

Workplace Learning Program Officer

Melville Senior High School

Position number	00035349
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 , or as replaced.
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil.

Context

Information about Melville Senior High School can be found by visiting [Schools Online](#)

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

Key responsibilities

- Supports the operations of the Workplace Learning program.
- Assists in locating and quality assuring appropriate industry placements for students.
- Conducts site checks and meets with prospective employers.
- Monitors student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Assists in the development of documents related to the program in alignment with Department protocols.
- Maintains the program's database and record system.
- Supports the selection, training and induction of students for the workplace, the induction of workplace supervisors and fostering networks for workplace teachers and assessors.
- Undertakes student-related activities such as providing limited career information; and collation of student documentation relevant to the Vocational Education and Training (VET) area.
- Assists the Post School Transition and VET Coordinator in analysing VET data.

Selection criteria

1. Demonstrated knowledge and understanding of workplace learning outcomes and contexts with the ability to induct employers and students on workplace learning procedures and requirements.
2. Demonstrated initiative and sound organisational skills with the ability to work independently to achieve planned outcomes within agreed timeframes.
3. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated sound written, verbal and interpersonal communication skills with the ability to deal with individuals at all levels and work cooperatively with a broad range of people.

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 13 December 2019
Reference D19/0544278