

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

Public Sector Management Act 1994	Salaries/Agreement/Award Public Service Award 1992, Public Service and Government Officers CSA General Agreement 2017 or as replaced
Group: Schools	Effective Date of Document 12 March 2018
Region: Southwest Education Region	
School: Newton Moore Senior High School	

THIS POSITION

Title: Coordinator, Vocational Education and Training

Classification: Level 5

Position No: 00038617

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Director General
LEVEL: Special Division Band 1
POSITION NUMBER: 00011814

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00001415

This position and the positions of:

Title: Various	Classification:	Position No:
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Coordinator, Vocational Education and Training	Level 5	00038617	12 March 2018

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45 000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>.

Further context about Newton Moore Senior High School is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school's name in the *Find a School* field.

ROLE

The Coordinator, Vocational Education and Training:

- develops and establishes quality and innovative Vocational Education and Training (VET) programs whilst enabling students to achieve Western Australian Certificate of Education (WACE)
- strengthens the link between industry, other schools and community agencies
- promotes apprenticeship and traineeship pathways
- develops lower school programs that focus on students' future employment and education opportunities and supports teachers to implement these programs
- implements strategies to enhance the quality and reputation of VET in Schools programs
- develops programs to meet local skill shortage needs
- develops targeted VET programs for a variety of student groups including educationally disadvantaged, Indigenous students and students with disability and students at risk of disengaging
- monitors and maintains the school's Registered Training Organisation (RTO) compliance requirements and keeps abreast of changes
- engages and mentors students in training and assessment processes, ensuring students are fully aware of course requirements, timelines and resources

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- maintains and continuously improves delivery and assessment materials in accordance with Australian Quality Training Framework (AQTF) standards, Training Package guidelines and updates, and Department standards
- establishes and maintains relationships with key stakeholders including school personnel, RTOs, industry, parents and students in relation to the school's VET and Workplace Learning (WPL) programs.

OUTCOMES

1. Assistance is effectively provided in the implementation of Departmental policies and priorities in the school, particularly VET initiatives.
2. Liaison, collaboration and negotiation with key stakeholders and interest groups is undertaken to ensure that programs meet the relevant state and national principles and guidelines for VET.
3. An effective link to all other initiatives providing vocational education and training services to students is maintained.
4. Specific priority areas listed hereunder are addressed, as required:
 - establishing VET programs
 - expanding the range and spread of VET and endorsed programs offered to meet student needs
 - increasing participation in VET programs by particular difficult to reach student groups, including educationally disadvantaged students, Indigenous students and students with disability
 - developing strategies to maintain quality standards in VET, including professional learning
 - increasing participation in School-Based Apprenticeships/Traineeships or other trades-related vocational courses.
5. The school is supported in the implementation of VET initiatives.
6. Effective career information and guidance is provided to students.
7. The school is compliant with the AQTF standards required to maintain the status of a RTO.
8. Student achievement and attendance data is reported accurately and in a timely manner to meet the requirements of relevant governing bodies.
9. VET and WPL programs are managed within budget.

SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

1. Demonstrated considerable knowledge and competency in the industry, vocation or professional field relevant to this position.
2. Demonstrated knowledge and understanding of the National Skills Framework, including Training Packages, Australian Qualifications Framework, AQTF, Recognition of Prior Learning and competency-based training and assessment.
3. Demonstrated ability to design and prepare training programs and assessment materials to a high standard.

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4. Demonstrated well developed written and verbal communication skills, including the ability to establish and maintain effective working relationships with a broad range of internal and external stakeholders, including young people.
5. Demonstrated well developed initiative and organisational skills and the ability to work autonomously and collaboratively as a member of a team.

ELIGIBILITY

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

Employees will be required to:

- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 12 March 2018
TRIM REF # D18/0104374