



## Senior Placement Liaison Officer

Wanneroo Secondary College

<b>Position number</b>	00033033
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 3
<b>Reports to</b>	Western Workplace Learning Coordinator (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Wanneroo Secondary College is available on [Schools Online](#). Further information is available at: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Support the establishment and operations of the Western Workplace Learning program.
- Evaluate enrolment and completion data and provide reports to the Western Workplace Learning Coordinator.
- Assist in locating appropriate industry placements for students.
- Conduct site checks and meeting with prospective employers.
- Support the provision of selection, training and induction of students for the workplace, the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Attend Schools to promote and provide information on workplace learning programs.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Monitor the budget for the program.
- Undertake the relevant paperwork and prepare relevant correspondence.
- Undertake checks to ensure currency of relevant insurance and that safety provisions and other clearance and industry requirements are met by employers, students and the school.
- Case manage accidents and incidents in line with Departmental health and safety guides as required.
- Maintain the program's database at the direction of the Western Workplace Learning Coordinator.
- Promote the Department's ethos and purpose and respond to enquiries from community members and parents concerning curriculum policies and operations.

## Selection criteria

1. Demonstrated skills in developing, implementing and evaluating Workplace Learning programs.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.

## Eligibility and training requirements

Employees will be required to:

- hold a current 'C' or 'C.A.' class drivers' licence
- hold or obtain a valid White Card
- 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            2 November 2020  
Reference    D20/0557155