



## Workplace Learning and Vocational Education Training (VET) Support Officer Kent Street Senior High School

<b>Position number</b>	00043332
<b>Agreement</b>	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Program Coordinator VET (School Administrator Level 3)
<b>Direct reports</b>	Nil

### Context

Information about Kent Street Senior High 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

- Support the operations of the school's Workplace Learning/VET program, including developing and maintaining program documentation, support material and procedures manual.
- Consider students' skills and abilities to identify pathways for employment or activities other than employment.
- Assist in the selection and induction of students in the Workplace Learning/VET program.
- Liaise with key stakeholders, including school personnel, Registered Training Organisations (RTOs), industry, parents and students, on attendance/behavioural issues and refer these to Program Coordinator VET.
- Locate appropriate industry placements/activity providers for students.
- Conduct site checks and meetings with prospective employers and RTOs.
- 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.
- Prepare correspondence, documentation and presentations, including recording logbooks and students' progress and compiling reports.
- Undertake relevant administrative requirements, including monitoring the Workplace Learning Program budget and maintaining the Workplace Learning Program database.

- Respond to enquiries from community, industry members and parents regarding the Workplace Learning/VET program
- Promote the Department's ethos and purpose.

### **Selection criteria**

1. Demonstrated knowledge and understanding of workplace learning outcomes and contexts with the ability to induct employers, staff and students on workplace learning procedures.
2. Demonstrated experience in developing, implementing, evaluating and reporting on suitable programs for students in acquiring work skills and/or accessing recreational activities.
3. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
4. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
5. Demonstrated initiative and sound organisational skills, including the ability to plan and coordinate activities.

### **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
- hold or obtain a valid White Card
- hold or obtain a current Western Australian Driver's licence
- 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            15 February 2023  
Reference    D23/0119882