



## Training Pathways Support Officer Halls Head College

<b>Position number</b>	00036803
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA General Agreement 2017</a> (or as replaced)
<b>Classification</b>	Level 3.
<b>Reports to</b>	Manager Corporate Services (Level 5)
<b>Direct reports</b>	Nil

### Context

Information about Halls Head 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

- Assist in the operations of the Vocational Education and Training (VET)/Work Place Learning (WPL) program.
- Assist in developing and introducing systems and strategies which provide a responsive and effective support service in relation to the College's VET/WPL program.
- Evaluate enrolment and completion data and provides relevant reports.
- Assist in the selection and induction of students in the VET/WPL program.
- Locate appropriate industry placements/activity providers for students and conduct site checks and meetings with prospective employers.
- Liaise with key stakeholders including College personnel, Registered Training Organisation's (RTOs), industry and parents and students on attendance/behavioural issues.
- Maintain the VET/WPL database and reporting requirements.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in meetings between the College, other schools and RTOs, as required.
- Respond to enquiries from community, industry members and parents regarding the VET/WPL program.
- Provide clerical support as required by the Training Pathways team.

## Selection criteria

1. Demonstrated knowledge and understanding of Vocational Education and Training and Work Place 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 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            15 November 2019  
Reference    D19/0517752