



Position Description – Examiner

Position Title of Supervisor	Course Director
Name of Supervisor	Person varies between States

1. Objective of Position

To conduct assessment of ASPA training programs, courses and modules.

To direct and coordinate assessments, practicals, scenarios and act as role players for examinations.

Examiners are required to have Certificate Level IV in Work Place Training (or equivalent), and must have completed the ASPA one day train-the-trainer program and the ASPA Trainers Induction course.

Examiners are expected to assess students and be able to fulfill the roles of Instructor and Assistant Instructor.

2. Organisational Relationships

- (i) **Position Title of Supervisor**
Course Director
- (ii) **Position Titles which also report to Supervisor**
Assistant Instructor, Instructor, Lecturer
- (iii) **Position Titles that report to this position**
Assistant Instructor and Instructor

3. Organisational Context of Position

The Australian Ski Patrol Inc (ASPA) is a national volunteer organisation whose purpose is to serve the public in the rescue and first aid treatment of injured visitors to alpine areas; to promote awareness of safety and establish safety standards in Australian Alpine Areas; provide first aid training and examination courses for and on behalf of its members.

This position is one of many that are nominated prior to the commencement of a course or program. It is supervised by a qualified trainer (Course Director) in all aspects of training and assessment.



The position may independently prepare lessons in accordance with ASPA course outcomes and deliver training.

The position may prepare assessment instruments in accordance with ASPA's approved assessment methodologies.

4. Key Accountabilities

- a. Prepares and administers examinations, evaluates student progress, and maintains records of student classroom and practical experience.
- b. Assesses, and demonstrates patient care in classroom and clinical units to ASPA students
- c. Assesses students in principles and application of physical, biological, and psychological subjects related to ski patrolling
- d. Assesses the delivery of lectures to students, supervises practical work, issues assessments, and directs seminars and panels.
- e. Supervises assistant instructors and instructors to maintain the ASPA standard.
- f. Participates in planning curriculum, teaching schedule, and course outline.
- g. Cooperates with medical and Ski Patrol personnel in evaluating and improving teaching and patrol practices.
- h. May specialise in a specific subject, such as anatomy, psychology, or nutrition, or in a type of patrolling activity.
- i. In consultation with the Vice President Education, use feedback from stakeholders and clients to review policies and procedures and use to improve services provided as per the Continuous Improvement Policy;
- j. Assesses risk in training and sets up risk minimisation strategies.
- k. Advises participants on program and class procedures and policies.
- l. Tracks progress of students; maintains student files.
- m. Ensures that safety and injury prevention policies and procedures are adhered to by participants; reports accidents and prepares accident reports.
- n. Performs miscellaneous training related duties.

In addition to assessment responsibilities, Examiners may be involved in presentations, workshops, one-on-one student instruction, curriculum development, in-service training sessions, and professional seminars.