

Vocational Education and Training (VET) and Workplace Learning Support Officer

Harrisdale Senior High School

Position number	00040160
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced.
Classification	Level 3.
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil.

Context

Further information about Harrisdale Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Support the establishment and operations of the college's VET/Workplace Learning program, including developing and maintaining program documentation, support material and procedures manual.
- Consider students' skills and abilities to identify pathways for employment or activities other than employment.
- In conjunction with the Program Coordinator, source VET programs and tailored individual programs.
- Assist in locating and securing appropriate industry placements for students.
- Conduct site checks and meetings with prospective employers.
- Assist in the training and induction of students into the Workplace Learning program, induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Evaluate enrolment and completion data and provide reports to the School Administration team.
- Undertake relevant administrative requirements, including monitoring the Workplace Learning Program budget, maintaining the Workplace Learning Program database and preparing relevant correspondence.

- Promote the Department's ethos and purpose and to respond to inquiries from community members and parents concerning its curriculum policies and operations.

Selection criteria

1. Demonstrated knowledge and understanding of workplace learning outcomes and contexts with the ability to induct employers, staff and students on workplace learning procedures.
2. Demonstrated experience in developing, implementing, evaluating and reporting on suitable programs for students in acquiring work skills and/or accessing recreational activities.
3. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
5. Demonstrated initiative and sound organisational skills, including the ability to plan and coordinate activities.

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 23 December 2019
Reference D19/0588688