



## Vocational Education and Training Coordinator

### Coodanup College

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|------------------------|---|
| <b>Position number</b> | 00042112  |
| <b>Agreement</b>       | <a href="#">Department of Education (School Support Officers) CSA Agreement 2019</a> or as replaced |
| <b>Classification</b>  | Level 5   |
| <b>Reports to</b>      | Principal (School Administrator Level 6)  |
| <b>Direct reports</b>  | Nil   |

### Context

Information about the context of Coodanup College is available on [Schools Online](#).

Visit [education.wa.edu.au](http://education.wa.edu.au) to find out more information about the Department of Education.

### Key responsibilities

- Develop and establish quality and innovative Vocational Education and Training (VET) programs whilst enabling students to achieve Western Australian Certificate of Education (WACE).
- Strengthen the link between industry, other schools and community agencies.
- Promote apprenticeship and traineeship pathways.
- Develop lower school programs that focus on students' future employment and education opportunities and support teachers to implement these programs.
- Implement strategies to enhance the quality and reputation of VET in Schools programs.
- Develop programs to meet local skill shortage needs.
- Develop targeted VET programs for a variety of student groups including educationally disadvantaged, Indigenous students and students with disability and students at risk of disengaging.
- Monitor and maintain the school's Registered Training Organisation (RTO) compliance requirements and keep abreast of changes.
- Engage and mentor students in training and assessment processes, ensuring students are fully aware of course requirements, timelines and resources.
- Maintain and continuously improve delivery and assessment materials in accordance with Australian Quality Training Framework (AQTF) standards, Training Package guidelines and updates, and Department standards.
- Establish and maintain relationships with key stakeholders including school personnel, RTOs, industry, parents and students in relation to the school's VET and Workplace Learning (WPL) programs.

## Selection criteria

1. Demonstrated considerable knowledge and competency in the industry, vocation or professional field relevant to this position.
2. Demonstrated knowledge and understanding of the National Skills Framework, including Training Packages, Australian Qualifications Framework, AQTF, Recognition of Prior Learning and competency-based training and assessment.
3. Demonstrated ability to design and prepare training programs and assessment materials to a high standard.
4. 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, including young people.
5. Demonstrated well developed initiative and organisational skills and the ability to work autonomously and collaboratively as a member of a team.

## 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            21 December 2021  
Reference    D21/0801441