



Vocational Education and Training and Workplace Learning Coordinator

Melville Senior High School

Position number	00041926
Agreement	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Melville Senior High School is available on [Schools Online](#).

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

Key responsibilities

- Coordinate the establishment and operations of the school's Vocational Education and Training (VET)/Workplace Learning (WPL) program, including establishing new work placements.
- Locate suitable work placement sites and undertakes quality assurance processes.
- Induct industry representatives with the WPL program processes, as required.
- Undertake selection, training, induction and monitoring of students in the VET/WPL program, including providing a work readiness program.
- Administer and monitor the VET/WPL program budget.
- Maintain the VET/WPL program database.
- Prepare relevant VET/WPL documentation.
- Evaluate the VET/WPL program and provides reports for submission to senior management.
- Respond to inquiries from community members and parents concerning the VET/WPL program.
- Establish and maintain partnerships with employers, agencies and Registered Training Organisations (RTO).
- Assist students' transition into viable post-school pathways through Secondary Graduation or out-of-school programs.

- Develop and introduce strategies to provide a responsive and effective support service in relation to the school's VET/WPL program.

Selection criteria

1. Demonstrated skills and experience in developing, implementing and evaluating VET/WPL programs.
2. Demonstrated well developed written communication skills, including the ability to prepare reports.
3. Demonstrated well developed oral communication and interpersonal skills with the ability to liaise with individuals at all levels, facilitate school/industry partnerships and work in a collaborative team environment.
4. Demonstrated well developed organisational skills with the ability to meet deadlines and identify priorities.

Eligibility and training requirements

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a Working with Children Check
- obtain or hold a White Card
- complete the Department's induction program within three months of commencement;
- complete any training specific to this role required by Departmental policy; and
- 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 2 November 2021
Reference D21/0628253