

Vocational Education and Training and Workplace Learning Coordinator

Baldivis Secondary College

Position number	00039421
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017
Classification	Level 4
Reports to	Deputy Principal (Administrator Level 4)
Direct reports	Nil

Context

Baldivis Secondary College has a broad curriculum based on the Australian Curriculum and an Information Technology rich teaching and learning environment.

The College facilities are state-of-the-art and designed to provide the best learning environments for students and staff. New and innovative designs and resources allow for dynamic interaction amongst community members and meet the needs and interests of all.

The College is an integral part of the Baldivis community and is constantly looking for ways to enhance partnerships and links with local community as well as the wider community. The College works collaboratively with local Primary Schools, Murdoch University, TAFE, local business and industry and local community organisations

Visit Baldivis Secondary College <http://www.det.wa.edu.au/schoolsonline/home.do> and enter Baldivis Secondary College in the *Find a School* field.

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

Key responsibilities

- coordinates the establishment and operations of the school's VET/WPL program, including establishing new work placements
- locates suitable work placement sites and undertakes quality assurance processes
- inducts industry representatives with the WPL program processes, as required
- undertakes selection, training, induction and monitoring of students in the VET/WPL program, including providing a work readiness program
- administers and monitors the VET/WPL program budget
- maintains the VET/WPL program database
- prepares relevant VET/WPL documentation
- evaluates the VET/WPL program and provides reports for submission to senior management
- responds to inquiries from community members and parents concerning the VET/WPL program
- establishes and maintains partnerships with employers, agencies and Registered Training Organisations (RTOs).

Selection criteria

1. Demonstrated skills and experience in developing, implementing and evaluating VET/WPL programs.
2. Demonstrated well developed written communication skills, including the ability to prepare reports.
3. Demonstrated well developed oral communication and interpersonal skills with the ability to liaise with individuals at all levels, facilitate school/industry partnerships and work in a collaborative team environment.
4. Demonstrated well developed organisational skills with the ability to meet deadlines and identify priorities.

Eligibility and training requirements

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 responsibilities and other requirements of the position.

ENDORSED

Date 21 February 2019
Reference D19/0072609