



## Vocational Education and Training and Workplace Learning Support Officer

Leeming Senior High School

<b>Position number</b>	00047902
<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>	Program Coordinator - Pathways and Transition Manager (School Administrator Level 3)
<b>Direct reports</b>	Nil

### Context

Information about Leeming Senior High School 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

- Support the establishment and operations of the school's Vocational Education and Training (VET)/Workplace Learning WPL program, including developing and maintaining program documentation, support material and procedures manual.
- Consider students' skills and abilities to identify pathways for employment or activities other than employment.
- Assist in the selection and induction of students in the VET and Workplace Learning programs.
- Liaise with key stakeholders, including school personnel, Registered Training Organisation's (RTOs) industry and parents and students, on attendance/behavioural issues and refer these to Program Coordinator.
- In conjunction with the Program Coordinator, source VET programs and tailored individual programs.
- Assist in locating appropriate industry placements 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.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.

- Undertake relevant administrative requirements, including monitoring the Workplace Learning Program budget and maintaining the Workplace Learning Program database.
- Respond to enquiries from community, industry members and parents regarding the VET and Workplace Learning programs
- Promote the Department's ethos and purpose.

### Selection criteria

1. Demonstrated knowledge and understanding of workplace learning outcomes and contexts with the ability to induct employers, staff and students on workplace learning procedures.
2. Demonstrated experience in developing, implementing, evaluating and reporting on suitable programs for students in acquiring work skills and/or accessing recreational activities.
3. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
5. Demonstrated initiative and sound organisational skills, including the ability to plan and coordinate activities.

### 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 White Card
- hold a current and valid 'C' 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 17 December 2025  
Reference D25/1243712