



Workplace Learning Officer

Manjimup Senior High School

Position number	00039129
Agreement	Department of Education (School Support Officers) CSA General Agreement 2021, or as replaced.
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

Information about Manjimup 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 (WPL) program.
- Induct students into the WPL program.
- Locate appropriate industry placements for students and conduct inductions and Pre-Placement visits, as required.
- Generate WPL documentation in alignment with the Department's Workplace Learning for Public Schools Procedures.
- 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.
- Maintain the WPL database in Reporting to Parents.
- Promote the school's Workplace Learning Program within the community and respond to enquiries from the community, industry members and parents regarding the WPL program.

Selection criteria

1. Demonstrated experience in developing, implementing and evaluating suitable programs for students acquiring life skills and/or skills accessing activities within a workplace environment.
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 with a broad range of internal and external stakeholders.
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 a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- obtain or hold a valid Western Australian Driver's Licence
- obtain or hold a valid 'White Card'
- complete the Department's induction program within 3 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 6 months of appointment
- complete the Department's Aboriginal and Torres Strait Islander cultural awareness online course within 3 months of commencement.

Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

ENDORSED

Date 21 March 2023
Reference D23/0983467