

Position : Vocational Trainer
Job type : Freelance / Part-Time

Location : HOPE Methodist Vocational Centre
(Sitiawan, Perak)



Principal Duties:

- To conduct lessons or training for Vocational Air-Conditioning or Motorcycle Mechanic courses.
- To develop lesson plans and assessments using suitable teaching techniques and strategies for learners from the B40 and Orang Asli communities.
- To deliver lesson plans following syllabus & curriculum (both theory and practical) according to timelines.
- To maintain safety and quality awareness among students.
- To validate the standard operating procedures with students.
- To ensure an adequate and timely supply of tools, and equipment for training.
- To guide, facilitate and motivate students enabling competency, skills, and knowledge development.
- To monitor and evaluate students' performance and progress using valid assessment techniques.
- Assist students with reaching rigorous job readiness goals by coordinating classroom work activities.
- To provide information and encouragement to students regarding issues of employment, coordinating closely with Centre Manager.
- To undertake any related task as assigned by the Council of Education and HMVC Centre Manager.

Requirements:

- Professional Certificate/ Diploma in Training in Air-Conditioning Fixing and Maintenance or Motorcycle Mechanic courses.
- Preferably with relevant working experience in Air Conditioning or Motorcycle Education/ Training Industry.
- Experience Motorcycle Mechanics or Air Conditioning Technicians with a desire to teach are encouraged to apply too.
- Strong interpersonal & presentation skills with good command of spoken and written Bahasa Malaysia and English.
- Computer literacy especially in Microsoft Office