



Workplace Learning and Vocational Education and Training Support Officer

Lynwood Senior High School

Position number	00048339
Agreement	Department of Education (School Support Officers) CSA Agreement 2024 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Lynwood Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Support the Futures team in establishing and operating the school's Vocational Education and Training (VET)/Workplace Learning (WPL) program, including developing and maintaining program documentation, support material and procedures manual.
- In collaboration with the Futures team, consider students' skills and abilities to identify pathways for employment or activities other than employment.
- In conjunction with the Futures team, source VET programs and tailor individual programs.
- Assist in locating appropriate industry placements for students.
- Conduct site checks and meetings with prospective employers.
- Assist in the training and induction of students into the WPL program, induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Monitor student work placement progress, including visiting workplace and monitoring student logbooks for satisfactory completion and working hours.
- Evaluate enrolment and completion data and provide reports to the School Administration team.
- Provide operational support in the development, implementation and management of career development events, including Career Week activities.
- Undertake administrative requirements, maintain the WPL program database and prepare correspondence.

- 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 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
- 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 27 May 2026
Reference D26/0434463