

## Principal Consultant - Vocational Education and Training (VET) Programs and Data

<b>Position number</b>	00026649
<b>Agreement</b>	<a href="#">Public Sector CSA General Agreement 2019</a> (or as replaced)
<b>Classification</b>	Level 7
<b>Reports to</b>	Manager – Programs and Data (Level 8)
<b>Direct reports</b>	Nil

### Context

The School Curriculum and Standards Division provides administrative and secretariat services for, and implements the decisions of the School Curriculum and Standards Authority (the Authority). The Authority provides quality curriculum, assessment and standards to enable all Western Australian students to become confident, creative learners and active, informed citizens who contribute positively to society.

The Examinations, Certification and Testing (ECT) Directorate is responsible for:

- implementing the logistics for the delivery of Australian Tertiary Admission Rank (ATAR) course examinations
- implementing the logistics for the delivery of Externally Set Tasks (EST)
- developing and maintaining strategies to acknowledge student performance including the development of online exam structures
- designing, implementing and evaluating educational measurement activities in Years 11 and 12, including the moderation of external assessment activities
- implementing the logistics for the delivery of National Assessment Program - Literacy and Numeracy (NAPLAN) across Western Australia
- designing, developing and analysing tests, and implementing the logistics for the delivery of the literacy and numeracy assessments of the Online Literacy Numeracy Assessment (OLNA)
- ensuring that data is of the highest integrity and that it is collected, assured, analysed and reported within all required timelines
- ensuring that there is a strong interface between schools and the Authority for the purpose of data transferal
- managing all reporting requirements for the Authority and assuring the efficacy of any data reported to stakeholders.

Visit [scca.wa.edu.au](https://scca.wa.edu.au) to find out more information about the School Curriculum and Standards Authority

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

### Key responsibilities

- Manage the development, communication and implementation of Authority developed VET courses, VET recognition arrangements, projects/initiatives, programs and their review.
- Provide advice, correspondence, reports and briefings for the Minister, the Authority Board, education systems and sector, the Executive Director and Executive group and key stakeholders on VET related matters at both a state and national level.
- Liaise, consult and provide information and advice, as necessary, to education systems and sectors, registered training organisations and universities, government and non-government schools, teachers, parents groups, industry and community on matters relating to VET delivered to secondary students.
- Initiate the development, review and implementation of policy and procedures relating to VET recognition in the WACE including risk identification and mitigation.
- Undertake VET data analysis and quality assurance processes relating to WACE certification to minimise risk associated with the integrity of VET data in student and school records.
- Identify and coordinate system requirements to support certification and policy relating to VET recognition.
- Work strategically and collaboratively with staff across directorates as well as external stakeholder groups to provide information and advice on issues and matters relating to VET delivered to secondary students.
- Maintain effective records and relevant information databases in accordance with the Authority's record keeping policy
- Provide executive support as required for national, state and internal committees.

### Selection criteria

1. Demonstrated substantial knowledge of VET programs in the context of the WACE, Authority developed VET courses, VET recognition arrangements and workplace learning.
2. Demonstrated substantial project and program management skills, including the ability to implement processes to facilitate monitoring, reporting and successful delivery and objectives in a timely manner.
3. Demonstrated highly developed written communication and presentation skills.
4. Demonstrated ability to provide leadership and work collaboratively to manage a range of complex projects.
5. Demonstrated highly-developed communication and interpersonal skills, including experience in undertaking consultation, stakeholder engagement, collaboration and negotiation.

### 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 24 August 2020  
Reference D20/0433619