



Vocational Education and Training (VET) and Workplace Learning (WPL) Officer

John Forrest Secondary College

Position number	00036040
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

John Forrest Secondary College offers an award winning, vibrant and dynamic learning experience for students. Celebrating fifty years of excellence in education in 2012, the College continues to build opportunity for personal development and academic achievement toward university entry, further education, traineeships, apprenticeships and workplace training. Investment in improved facilities, information technology and resources, together with quality teaching, have fostered a culture of achievement and success with recent acknowledgement of student achievement and quality programs.

As an Independent Public School, John Forrest Secondary College is committed to developing excellent learning experiences through quality staff, resources, facilities and diverse education and training.

Working within our Vocational Education and Training (VET) team, the VET and Workplace Learning (WPL) Support Officer will have the ability to support students in the workplace, conduct workplace visits during school terms and school holiday periods as required and secure placements with existing and new workplace partners.

Further Information about John Forrest Secondary College is available on Schools Online.

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

Key responsibilities

- Support the operations of the Vocational Education and Training (VET) and Workplace Learning Programs (WPL) including maintaining program documentation and procedures and support material.
- Assist in maintaining systems and strategies which provide a responsive and effective support service in relation to the College's VET and WPL Programs.
- Assist in the selection and induction of students in the Vocational and Workplace Learning Programs.
- Assist in the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- In conjunction with the Program Coordinator Career and Vocational Education (CAVE), source and identify VET programs and tailored individual programs and pathways for employment or activities other than employment according to students' skills and abilities.
- Locate appropriate industry placements/activity providers for students and conduct site checks and meetings with prospective employers and/or Registered Training Organisations (RTO) as required.
- 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.
- Liaise with key stakeholders including Department of Education personnel, RTO, industry, parents and students on attendance/behavioural issues and refer these to Program Coordinator CAVE.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Respond to enquiries from community, industry members and parents regarding the Vocational and Workplace Learning programs.
- Undertake relevant administration duties, including maintaining Vocational and Workplace Learning databases, assist with managing the Vocational and Workplace Learning budgets, and prepare agenda and minutes for meetings.

Selection criteria

1. Demonstrated knowledge and understanding of Workplace Learning programs and contexts with ability to induct employers, staff and students on workplace learning procedures.
2. Demonstrated knowledge of Vocational programs and ability to facilitate college/industry partnerships.
3. Demonstrated experience in developing, implementing, evaluating and reporting on suitable Vocational programs for students.
4. Demonstrated sound written, oral and interpersonal communication skills with ability to establish and maintain effective relationships with staff, students, employers and parents.
5. Demonstrated initiative and sound organisational skills with ability to initiate, plan and coordinate activities and work collaboratively and autonomously in a team environment.
6. Demonstrated sound keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

Eligibility and training requirements

Employees will be required to:

- hold a current Western Australian 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 4 November 2021
Reference D21/0632376