

**POSITION TITLE:** Assessor - Licensed Electricians Assessment  
**POSITION REPORTS TO:** Program Lead Electrical  
**DEPARTMENT:** Construction  
**DIRECT REORTS:** Nil  
**CAMPUS LOCATION:** Multi-Campus Institution  
**POSITION NUMBER:**  
**CLASSIFICATION:** Victorian TAFE Teaching Staff Agreement 2018  
**LEVEL:**

## **POSITION PURPOSE**

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*This role is responsible for the provision of outstanding customer service to candidates sitting an assessment. The LEA Assessor will be required to:*

- *conduct the Licensed Electricians Assessment (LEA) following established procedures*
- *ensure candidates are monitored during the Assessment*
- *adhere to Energy Safe Victoria (ESV) and Melbourne Polytechnic (MP) compliance requirements*
- *set-up Assessment rooms prior to the Assessment and verify the candidate's identity and eligibility to sit the Assessment*
- *distribute and collect completed Assessment papers*

## **STAKEHOLDER MANAGEMENT**

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### **Internal:**

Short Courses  
Managers  
Leading Teachers  
Program Leader  
Non-teaching staff  
Teachers

### **External:**

Students  
Energy Safe Victoria

## Melbourne Polytechnic Values

### Welcoming

We all belong. We welcome and appreciate diverse ideas, and we embrace differences. We are open-minded, kind and compassionate so that everyone feels valued and respected. We create safe spaces for every person to come with their whole self and achieve their full potential. When everyone feels supported, our community is a better place.

### Curious

We have a passion for learning. Curiosity inspires us to be creative and find different ways of looking at the world. When we listen well and ask thoughtful questions, we learn more and can adapt well to change. Our enthusiasm for learning and sharing knowledge drives us to improve. We are open to, and respectful of, everyone's experience and contribution. We seek out, and are receptive to, new skills and ideas. We find better ways of doing things that benefit our community.

### Collaborative

We are better together. We support and empower each other as we work towards our shared vision. We achieve more when we share our work, ideas and solutions in a respectful way. We make it easy to connect and collaborate with each other, our students, industry and community.

### Accountable

We all act with integrity. We hold ourselves to a high standard and are responsible for our actions. We take our role seriously and our vision informs every decision we make. In every interaction we are honest, respectful and fair. We deliver on our commitments to each other, our students, industry and community.

## KEY RESPONSIBILITIES

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- Work with Short Courses to ensure compliance is maintained.
- Set up the Assessment room.
- Continually monitor a designated area to ensure candidates are complying with all instructions and assessment rules for the duration of the assessment.
- Record and report any incidents or suspected issues where a candidate's assessment may be compromised.
- Respond to basic enquiries in a timely and confident manner, ensuring all students are treated fairly and equally.
- Assist in duties as instructed by Lead LEA Assessor

## KEY ACCOUNTABILITIES

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- Ensure that all assessment paperwork is kept secure.
- Accurately verify the identity of each student and confirm their eligibility to sit the assessment.
- Accurately distribute and collect assessment materials. Ensure all assessment paperwork is kept within Melbourne Polytechnic and is identifiable as relating to that candidate.
- Conduct assessments in a fair and equitable manner and record student results.
- Complete all assessment related paperwork in a timely manner.

## KEY SELECTION CRITERIA

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- Strong communication skills with ability to convey information clearly and quietly within an assessment environment.
- A current A Grade Electrical Licence.
- A current Working with Children card.
- Appropriate Educational qualifications together with relevant and recent industry experience.
- A basic understanding and awareness of influences and situations that may cause candidates concern and stress while completing an assessment.
- An understanding of Energy Safe Victoria (ESV) assessment guidelines.
- Melbourne Polytechnic procedures relevant to the duties undertaken, including: Equal Employment Opportunity, Occupational Health and Safety, Conflict of Interest; Anti-Discrimination, Privacy Policy; Quality Assurance and Continuous Improvement
- Knowledge of current issues in higher education and vocational education and training particularly as they relate to the areas taught within the school – desirable.

## OTHER POSITION RELATED INFORMATION

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- **Delegation of Authority** – MP's Delegation of Authority Policy outlines the decision-making authority of this role.
- **Child Safety** – Melbourne Polytechnic (MP) is a child safe organisation, as such all employees, volunteers, contractors and service providers are required to promote a culture of child safety, comply with Child Safety laws and reporting obligations of suspected child abuse per institute Child Safety policy and procedures. All employees are required to hold and maintain a current Working with Children Check Clearance for the duration of their employment.
- **Occupational Health, Safety & Wellbeing** - The table below, is a compilation of summarised Responsibilities for this role in accordance with MP's Health, Safety and Wellbeing management System (HSWMS). Other specific responsibilities are incorporated into MP Policy and Procedures where they vary from this.

ROLE	RESPONSIBILITIES
Management	<ul style="list-style-type: none"> <li>▪ Ensure activities comply with <i>Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2017</i> and includes but is not limited to:               <ul style="list-style-type: none"> <li>- Implementing Health, Safety and Wellbeing risk management activities(e.g. hazards identification, inspections, incident reporting including near misses) and any local specific measures required to eliminate or reduce risk in their area.</li> <li>- Providing safe plant, equipment, facilities and processes that are adequately maintained and do not adversely impact the health or wellbeing of staff, students and others.</li> <li>- Providing instruction, information, induction, training and supervision to enable work to be carried out safely.</li> <li>- Ensuring workers are fit for work and manage fitness for work issues.</li> <li>- Implementing corrective or remedial actions identified as a result of hazard/incident reports, incident investigations and/or audits.</li> <li>- Monitoring and reviewing the Health, Safety &amp; Wellbeing performance of their Portfolio/Department and direct reports (e.g. via HSW audits and other applicable performance indicators).</li> </ul> </li> <li>▪ Promote compliance with the HSWMS and strive towards continual improvement</li> <li>▪ Support other managers to demonstrate leadership in their areas.</li> <li>▪ Develop, lead and promote a culture in their area of responsibility.</li> <li>▪ Fulfil their responsibilities defined in the MP Workers Compensation and Return to Work Program.</li> </ul>
Employees Students and Others	<ul style="list-style-type: none"> <li>▪ Take reasonable care for their own Health, Safety and Wellbeing and that of others.</li> <li>▪ Implement remedial actions and control measures within their control that are established for the purposes of health, safety and wellbeing. of others</li> <li>▪ Comply with any reasonable instruction of MP and its Management.</li> <li>▪ Comply with the relevant Health, Safety &amp; Wellbeing Policies and Procedures, including reporting of hazards or incidents in line with the incident reporting procedure.</li> <li>▪ Fulfil other responsibilities as required to ensure a safe working environment.</li> </ul>

### Sign Off:

<b>Employee Name</b>		<b>Manager Name</b>	
<b>Employee Signature</b>		<b>Manager Signature</b>	
<b>Date</b>		<b>Date</b>	