

Workplace Learning Coordinator

Greenwood College

Position number	00040522
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Greenwood College's ethos and purpose is a statement of values, attitudes and behaviours which promote the culture desired for the college. This encourages team work to achieve its mission. The college community is committed to promoting equity, excellence and relevance in the education of every student; to encouraging mutual respect, trust and recognition of individual worth; to developing students' self-esteem and a rational and confident belief in their own potential; to encouraging the concept of all people working together cooperatively for the good of society and self, without discrimination; to continuing to improve communication within the college and the community it serves; to providing students with a caring and courteous learning environment; and, to continuing to foster the notion of participative decision-making throughout the college community.

Further context about Greenwood College is available on [Schools Online](#), or visit our school website at www.greenwood.wa.edu.au.

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

Key responsibilities

- Coordinate Vocational Education and Training (VET)/Work Place Learning (WPL) program operations.
- Assist in the selection and induction of students in the VET/WPL program.
- Locate appropriate industry placements/activity providers for students.
- Conduct site checks and meetings with prospective employers.
- Assist in developing and introducing systems and strategies that provide a responsive and effective support service in relation to the College's VET/WPL Program.

- Liaise with key stakeholders including College personnel, Registered Training Organisations (RTOs), industry, parents and students on attendance and behavioural issues.
- Maintain the VET/WPL database and assist with the preparation and management of the budget.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in meetings between the College, other schools and RTOs, as required.
- Respond to enquiries from community, industry members and parents regarding the VET/WPL program.

Selection criteria

1. Demonstrated knowledge of Vocational Education and Training 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 23 June 2020
Reference D20/0330333