



## Vocational Education and Training (VET) Coordinator

Dianella Secondary College

<b>Position number</b>	00043531
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2021 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 Dianella Secondary College is available on [Schools Online](#).

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

### Key responsibilities

- Coordinate the operations of the VET/Workplace Learning (WPL) program.
- 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 which provide a responsive and effective support service in relation to the college's VET/WPL Program.
- 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 assist with the preparation and management of the VET/WPL budget.
- Prepare correspondence, documentation and presentations, including compiling reports.
- 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.
- 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.

## Selection criteria

1. Demonstrated sound knowledge of the VET 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
- obtain or hold a valid Western Australian Driver's Licence
- obtain or hold a valid White Card
- 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 12 April 2023  
Reference D23/1098694