragement, and personal wellbeing.
- **Commitment to Ranges TEC Facilities & Workplace Safety:** Teachers take seriously the stewardship and care of TEC facilities, workshops, and resources, ensuring workshop areas remain clean, safe, and tidy.

Reporting Relationship

- **Accountable to:** Director and Curriculum Manager for the effective delivery of engineering training, curriculum compliance, student welfare, workshop safety, and continuous improvement.
- The Engineering Trade Trainer works collaboratively with teaching colleagues, workshop staff, the Work Experience Coordinator, RTO quality assurance staff, industry contacts, external suppliers, and members of the Occupational Health and Safety (OHS) team.

Key Responsibilities

1. Engineering Course Development, Assessment & Training

- Provide pre-course advice to students and participate in student selection and induction processes.

- Develop, implement, and review Certificate II level learning programs (**22632VIC Certificate II in Engineering Studies**) in accordance with accredited course requirements, AQTF standards, VRQA compliance, VCAA (scored assessment guidelines), and Ranges TEC policies.
- Ensure Certificate II training plans are developed and submitted to the Curriculum Manager for approval.
- Plan, develop, and implement assessment for each module/unit of competency meeting Training Package requirements, principles of assessment, and rules of evidence.
- Systematically validate and moderate assessment strategies in accordance with Ranges TEC's course validation plan and documentation templates.
- Provide timely feedback to students and collect student feedback on learning and assessment to continuously improve programs.

2. Regulatory Compliance & Quality Assurance

- Maintain Victorian Institute of Teaching (VIT) registration requirements and adhere to VRQA minimum standards.
- Deliver and assess nationally recognised qualifications in accordance with AQTF essential standards for Registered Training Organisations (RTOs).
- Maintain thorough knowledge of RTO Quality Assurance procedures, ensuring all course materials follow version control policies.

3. Administration & Record Keeping

- Maintain accurate, up-to-date records of learner participation, progress, and assessment in accordance with Assessment Records Policy.
- Complete twice-yearly student reports and database input in accordance with TEC policy.
- Maintain an Industry Consultation Register and a Professional Development Log documenting ongoing VET knowledge, industry currency, and trainer/assessor competence.

4. Student Welfare, Pastoral Care & Work Placements

- Provide pastoral care for students as required, maintaining child safety obligations under policy and law.
- Fulfill rostered supervision duties at arrival/departure, morning tea, and lunch times.
- Prepare for and participate in twice-yearly Roundtable discussions with students, parents, and guardians.
- Work with the Work Experience Coordinator to support student work experience and trade placements, including conducting on-site workplace visits.

5. Engineering Workshop & OHS Management

- Maintain exemplary Occupational Health and Safety (OHS) standards and Duty of Care within the engineering workshop.
- Actively participate as a member of the OHS Team, identifying, reporting, and mitigating workplace hazards.
- Manage workshop tools, machinery, materials, PPE, and storage to ensure safe, functional, and organised learning spaces.
- Supervise students in workshop cleanup, equipment maintenance, and facility stewardship.

Qualifications, Licences & Key Selection Criteria

Essential Criteria & Qualifications

- **Professing, practising Christian** who actively aligns with the school's Christian ethos.
- Relevant trade/vocational qualifications in **Engineering**.
- Current **TAE40122 Certificate IV in Training and Assessment** or equivalent, demonstrating vocational competencies at least to the level being delivered/assessed.
- **Victorian Institute of Teaching (VIT) registration** (or eligible VET trainer registration).

- Demonstrated current industry skills and expertise directly relevant to engineering training and assessment.
- Demonstrated appreciation and application of **Occupational Health and Safety (OHS)** and **Duty of Care** within a trade training context.
- Demonstrated understanding of Christian education and a passion to see young people develop their God-given gifts.

Key Personal Qualities, Skills & Attributes

- Outstanding written and verbal communication skills.
- Ability to work autonomously and collaboratively in team settings.
- Servant-hearted, flexible, and proactive approach to student learning and trade mentoring.
- Strong organisational and administrative skills with attention to detail and record keeping.
- Commitment to workplace safety, continuous improvement, and Christian stewardship.