



Vocational Education and Training and Workplace Learning Coordinator

Manea Senior College

Position number	00035380
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 4
Reports to	Deputy Principal (Administrator Level 4)
Direct reports	Nil

Manea Senior College is the only college specialising in senior school aged students in the south west of Western Australia. The College is co-located with Edith Cowan University South West Campus and the South Regional TAFE, providing our students with the opportunity to combine their WA Certificate of Education (WACE) programs with certificate qualifications and access TAFE and university facilities across the Education Precinct.

Our learning environment is specialised for young adults and built on the foundations of strong relationships, mutual trust, respect, support and individual accountability. The College operates under a young adult, work related environment where relationships are built using a first name basis. All students are regarded as, and interact with staff as young adults and have our trust and respect

At MSC our staff are dedicated with strong knowledge and relationship building skills to provide an educational journey for our students that enables their success in Years 11 and 12 whilst simultaneously preparing them for life as adults.

The College seeks to facilitate effective community partnerships, including close links with local industry, to provide an environment to engage students in vocational learning. Staff support our commitment to a seamless transition from senior school education to further education, training, employment and lifelong learning for Manea students.

Visit Manea Senior College <http://www.det.wa.edu.au/schoolsonline/home.do> and enter Manea Senior College in the *Find a School* field.

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

Key responsibilities

- coordinates the establishment and operations of the school's VET/WPL program, including establishing new work placements
- locates suitable work placement sites and undertakes quality assurance processes
- inducts industry representatives with the WPL program processes, as required
- undertakes selection, training, induction and monitoring of students in the VET/WPL program, including providing a work readiness program
- administers and monitors the VET/WPL program budget
- maintains the VET/WPL program database
- prepares relevant VET/WPL documentation
- evaluates the VET/WPL program and provides reports for submission to senior management
- responds to inquiries from community members and parents concerning the VET/WPL program
- establishes and maintains partnerships with employers, agencies and Registered Training Organisations (RTOs).

Selection criteria

1. Demonstrated skills and experience in developing, implementing and evaluating VET/WPL programs.
2. Demonstrated well developed written communication skills, including the ability to prepare reports.
3. Demonstrated well developed oral communication and interpersonal skills with the ability to liaise with individuals at all levels, facilitate school/industry partnerships and work in a collaborative team environment.
4. Demonstrated well developed organisational skills with the ability to meet deadlines and identify priorities.

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 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; 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 responsibilities and other requirements of the position.

ENDORSED

Date 14 October 2020
Reference D20/0517616