

## Vocational Education and Training (VET) and Workplace Learning (WPL) Officer

Alkimos College

<b>Position number</b>	00044154
<b>Agreement</b>	<a href="#">Public Sector CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

### Context

Information about Alkimos 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

- Support the operations of the Vocational Education and Training (VET) and Workplace Learning Programs (WPL) including maintaining program documentation and procedures and support material.
- Assist in establishing and maintaining systems and strategies which provide a responsive and effective support service in relation to the College's VET and WPL Programs and pathway experiences/ events for Years 7-12.
- Establish a network of local businesses to provide Work Placements and process all relevant documentation for Work Placements.
- Assist in the selection and induction of students in the Vocational and Workplace Learning Programs.
- Assist in the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- In conjunction with the Program Coordinator - Pathways, source and identify VET programs and tailored individual programs and pathways for employment or activities other than employment according to students' skills and abilities.
- Locate appropriate industry placements/activity providers for students and conduct site checks and meetings with prospective employers and/or Registered Training Organisations (RTO) as required.

- 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.
- Liaise with key stakeholders including Department of Education personnel, RTO, industry, parents and students on attendance/behavioural issues and refer these to Program Coordinator Pathways.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Respond to enquiries from community, industry members and parents regarding the Vocational and Workplace Learning programs.
- Undertake relevant administration duties, including maintaining Vocational and Workplace Learning databases, assist with managing the Vocational and Workplace Learning budgets, and prepare agenda and minutes for meetings.
- Organise pathway events including career tasters and complete any related documentation.

### **Selection criteria**

1. Demonstrated knowledge and understanding of Workplace Learning programs and contexts with ability to induct employers, staff and students on workplace learning procedures.
2. Demonstrated knowledge of Vocational programs and ability to facilitate college/industry partnerships.
3. Demonstrated experience in developing, implementing, evaluating and reporting on suitable Vocational programs for students.
4. Demonstrated sound written, oral and interpersonal communication skills with ability to establish and maintain effective relationships with staff, students, employers and parents.
5. Demonstrated initiative and sound organisational skills with ability to initiate, plan and coordinate activities and work collaboratively and autonomously in a team environment.
6. Demonstrated sound keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.

### **Eligibility and training requirements**

Employees will be required to:

- hold a current Western Australian Drivers Licence
- hold or obtain a valid White Card
- consent to a Nationally Coordinated Criminal History Check and obtain a current Screening Clearance Number issued by the Department of Education's Screening Unit 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 six months of appointment and every 3 years thereafter
- 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 13 November 2023  
Reference D23/1808180