

Application to deliver the LTEM Course offered by Rural Industries Skill Training (RiST)

General Information about RiST:

RiST is a Registered Training Provider (registered provider No.4198)

Commencing operations in Hamilton Victoria in 1992, RiST has graduated 22,500 students and delivered more than 3.8 million hours of training. (RiST) is recognised as one of Australia's leading independent agricultural colleges. Initially, we provided specialist training for Victorian wool producers, but has now developed its training activities to encompass a wide range of courses offered to students around the country including short courses, Lifetime Ewe Management and Certificates in Agriculture/Shearing and Wool Classing through to the Diploma of Agriculture and the Bachelor of Agriculture (in partnership with CQUniversity).

Where RiST is located:

RiST owns a building complex at 915 Mt Napier Road, Hamilton and is surrounded by an operational research farm.

The facility has a large lecture theatre, four small tutorial rooms, a computer room, a large pavilion with a kitchen and a laboratory which are all used extensively during the delivery of the training offered by RiST. RiST is also able to access the sheep & cattle yards and the shearing shed on site for use during practical animal handling activities undertaken as part of the training.

RiST also conducts non accredited training on farm in different locations throughout rural Australia.

RiST Policies:

RiST policies and direction are set by RiST's Board of Directors. This Board has strong farming, finance and business representation and is empathetic to the needs of the rural community. RiST has developed a range of policies, which ensures that its training continues to be of the highest standard, the environment in which the training is provided is safe and pleasant and all students are treated in a respectful, professional and non-discriminatory manner.

Becoming an LTEM Trainer:

To ensure the quality of the LTEM course being delivered, the applicant must meet the minimum requirements set out herein, before their application will be further considered. There is no guarantee by completing this application you will be offered a contract to deliver the LTEM course.

When completing the application form you will also need to provide verified copies of qualifications that relate to your area of expertise (in delivery) and a copy of your CV.

Check List:

You **MUST** provide a copy of your CV

You **MUST** provide verified copies of your qualifications(s)

You **MUST** provide a signed LTEM Position Description

Copies of qualifications need to be verified in original handwriting by either a JP or Police Officer



Personal Details	
Name in full:	
Home address:	
Date of Birth:	Female <input type="checkbox"/> Male <input type="checkbox"/> Unspecified <input type="checkbox"/>
Personal contact details:	Mobile: Phone: Email:

Current Employment	
Employment Company:	
Work address:	
Contact Details:	Mobile: Phone: Email:
Employment Status:	<input type="checkbox"/> Owner <input type="checkbox"/> Full time employee <input type="checkbox"/> Part time employee <input type="checkbox"/> Casual/contract

Qualifications	
<i>A <u>minimum</u> requirement is a Bachelor qualification in Agriculture, Animal Science or equivalent.</i>	
Qualification details:	Qualification: University attained: Date achieved: Qualification: University attained: Date achieved:



How many LTEM Groups can you actually form and start delivering to, in this year?

(this question is not based on how many you would like to service per year)

1 Group 2-3 Groups 4-6 Groups

Current network connections

It is a mandatory requirement that you develop your own LTEM groups upon completion of the LTEM mentorship program; please list your network connections that have clients who have expressed an interest in undertaking the LTEM course and forming a groups.

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Referees

Please provide 3 referees to validate your knowledge, experience and skills in the agriculture industry and training (by providing these referees, you give consent to RIST to contact):

Referee Details	Referee Name:
	Position and Employer:
	Relationship to yourself:
	Phone Number:
	Referee Name:
	Position and Employer:
	Relationship to yourself:
	Phone Number:
	Referee Name:
	Position and Employer:
	Relationship to yourself:
	Phone Number:



Mentorship Program

Upon completing the application, are you willing to undertake the following:

Step 1:

- 12 month mentorship program with a current LTEM Trainer/Mentor;
- Commit to participating in an LTEM group at your own time and expense with your allocated mentor;
- Follow the advice and guidance by your mentor.

Step 2:

- Upon successful completion the 12-month mentorship program and recommendation from your mentor, establish your own LTEM groups to commence delivery within 12 months.

YES NO

Signed:.....

Date:.....

Application Evaluation

Your application will be evaluated based on the following criteria set out below.

- Geographical area of delivery and RiST's current trainer resources and availability
- Demonstrated experience and knowledge in the sheep and wool industry
- Demonstrated experience and knowledge in group training and delivery
- Networking connections
- Qualifications
- Quality of references

LTEM Contact Details:

Natasha Wilkinson
 LTEM Program Manager
 Rural Industries Skill Training (RiST)
 915 Mt Napier Road
 HAMILTON VIC 3300
 Email: nwilkinson@rist.edu.au Phone: 03 5573 0922 / 0407 730 943

Annexure 1

Lifetime Ewe Management Trainer – Position Description

Annexure 1 - Lifetime Ewe Management Trainer – Position Description

POSITION:	Lifetime Ewe Management (LTEM) Trainer	DATE:	April 2020
REPORTING TO:	LTEM Program Manager		
DEPARTMENT:	Lifetime Ewe Management (LTEM) Department	CONDITIONS:	Contract
STATUS:	Contractor		
RELATIONSHIPS:	Internal	Chief Executive Officer, RIST	
	External	Australian Wool Innovation, LTEM Trainers, LTEM participants	
REMUNERATION:	Contracted rate to the group enrolments received.		
PRE-REQUISITES (Mandatory):	Minimum 5 years demonstrated experience in specifically sheep and wool industry, providing strategic on-farm advice to enhance sustainability and profitability Experience in delivering training Networking connections Qualifications Australian citizen, or holder of an appropriate Australian Work Visa		
PRE-REQUISITES (Optional):	Certificate IV in Training and Assessment (TAE40116, or equivalent) Working with Children Check (current) if group enrolments are under 18 years of age		

POSITION OBJECTIVE:

RIST has a key focus on ensuring our students have the skills, education and personal development outcomes they require to contribute to their personal growth and the agricultural sector.

