



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

Applecross Senior High School

Position number	00040168
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

Applecross Senior High School embraces a tradition of excellence and maintains a reputation for high academic, and cultural achievements for secondary students in Years 7 to 12. The school offers programs in Visual Arts (Gifted and Talented) and elite Tennis (Specialist Program) plus Academic Extension programs. The Academic Extension Program provides special classes for students who have been selected on the basis of their performance. Students in the Program are offered a wide range of rich learning experiences and are required to complete more in depth studies to develop high level skills and competencies to become independent learners. Whilst a large number of our students choose university bound courses, we also provide a range of options for all students with a developed culture that values certificate vocational courses, and extensive learning beyond the classroom.

The corporate culture at Applecross Senior High School is collaborative and dynamic and leads operational enhancement, financial planning, strategic budgeting and ensures our built environment continues to be a well-resourced, well maintained and engaging context for teaching and learning that has impact.

The VET and WPL Support Officer provides operational support to the School's Manager of Vocational Pathways. Applecross Senior High School has over 160 experienced and committed staff dedicated to educating more than 1600 students. With a recently occupied Applecross Learning Hub dedicated to the senior schools, and a well-established middle school, the college is endowed with state of the art facilities across an extensive beautiful landscaped campus.

Further information is available on [Schools Online](#) and the school's website <http://www.applecross.wa.edu.au/>

Key responsibilities

- Coordinate the operations of the Vocational programs and Workplace Learning.
- Assist in developing and introducing systems and strategies which provide a responsive and effective support service in relation to the School's Vocational and Workplace Learning Programs.
- Assist in the selection and induction of students in the Vocational and Workplace Learning programs, and the induction and training of workplace supervisors.
- Identifies pathways for employment or activities other than employment according to students' skills and abilities.
- Source VET programs and tailored individual programs in conjunction with the VET Manager,
- Locate appropriate industry placements/activity providers for students and conduct site checks and meetings with prospective employers and Registered Training Organisations.
- Visit and monitor students on work placement in alignment with the Department's Workplace Learning for Public Schools Procedures, including checking student logbooks for satisfactory completion and working hours.
- Liaise with key stakeholders including school personnel, Registered Training Organisations (RTOs), industry, parents and students on attendance/behavioural issues and refers to Manager of Vocational Pathways.
- Maintain the Vocational and Workplace Learning database and assist with the preparation of the Vocational and Workplace Learning budget.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in Workplace Learning regional network meetings between the school and other schools as required.
- Respond to enquiries from community, industry members and parents regarding the Vocational and Workplace Learning programs.
- Evaluate enrolment and completion data and provides reports to the School Administration team.

Selection criteria

1. Demonstrated knowledge of Vocational and Workplace 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 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 07 January 2020
Reference D20/0006747