

## Western Workplace Learning Coordinator

Wanneroo Secondary College

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| <b>Position number</b> | 00033034   |
| <b>Agreement</b>       | <a href="#">Public Service and Government Officers CSA General Agreement 2017</a> (or as replaced) |
| <b>Classification</b>  | Level 5  |
| <b>Reports to</b>      | Manager, Corporate Services (Level 6)  |
| <b>Direct reports</b>  | Nil  |

### Context

Wanneroo Secondary College is an Independent Public School and has a highly committed teaching body and provides a wide range of subjects and courses in the eight learning areas. A diverse range of curriculum and extra curriculum activities is provided, including an ongoing commitment to strongly support pastoral care to promote and monitor student welfare.

The education program at Wanneroo Secondary College is built around our vision of Star in your Future - 'Dream, Believe, Learn and Succeed'. A safe environment is fostered in which each student can develop and staff work closely with parents to support and encourage their child to become a responsible citizen. The school ethos supports and enhances the values of the home. The progress of every student is closely monitored and a diverse range of excellent programs and initiatives are in place to ensure students can acquire the skills necessary to maximise their talents and potential.

The school has a proud history of academic achievement. It boasts a Beazley Medallist and regularly has students who receive subject prizes and Certificates of Excellence. Innovative curriculum programs enable the school to cater for the full range of student talents and ambitions. As well as catering for university bound students, Wanneroo Secondary College has well established links with TAFE and Industry Groups which provide students with access to apprenticeships and TAFE. These partnerships enrich student learning and assist them make the all important decisions about post-school options.

Information about Wanneroo 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 the establishment and operations of the Western Workplace Learning (WWL) program.
- Provide advice, information and support to staff and parents on WWL related matters.
- Lead the sourcing of suitable work placement sites for participating schools; ensuring work site suitability check and insurance paperwork for students are completed.
- Coordinate the induction of new work sites into the WWL program.
- Undertake selection and induction of student into the WWL program.
- Organise training sessions for students to complete required industry requirements.
- Monitor student progress in their workplace.
- Coordinate placement visit schedules to monitor student progress in their workplace and undertake visits for allocated schools.
- Coordinate and present at Parent Information nights.
- Develop and maintain resources for Parent Information nights.
- Prepare correspondence and reports related to WWL, including placement paperwork.
- Develop Memorandums of Understanding in collaboration with the Steering Committee Chairperson and School Coordinators.
- Develop WWL Service Agreements in collaboration with the Principal and Manager Corporate Services.
- Evaluate and analyse WWL program data and provide reports to the Steering Committee.
- Inform School Coordinators on industry fluctuations, new regulations and student requirements.
- Provide advice and support in the development of the best practice in curriculum development, planning and implementation in relation to systemic policy and Vocational Education and Training initiatives.
- Maintain databases and systems related to WWL and risk mitigation frameworks.
- Manage the WWL program budget.
- Supervise and train WWL staff, including managing and allocating workloads.
- Represent the WWL program on working parties and steering committee.
- Establish and maintain effective communication networks and working relationships with participating schools and industries.

## Selection criteria

1. Demonstrated considerable skills and experience in developing, implementing and evaluating programs that transition students from school to employment.
2. Demonstrated well developed written communication skills, including the ability to prepare reports.
3. Demonstrated highly developed oral communication and interpersonal skills with the ability to liaise with individuals at all levels and facilitate school/industry partnerships.
4. Demonstrated highly developed organisational skills with the ability to meet deadlines and identify priorities.

## Eligibility and training requirements

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three 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 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 17 October 2019  
Reference D19/0478959