



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

Manea Senior College

Position number	00029434
Agreement	Department of Education (School Support Officers) CSA Agreement 2022 or as replaced
Classification	Level 3
Reports to	Deputy Principal (School Administrator Level 5)
Direct reports	Nil

Context

Information about Manea Senior College is available on [Schools Online](#).

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

Key responsibilities

- Coordinate the day-to-day operations of the VET/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 Organisations (RTOs), industry and parents and students on attendance/behavioural issues.
- Maintain the VET/WPL database and assists with the preparation and management of the VET/WPL budget.
- 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.

Selection criteria

1. Demonstrated knowledge of the VET/WPL 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:

- 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 30 August 2024
Reference D24/0619447