

## Workplace Learning Coordinator

Durham Road School

<b>Position number</b>	00043330
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2019 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Further information about Durham Road School 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

- Coordinate Vocational Education and Training (VET)/Work Place Learning (WPL) program operations.
- Assist in the selection and induction of students in the VET/WPL program.
- Locate appropriate industry placements/activity providers for students.
- Conduct site checks and meetings with prospective employers.
- Assist in developing and introducing systems and strategies that provide a responsive and effective support service in relation to the school's VET/WPL Program.
- Liaise with key stakeholders including school's personnel, Registered Training Organisations (RTOs), industry and parents and students on attendance and behavioural issues.
- Maintain the VET/WPL database and assists with the preparation and management of the budget.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in meetings between the school's, other schools and RTOs, as required.
- Respond to enquiries from community, industry members and parents regarding the VET/WPL program.

## **Selection criteria**

1. Demonstrated knowledge of Vocational Education and Training and Workplace Learning programs and the ability to facilitate school/industry partnerships.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. 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.
4. Demonstrated well developed interpersonal skills, including the ability to work autonomously and collaboratively in a team environment.

## **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 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            9 February 2023  
Reference    D23/0232290