



Workplace Learning Coordinator

Australind Senior High School

Position number	00028402
Agreement	Department of Education (School Support Officers) CSA General Agreement 2019 , or as replaced.
Classification	Level 3
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Australind Senior High School has a proud history of academic, sporting and individual achievement. As an Independent Public School, the school looks to the future with energy and is determined to continue to provide students with a world class education and memories of a nurturing, exciting school experience. The school community is strongly connected to the stunning aquatic environment, willing to embrace technology as they forge ahead. They continue to support a tradition of high behaviour standards, pastoral care and strong family values. As an Independent Public School, the school carefully selects the highest quality teaching staff to ensure students achieve their potential.

Further information about Australind Senior High School is available on [Schools Online](#).

For information about the Department of Education please visit education.wa.edu.au.

Key responsibilities

- Support the establishment and operations of the Workplace Learning Program.
- Identify pathways for employment or activities other than employment.
- Source Vocational Education and Training (VET) programs and tailor individual programs.
- Assist in locating appropriate industry placements/activity providers for students and conduct site checks and meeting with prospective employers.
- Liaise with employers and relevant workers on duty of care requirements.
- Deliver presentations to parents and staff on the Workplace Learning Program.
- Induct students and employers into the Workplace Learning Program.
- 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.

- Monitor the Workplace Learning Program budget and maintain the Workplace Learning Program database.
- Evaluate enrolment and completion data and provide reports to senior management.
- Promote the school's Workplace Learning Program within the community.
- Undertake relevant paperwork and prepare relevant correspondence.
- Assist in maintaining the school's Registered Training Organisation status.

Selection criteria

1. Demonstrated experience in developing, implementing and evaluating suitable programs for students acquiring life skills and/or accessing recreational activities.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated well developed written, oral and interpersonal communication skills with the ability to establish and maintain effective working relationships.
4. Demonstrated well developed organisational skills including the ability to meet deadlines and identify priorities.
5. Demonstrated well developed problem solving skills, including the ability to identify appropriate solutions.

Eligibility and training requirements

Employees will be required to:

- obtain or hold 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 22 October 2021
Reference D21/0566119