



Structured Workplace Learning Support Officer Schools

Position number	Generic
Agreement	Department of Education (School Support Officers) CSA General Agreement 2017 or as replaced.
Classification	Level 3
Reports to	Structured Workplace Learning Coordinator (Various)
Direct reports	Nil

Context

Information about the particular school or college in which the vacancy is being advertised is available on [Schools Online](#). Further information is available at: education.wa.edu.au.

Key responsibilities

- Support the establishment and operations of the Structured Workplace Learning program.
- Evaluate enrolment and completion data and provide reports to the Structured Workplace Learning Coordinator.
- Assist in locating appropriate industry placements for students.
- Conduct site checks and meeting with prospective employers.
- Support the provision of selection, training and induction of students for the workplace, the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.
- Monitor student progress in the workplace, including checking student logbooks for satisfactory completion and working hours.
- Monitor the budget for the program.
- Undertake the relevant paperwork and prepare relevant correspondence.
- Maintain the program's database at the direction of the Structured Workplace Learning Coordinator.
- Promote the Department's ethos and purpose and to respond to inquiries from community members and parents concerning its curriculum policies and operations.

Selection criteria

1. Demonstrated skills in developing, implementing and evaluating Workplace Learning programs.
2. Demonstrated well developed keyboarding and computer skills, including a working knowledge of databases, spreadsheets and word processing.
3. Demonstrated sound written, oral and interpersonal communication skills with the ability to establish and maintain effective relationships with staff, students, employers and parents.
4. Demonstrated sound organisational skills, including the ability to meet deadlines and identify priorities.

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 4 October 2019
Reference D19/0426555