



## Workplace Learning (WPL) Coordinator

### Ballajura Community College

<b>Position number</b>	00045049
<b>Agreement</b>	<a href="#">Department of Education (School Support Officers) CSA Agreement 2022</a> or as replaced
<b>Classification</b>	Level 3
<b>Reports to</b>	Manager Corporate Services (Level 6)
<b>Direct reports</b>	Nil

#### Context

Ballajura Community College is an Independent Public School built on our REACH values; Respect, Equity, Achievement, Care and Health. In partnership with the community, our staff challenge and expand frontiers in learning and teaching to inspire and serve our students' needs.

The College ethos '*Create the Future Together*' is evident through the opportunities provided to students to explore future careers, plan pathways and engagement in programs that support their successful transition to further education and training or employment.

Working as a valued member of our Vocational Education and Training (VET) and Careers team, the Workplace Learning (WPL) Coordinator will be responsible for managing the College's WPL program which includes the VET/ Authority-Developed WPL program, work experience and Award Scheme Development and Accreditation Network (ASDAN) Work Right delivered across mainstream, engagement and education support contexts.

Further information about Ballajura Community College is available on [Schools Online](#) or via the College's website: [bcc.wa.edu.au](http://bcc.wa.edu.au).

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

#### Key responsibilities

- Coordinate and support VET/WPL program operations.
- 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 the induction and training of workplace supervisors and fostering networks for workplace teachers and assessors.

- Visit and monitor students on work placement, including checking student logbooks for satisfactory completion and working hours.
- Assist in developing and introducing systems and strategies that provide a responsive and effective support service in relation to the College's VET/WPL program.
- Liaise with key stakeholders including staff, Registered Training Organisations (RTOs), industry and work representatives, parents, students and other parties on VET/WPL matters including attendance and behavioural issues.
- Maintain the VET/WPL database and assist with the preparation and management of the budget.
- Prepare correspondence, documentation and presentations, including recording students' progress and compiling reports.
- Participate in meetings between the College, other schools, workplaces and RTOs, as required.
- Respond to enquiries from the community, industry members and parents regarding the VET/WPL program.

### **Selection criteria**

1. Demonstrated knowledge of Vocational Education and Training and/or 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:

- 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            20 August 2024  
Reference    D24/0606847