



Vocational Education and Training (VET) and Workplace Learning (WPL) Coordinator

Australind Senior High School

Position number	00044693
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 4
Reports to	Manager Corporate Services (Level 6)
Direct reports	Nil

Context

Information about Australind Senior High School is available on [Schools Online](#).

Visit education.wa.edu.au to find out more information about the Department of Education.

Key responsibilities

- Coordinate and develop the operations of VET/ WPL programs from end-to-end, including student selection, induction, auspicing arrangements and sourcing appropriate industry placements, activities for students and conducting site checks and meetings with prospective employers.
- Develop operational risk and VET/WPL plans and career counselling.
- Develop and maintain strong industry working relationships within the school, community, industry, all accessible Registered Training Organisations (RTOs), including the State Training Provider and other accessible RTOs with which students can enrol to access Certificate training, and with families in relation to VET/WPL programs.
- Collaborate with RTOs in developing partnership agreements and ensure compliance with Australian Quality Training Framework (AQTF) legislation, and keep abreast of VET related industry changes.
- Monitor student engagement and performance in collaboration with relevant school staff, RTOs, employers and parents, and provide regular reports on individual student progress.
- Coordinate and initiate VET/WPL related professional development for school staff, including AQTF, continuous improvement and skill matrices.

- Facilitate and maintain the integrity and currency of VET/WPL databases, plans, documentation and workplace management plans.
- Monitor the Regional RTO application process and progress of applications and provide information regarding student engagement to the Manager Corporate Services and other schooled entities that will support the enrolment expectations and student success.
- Represent the school at committee meetings, interviews and other forums as required.

Selection criteria

1. Demonstrated knowledge of VET and WPL programs and the ability to facilitate school/industry partnerships.
2. Demonstrated organisational and planning skills and well developed computer skills, including databases, spreadsheets and word processing.
3. Demonstrated well developed written and verbal communication skills, including the ability to establish, influence 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:

- 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 6 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 23 April 2024
Reference D24/0291737