

## Coordinator Vocational Education and Workplace Learning

Fitzroy Valley District High School

<b>Position number</b>	00041036
<b>Agreement</b>	Department of Education (School Support Officers) CSA General Agreement 2019, or as replaced
<b>Classification</b>	Level 4
<b>Reports to</b>	Deputy Principal (ADMIN 3)
<b>Direct reports</b>	Nil

### Context

Information Fitzroy Valley District High School is available on [Schools Online](#).

For more information about the Department of Education please visit: [education.wa.edu.au](http://education.wa.edu.au).

### Key responsibilities

- Coordinate and develop the operations of Vocational Education and Training (VET) and Workplace Learning (WPL) programs from end-to-end, including student selection, induction, auspicing arrangements and sourcing appropriate industry placements, activities for students and conducting site checks and meetings with prospective employers.
- Implement Departmental policies and priorities relating to VET and WPL.
- Develop operational risk and VET/WPL plans for learning areas and facilitates professional development and career counselling.
- Prepare and coordinate the VET budget including procuring equipment, sourcing funding and reporting.
- Provide assistance and support to the Deputy Principal and Principal with evaluation and reporting requirements of VET/WPL program.
- Develop and maintain strong industry working relationships within the School, community, industry, RTOs and with families in relation to VET/WPL programs.
- Collaborate with Registered Training Organisations (RTO) in developing partnership agreements, ensure compliance with Australian Quality Training Framework (AQTF) legislation and keep up-to-date on VET related industry changes.

- Monitor student behaviour and performance in collaboration with relevant School staff, RTOs, employers and parents, initiates remedial action where required, and provides regular reports on individual student progress.
- Coordinate and initiate VET/WPL related professional development for School staff, including AQTF, continuous improvement and skills matrices.
- Facilitate and maintain the integrity and currency of VET/WPL plans, documentation and workplace management plans, including maintenance of the School's VET/WPL database.
- Represent the School at committee meetings, interviews and other forums as required.

### **Selection criteria**

1. Demonstrated knowledge of VET and WPL programs and the ability to facilitate school/industry partnerships.
2. Demonstrated organisational and planning skills and well developed computer skills, including databases, spreadsheets and word processing.
3. Demonstrated well developed written and verbal communication skills, including the ability to establish, influence 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:

- 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            14 December 2020  
Reference    D20/0646997