



Experiential Learning Support Officer

John Tonkin College

Position number	00047836
Agreement	Public Sector CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Business Operations (Level 6)
Direct reports	Nil

Context

Information about John Tonkin College is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Support the establishment and operations of the Structured Workplace Learning program and operation of the Big Picture program.
- Assist in locating appropriate industry placements and internships for students.
- Conduct site checks and meeting with prospective employers.
- Support the provision of selection, training and induction of students for the workplace, the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Monitor the budget for the program.
- Undertake the relevant paperwork and prepares relevant correspondence.
- Maintain the program's database at the direction of the Manager Business Operations.
- Promote the Department's ethos and purpose and to respond to inquiries from community members and parents concerning its curriculum policies and operations.

Selection criteria

1. Demonstrated skills in developing, implementing and evaluating Workplace Learning programs.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.

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 the commencement of employment
- obtain or hold a current Working with Children Check
- hold a valid Western Australian Drivers Licence
- obtain or hold a current White Card
- 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 17 November 2025
Reference D25/1219038