

2023 TRAINEESHIP ROLE – OUTDOOR SCHOOL



Title of Traineeship:

Certificate IV in Outdoor Leadership delivered by a Registered Training Organisation

Outdoor School Managing Staff:

Tony Keeble - Principal

Has overall responsibility of both campuses. Tony also manages pay and workplace condition issues.

Rhys Evans & Owen Dixon (15MC) and Roger Blackwell & Marty Eriksson (Bogong) - Assistant Principals and Program Coordinators respectively.

Deal with student program and day to day operations of the curriculum at Outdoor School.

Peter Christison (15MC) & Jamie Armitage (Bogong) – Trainee co-ordinators

Will coordinate the day to day and week to week development of the Trainees.

Cherie Gottschling (15MC) & Kathy Panozzo (Bogong)

Business managers responsible for finances and administration.

Sam Richards (15MC) & Eric Veikkanen (Bogong)

Responsible for the grounds & maintenance.

Dates

05/12/2022 – approximately 17/12/2023

Conditions:

Days/Hours

- A general week will involve working 9am – 5pm working either on program or on administration or maintenance tasks. Some afternoon shifts of 3pm – 10pm will be involved and some overnight stays will be part of the working conditions.
- A ½ day (4hrs) in lieu will be given for every night of an overnight trip that is worked (TAFE trips not included). There may be up to 15 nights out for the year.
- A full day in lieu will be given for every weekend day worked. There may be up to 30 weekend days for the year. (TAFE training not included).
- A ½ day (4hrs) in lieu will be given for every evening worked (3.00pm to 10.00pm). There may be up to 20 of these for the year.
- Travel for attending training based requirements will be as per Professional Development policy.
- A diary of the days will be required to be kept, recording all times worked.
- Days off will normally be taken during the school holidays but variations to this may be negotiated with the Campus Principal.

Holidays

4 weeks annual leave plus public holidays

Outdoor School – Bogong | Fifteen Mile Creek

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*“educating for
sustainable living”*



Pay

Will be paid every second Thursday by direct debit. The amount will be as per the National Award it is approximately \$23,000.00 per year.

Course Costs

Trainees are responsible for the RTO course costs. Fees are approximately \$3000.00 total (with health care card), without a health care card course costs totals to about \$22,000.00. A health care card is essential and most people qualify due to living and working away from home.

Qualifications

Trainees do not have a teaching qualification, thus they are not to be given full responsibility for a group of students (duty of care) without the presence of a qualified teacher. As trainees learn job skills and get inducted into safe procedures, trainees will be supported to take on more responsibility within their skills.

Accommodation

Accommodation at the Bogong Campus is supplied on site. The 15 Mile Creek campus does not have onsite accommodation and it is the responsibility of the trainees to arrange their own accommodation in the area. (There is an accommodation allowance on top of the normal wage to assist with the cost of accommodation for the trainees based at 15 Mile Creek.)

Training Requirements

Certificate IV students will gain knowledge in all aspects of the activities offered and will need to complete a range of assignments for the Registered Training Organisation. Students will be required to attend training at range of locations across the state as well as attending theory sessions conducted by the RTO. The majority of training contact is during school holidays to enable maximum workplace experience during term time. Outdoor School will support the study of theory learning and practical experience during teaching time at school.

Staff Issue

Outdoor School will issue a 'staff kit' which includes Goretex jacket and over pants, fleece jacket, daypack, and sunhat. Upon gaining a First Aid Certificate, OS will issue a first aid kit.

Equipment Borrowing

Equipment may be borrowed as per the policy applying to teaching staff, while also having access to office services under the same conditions as other staff.

Uniform Allowance

\$200 is allocated to purchase uniform for work at Outdoor School.

TASKS WITHIN POSITION

Teaching and program support

This is to be the focus of the traineeship. Trainees play a pivotal role in supporting programs to run effectively and efficiently. Teaching and leading skills are developed within programs and are supported by Outdoor School staff with a general graduation from observing to instructing to supervised teaching.

Induction	To be inducted as to the procedures and operations that are used in Outdoor School teaching sessions
Safe Practises	To be working with students as per the best practices at Outdoor School and within Department of Education guidelines
Instructing	To Instruct students in outdoor activities under the guidance of Outdoor School Teaching Staff
Team Teaching	To be team teaching at Outdoor School in activities that enable this to occur with a focus on teaching to curriculum points
Program Support	A variety of tasks are performed both weekly and as needs basis to enable programs and timetables to run efficiently and effectively.
Resources	To produce instructing resources to assist in the delivery of Outdoor School curriculum.
Evaluate	Evaluate personal teaching methods and act on these with the advice of Outdoor School teaching staff

Office

General Office Admin	To be working in the office on a range of administration tasks as organised with other Outdoor School staff such as phone reception, photocopying etc.
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Grounds & Maintenance

Gear Shed and Outdoor Equipment	Trainees have a large role to play in the organisation, cleaning and maintenance of outdoor equipment to enable the smooth operation of outdoor programs
General Maintenance	To be involved in the maintenance program at Outdoor School, developing personal trade skills.
Workplace Safety	To be involved in the ongoing area of workplace safety at Outdoor School.

Kitchen

Catering and kitchen roles	Trainees will be required at some points to be involved in catering and cleaning of the kitchen and general hospitality procedures
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