

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

Public Sector Management Act 1994	Salaries Agreement/Award: Education Department Ministerial Salaries, Allowances and Conditions Award 1983; School Support Officers (Government) General Agreement 2014 or as replaced
Division: Schools	Effective Date of Document 9 June 2016
Region: South Metropolitan Education Region	
School: Halls Head College	

THIS POSITION

Title: Training Pathways Support Officer

Classification: Level 3

Position No: 00036803

Positions under direct responsibility: Nil

REPORTING RELATIONSHIPS

TITLE: Principal
LEVEL: School Administrator Level 6
POSITION NUMBER: 00014434

TITLE: Manager Corporate Services
LEVEL: 5
POSITION NUMBER: 00014881

This position and the positions of:

Title	Level	Position No.
Various		

TITLE Training Pathways Support Officer	CLASSIFICATION Level 3	POSITION NO 00036803	EFFECTIVE DATE 9 June 2016
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CONTEXT

The Department of Education is Western Australia's largest employer with approximately one third of the Government workforce in some 800 worksites across the State. The Department's annual budget is approximately \$4.5 billion.

The major objectives of the Department are to achieve excellence in the public school system and to provide access for all Western Australian students to a quality education irrespective of their background or geographical location.

The Department is committed to achieving these objectives by:

- attracting and retaining a highly skilled and capable workforce
- supporting all learners to achieve their full potential, including those with special educational needs and interests
- ensuring all public schools maintain excellence in the quality of education and the teaching and learning environment.

The principles underpinning the Department's objectives for the public school system 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.

The Department operates within a framework of principles and values that are applied in all decision-making contexts. These are:

- a culture of learning and excellence
- an expectation of accountability and action
- a commitment to partnerships, professional collaboration and stakeholder involvement
- an environment in which diversity, care and equity are valued.

Further context about Halls Head College is available on the Department's website. Please visit <http://www.det.wa.edu.au/schoolsonline/home.do> and enter the College name in the *Find a School* field.

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ROLE

The Training Pathways Support Officer:

- assists in the operations of the Vocational Education and Training (VET)/Work Place Learning (WPL) program
- assists in developing and introducing systems and strategies which provide a responsive and effective support service in relation to the College's VET/WPL Program
- evaluates enrolment and completion data and provides relevant reports
- assists in the selection and induction of students in the VET/WPL program
- locates appropriate industry placements/activity providers for students and conducts site checks and meetings with prospective employers
- liaises with key stakeholders including College personnel, Registered Training Organisation's (RTOs), industry and parents and students on attendance / behavioural issues
- maintains the VET/WPL database and reporting requirements
- prepares correspondence, documentation and presentations, including recording students' progress and compiling reports
- participates in meetings between the College, other schools and RTOs, as required
- responds to enquiries from community, industry members and parents regarding the VET/WPL program
- provides clerical support as required by the Training Pathways team.

OUTCOMES

1. Successful implementation of Departmental policies and priorities, particularly the VET program, is undertaken by the School.
2. Suitable industry placements are secured and the VET/WPL database is maintained.
3. Effective liaison is undertaken to ensure School Curriculum and Standards Authority requirements are met.
4. Effective support is provided to assist in the evaluation of the school's VET/WPL program.
5. Effective partnerships are established and maintained with employers, agencies and RTOs.
6. A positive image of the College's VET/WPL program is promoted to the community via liaison with relevant stakeholders.

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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 knowledge and understanding of Vocational Education and Training and Work Place Learning programs and the ability to facilitate school/industry partnerships.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated well developed written and verbal communication skills, including the ability to establish and maintain effective working relationships with a broad range of internal and external stakeholders.
4. Demonstrated well developed interpersonal skills including the ability to work autonomously and collaboratively in a team environment.

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 Accountable 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 9 June 2016
HPRM REF # D16/0359789