



## Vocational Training and Education (VET)/Workplace Learning (WPL) Coordinator

Ellenbrook Secondary College

<b>Position number</b>	00047557
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2024</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Ellenbrook Secondary College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Coordinate and support VET/WPL program operations.
- Assist in the selection and induction of students in the VET/WPL program.
- Locate appropriate industry placements/activity providers for students.
- Conduct site checks and meetings with prospective employers.
- Assist in the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Visit and monitor students on work placement, including checking student logbooks for satisfactory completion and working hours.
- Assist in developing and introducing systems and strategies that provide a responsive and effective support service in relation to the College's VET/WPL program.
- Liaise with key stakeholders including staff, Registered Training Organisations (RTOs), industry and work representatives, parents, students and other parties on VET/WPL matters, including attendance and behavioural issues.
- Maintain the VET/WPL database and assist with the preparation and management of the budget.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in meetings between the College, other schools, workplaces and RTOs, as required.
- Respond to enquiries from the community, industry members and parents regarding the VET/WPL program.

## Selection criteria

1. Demonstrated knowledge of Vocational Education and Training and/or Workplace Learning programs and the ability to facilitate school/industry partnerships.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. 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.
4. Demonstrated well developed interpersonal skills, including the ability to work autonomously and collaboratively in a team environment.

## Eligibility and training requirements

Employees will be required to:

- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit prior to commencement of employment
- obtain or hold a current Working with Children Check
- obtain or hold a valid Western Australian Driver's Licence
- complete the Department's induction program within 3 months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within 6 months of appointment and every 3 years thereafter
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

## Certification

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

## ENDORSED

Date            23 September 2025  
Reference    D25/0985708