

**DEPARTMENT OF EDUCATION WESTERN AUSTRALIA
JOB DESCRIPTION FORM**

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| Public Sector Management Act 1994 | Salaries Agreement/Award: Education Department Ministerial Officers Salaries, Allowances and Conditions Award 1983, School Support Officers (Government) General Agreement 2014 or as replaced | |
| Group: | Schools | Effective Date of Document 25 August 2017 |
| Region: | Education Regions | |
| School: | Schools | |

THIS POSITION

Title: Structured Workplace Learning Support Officer

Classification: Level 3

Position No: Generic

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal

LEVEL: Various

POSITION NUMBER: Various

TITLE: Structured Workplace Learning Coordinator

LEVEL: Various

POSITION NUMBER: Various

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|--|----------------|-------------|----------------|
| Structured Workplace Learning Support Officer | Level 3 | Generic | 25 August 2017 |

CONTEXT

The Department of Education is Western Australia's largest public sector employer with approximately 45,000 staff or one third of the Government workforce in around 800 worksites.

We provide a system of public schools in which our aim is to ensure that every school is a good school, every teacher is effective and every student is successful.

The Department's other key responsibilities include:

- regulation of non-government schools in accordance with Part 4 of the School Education Act 1999
- administration of state funding to non-government schools
- higher education policy and planning
- legislative reviews
- providing Secretariat services to the Teacher Registration Board of Western Australia, the Training Accreditation Council and the School Curriculum and Standards Authority.

The principles underpinning the Department's operations in Western Australia are:

- working collaboratively to achieve outcomes
- accepting responsibility and accountability for the achievement of outcomes
- enabling flexible, innovative and diverse work practices
- promoting confidence in the professional judgement of the Department's staff.

All Department actions are guided by four core values: Learning, Excellence, Equity and Care.

For further information, please visit: <https://www.education.wa.edu.au/web/our-organisation/home>

Further context about the particular school or college in which the vacancy is being advertised is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the school or college name in the *Find a School* field.

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ROLE

The Structured Workplace Learning Support Officer:

- supports the establishment and operations of the Structured Workplace Learning program
- evaluates enrolment and completion data and provides reports to the Structured Workplace Learning Coordinator
- assists in locating appropriate industry placements for students
- conducts site checks and meeting with prospective employers
- supports 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
- monitors student progress in the workplace, including checking student logbooks for satisfactory completion and working hours
- monitors the budget for the program
- undertakes the relevant paperwork and prepares relevant correspondence
- maintains the program's database at the direction of the Structured Workplace Learning Coordinator
- promotes the Department's ethos and purpose and to respond to inquiries from community members and parents concerning its curriculum policies and operations.

OUTCOMES

1. Successful implementation of Departmental policies and priorities in schools, particularly the VET initiative.
2. Evaluation of programs are carried out and reported to the Principal through the Structured Workplace Learning Coordinator.
3. Suitable industry placements are secured, the programs budget is effectively monitored and a data base is maintained.
4. Selection panels are conducted to select student participants.
5. Induction and training sessions are facilitated for students and industry trainers.
6. Students are monitored in the workplace to ensure the School Curriculum and Standards Authority requirements are met.

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SELECTION CRITERIA

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

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

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment; and
- obtain or hold a current Working with Children Check.

TRAINING

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 Accountability and Ethical Decision-Making within six months of appointment

CERTIFICATION

The details contained in this document are an accurate statement of the duties, responsibilities and other requirements of the position.

ENDORSED

DATE 25 August 2017
TRIM REF # D17/0357708