The LTEM Trainer's role is to deliver the LTEM course within a 12-month period following the ewe's reproductive cycle. The LTEM Trainer is responsible for ensuring each participant is trained in the LTEM principles, condition scoring, pasture assessment and decision making skills for the viability of participant's farm.

KEY DUTIES AND RESPONSIBILITIES:

Interpersonal & Communication

- Strong communication and interpersonal skills, verbal and written; demonstrated ability to communicate effectively with people at all levels both internal and external to the organisation, especially young people in a training environment.
- Strong time management and organisational skills; ability to plan and organise work, set priorities, exercise initiative and sound judgment and meet changing and conflicting deadlines
- Responsibility for delivering quality customer service when dealing with internal and external customers including application of organisation standards, initiative and problem solving
- Professionally manage confidentiality of information across and between participants within the LTEM course and ensure that all confidential information is protected appropriately
- Ensure all liaison with stakeholders is sensitively handled, respectful and is tracked until resolution; ensure relevant records are accurately maintained and up to date
- Develop and maintain strong relationships with previous, current and future participants and



employers, industry bodies and networks.

Compliance & Administration

- Maintain existing course content and assessment tools aligned to current unit of competency elements and performance criteria and assessment requirements
- Ensure learning materials are available in a range of mediums to support the various learning styles and needs of our students
- Liaise with industry, stakeholders and other training networks to stay up to date on industry developments and best practice for development and maintenance of course content and materials
- Follow session delivery plans for all training sessions
- Provide detailed session reports to RIST's LTEM Program Manager after each training session
- During the course provide students with relevant and constructive feedback
- Provide ongoing and regular support to all students throughout their period of enrolment to maximise their learning experience
- Review feedback from RIST's LTEM Program Manager on course delivery, identify and implement continuous improvement.
- Contribute to internal and external compliance audits as required
- Participate in validation and moderation sessions as required

Teamwork

- Contribute and work effectively and proactively in autonomous and team situations
- Contribute to continuous improvement through identifying opportunities for improvement and acting responsively to implement agreed improvements
- Undertake specialist project scoping activities
- Perform duties in an ethical and professional manner that supports an inclusive environment that is free from discrimination and harassment
- Establish and maintain strong relationships with stakeholders – trainers, employers, group training organisations, industry associations and other relevant networks.

KEY FOCUS AREAS:

Program specific role requirements:

- Coordinate 6 training session in accordance with the LTEM course that coincides with majority of the group's ewe life cycle
- Marketing and promotion of the LTEM course with approved materials
- Attendance rate above 80% on average, per group, for the duration of the course
- Visit the participant's farm a minimum of 5 times during the LTEM course
- Condition score 80% of LTEM ewes, per participant, per session
- Participants can condition score ewes accurately
- Participants can manage ewes to condition score target
- Participants have an understanding of the importance of marking percent
- Participants can assess pasture quality, FOO, calculate energy balance and allocate ewe to a paddock based on FOO and ME
- Attend LTEM Regional Trainer Forums in local state of residence

KEY RESULT AREAS:

- Overall satisfaction >8/10 from participants
- Recommend LTEM course >7.5/10 from participants
- Maintain currency of qualification and industry experience
- Contribute to ensuring a safe working environment for students, staff and trainers.



SELECTION CRITERIA:

Qualifications

- Postgraduate qualification in Agriculture or Animal Science (or equivalent)
- Current Working with Children Check
- Australian citizen, or holder of an appropriate Australian Work Visa
- TAE40116 Certificate IV in Training and Assessment (or equivalent) – not mandatory
- Current Drivers Licence

Experience

- Minimum 1 year experience delivering training
- Minimum 5 years demonstrated experience in specifically sheep and wool industry, providing strategic on-farm advice to enhance sustainability and profitability
- Demonstrated experience working with people in a training environment
- Demonstrated flexibility and adaptability to work according to client needs and respectfully with all clients

Personal attributes

- Leads by example and has integrity and willingness to model the values of RiST
- Demonstrates commitment, drive and initiative to achieve organisational strategic objectives
- Highly motivated and enthusiastic team player with the ability to work autonomously and collaboratively in a team to maximise outcomes
- Possess a high level of organisational and time management skills.
- Strong interpersonal and communication skills, including the ability to resolve conflict and work with a diverse range of personalities and learning styles
- Strong computer literacy skills, including the Microsoft suite of products (essential), online learning management system environments (advantageous), and technology applications (desired)
- Solution orientated

COMPANY GOALS:

High Quality

Customer service focused: committed to providing exceptional customer service across all channels – written, phone and face to face.

Strong Partnerships

Attention to detail: excellent attention to detail and written skills when communicating with others, both internally and externally.

Healthy Organisation

Teamwork: willingness to assist and support others as required and get on with team members.

Great People

Communication: the ability to communicate clearly and concisely, varying communication style depending upon the audience.

Innovation

Commerciality: ability to apply knowledge in a practical, commercial manner.

Inclusion

Time management/organisation: accomplish objectives effectively within time frame given, and carry out administrative duties within portfolio in an efficient and timely manner.



APPROVAL:

This job description serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties. You will be expected to perform other job-related tasks requested by management and as necessitated by the development of this role and the development of the business.

I have read and understood this position description and in signing this document agree that I am capable of fulfilling all of the requirements of the position prescribed in this document.

Applicant	LTEM Program Manager
Name:	Name:
Signature:	Signature:
Date:	Date: