



Workplace Learning Program Officer

Comet Bay College

Position number	00036044
Agreement	Public Service and Government Officers CSA General Agreement 2019 or as replaced
Classification	Level 3
Reports to	Principal (School Administrator Level 6)
Direct reports	Nil

Context

Further context about Comet Bay College is available on the Department's website. Please visit [Schools Online](#).

For further information, please visit: education.wa.edu.au

Key responsibilities

- Support the establishment and operations of the Workplace Learning program.
- Assist in locating and quality assuring appropriate industry placements for students.
- Conducts site checks and meets with prospective employers.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Assist in the development of documents related to the program in alignment with Departmental protocols.
- Maintain the program database and records system, ensuring accurate and timely input of data into the various school-based information management systems as required.
- Support the selection, training and induction of students for the workplace, the induction of workplace supervisors and fostering networks for workplace teachers and assessors.
- Undertake student-related activities such as providing career information, guidance, and collation of student pathway documentation relevant to the Vocational Education and Training (VET) and Career department.
- Enter VET data accurately and assist the VET Program Coordinator in analysing the data.
- Provide an effective support service to the VET department as required by the VET Program Coordinator or the Manager Corporate Services.

Selection criteria

1. Demonstrated knowledge and understanding of workplace learning outcomes and contexts with the ability to induct employers and students on workplace learning procedures and requirements.
2. Demonstrated initiative and sound organisational skills with the ability to work independently to achieve planned outcomes within agreed timeframes.
3. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated sound written, verbal and interpersonal communication skills with the ability to deal with individuals at all levels and work cooperatively with a broad range of people.

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 12 August 2020
Reference D20/0394931