

Sample job advertisement template

A guide to recruiting trainers and assessors in automotive and mining Vocation Education and Training (VET) contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework



How to use this template

The advertisement template below can be adapted to suit your organisation and the specific role being recruited. Sections shown in red italics are placeholders and should be customised accordingly. Keep the language clear, practical and direct. The guidance notes table follows the template, explaining the purpose and rationale for each section.

The structure, tone and language used throughout this template reflect feedback gathered during consultation. Participants consistently identified that many automotive and mining VET job advertisements fail to attract suitable candidates because they do not speak directly to experienced industry professionals, understate the compliance and administrative aspects of the role, and do not provide enough detail about conditions and expectations to support informed decision-making.

Auto Electrical - Trainer and assessor

[Organisation name] | [Location] | [Full time / Part time / Casual] | [Salary range]

You know your trade. You have spent years doing the work and find yourself explaining it to others. You support less experienced colleagues and apprentices and consider how the work could be taught more effectively.

If you are ready to apply that expertise in a different way, we want to hear from you.

The role

- Delivering training and assessing competency with ***[apprentices/trainees/workers]*** in ***[qualification area/s]***
- Visiting students at their workplaces and working alongside employers
- Planning sessions, maintaining training records and contributing to quality assurance activities
- Staying current in your industry through placements, site visits and employer engagement

[Add or remove bullets to reflect your specific role]

There is a documentation and compliance component to this role that people coming from industry sometimes underestimate. We will be upfront about it during the recruitment process and have ***[support arrangements: e.g. administrative support / shared templates / a compliance team]*** in place to help.

Sample job advertisement template

A guide to recruiting trainers and assessors in automotive and mining Vocation Education and Training (VET) contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework



What you bring

- Substantial experience in **[relevant trade, technical or operational field]**
- A genuine interest in developing others
- Strong communication skills across different people and settings
- The ability to manage your own schedule across multiple sites

The Certificate IV in Training and Assessment (TAE40110/TAE40116 or TAE40122) is required for this role. If you do not yet hold it, that is not a barrier to applying. We provide **[describe support: e.g. funded enrolment/workload reduction / internal delivery]**.

What we offer

- Salary: **[range]**
- **[Contract type]: [ongoing/fixed term to (date)]**
- Structured induction and a dedicated mentor in your first year
- Work-life balance **[Describe leave entitlements and any flexibility arrangements]**
- Opportunities to stay connected to industry through **[placements/employer visits / advisory involvement]**
- Professional development budget and access to **[describe]**

[Include other conditions worth highlighting e.g. vehicle provided / phone/uniform]

Career pathways

Trainers and assessors at **[organisation]** have progressed into roles including **[give 2-3 real examples relevant to your organisation]**. We support development at every stage and encourage conversations about where you want to go.

To apply

[Application instructions]

We welcome applications from people of all backgrounds. If you would like to speak with one of our current trainers and assessors before applying, this can be arranged. Please contact **[name]** on **[details]**.

Sample job advertisement template

A guide to recruiting trainers and assessors in automotive and mining Vocation Education and Training (VET) contexts.

Part of the AUSMASA Trainer and Assessor VET Career Framework



Guidance notes

The following notes explain the reasoning behind each section of the advertisement. They are for the manager's reference and do not form part of the advertisement itself.

Section	Guidance note
Opening paragraph	Speaks directly to the candidate's existing identity as a tradesperson or operator. Avoids framing the move as 'getting off the tools,' which implies leaving something behind. The goal is to signal that their expertise is the foundation of the role, not something they are stepping away from.
The role	Keep bullets short and specific to your context. Including compliance and record-keeping alongside teaching and assessing sets honest expectations before someone commits. Naming it here, alongside the available support, reduces early attrition among people who feel misled.
TAE requirement	Requiring the TAE at entry is one of the most cited barriers to attracting students to automotive and mining vocational education and training. Inviting applications from people who do not yet hold it, with clear support described, significantly widens the candidate pool.
What we offer	State conditions clearly and specifically. Vague statements about 'competitive salary' and 'supportive culture' are less effective than specific information.
Career pathways	Generic statements about growth opportunities are largely meaningless. Specific, real examples of where trainers and assessors have progressed in your organisation are more credible and more attractive. Avoid referencing end-of-career framing.
Inclusion statement	The offer to speak with a current trainer and assessor before applying was described in consultation as a positive signal. It demonstrates openness and gives candidates a way to make an informed decision without committing to a formal application.
Language overall	Plain, direct language reaches trade and operational candidates more effectively than education sector or HR terminology. Read the ad back and ask whether an experienced tradesperson would recognise themselves in it.

Learn more about the Trainer and Assessor VET Career Framework

Explore more practical tools, guides and resources supporting VET capability, wellbeing, industry engagement and career development