



# Employment Based Training Coordinator GOSAC

## Position Details

Position Number: 30000830

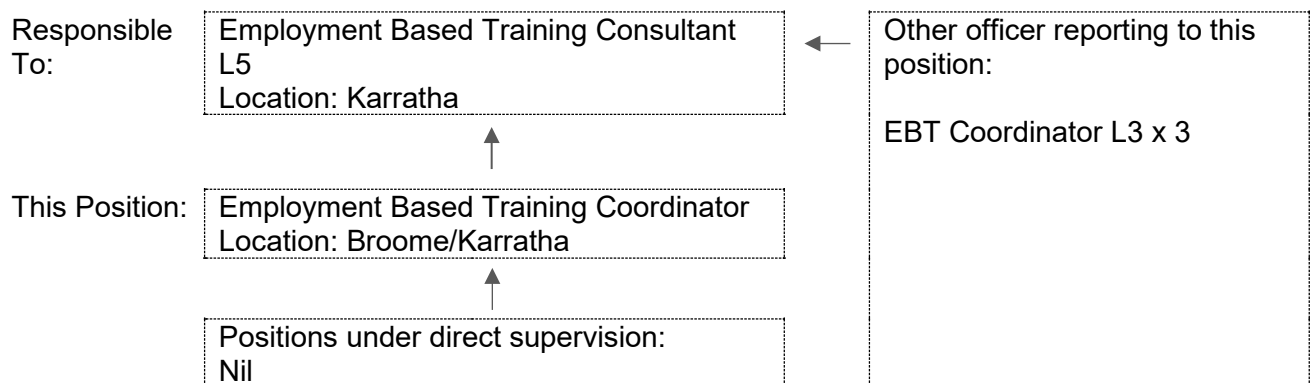
Classification: Level 3

Award/Agreement: Public Service and Government Officers CSA General Agreement 2024

Directorate: Organisational Services Pilbara

Location: Broome/Karratha

## Reporting Relationships



## Our Purpose

North Regional TAFE (NR TAFE) is the leading regional provider of vocational education and training in Northwest Australia. Our purpose is to build the skills and capacity of the workforce for a sustainable economy and enable resilient communities.

All employees at NR TAFE contribute to the vital role of providing vocational education in rural and regional WA, and job training pathways including to the most vulnerable in the community.

## Our Values

The minimum standards reflecting in the NR TAFE Code of Conduct, Values and the Public Sector Commission Code of Ethics are required to be demonstrated by all employees in their day to day activities.

NR TAFE is committed to an inclusive, high performance culture that places the needs of the students and the public at the centre of all that we do.





## Position Overview

The Employment Based Training (EBT) Coordinator is responsible for the coordination and monitoring of administrative systems and processes related to Employment Based Training (EBT), across North Regional TAFE campuses. This position ensures relevant government regulations and policies are adhered to.

## Position Responsibilities

- Coordinates and monitors processes for the management of apprenticeships and traineeships in line with TAFE processes and work instructions, including coordination to ensure correct enrolment of apprentices and trainees.
- Implements effective systems to ensure that accurate apprentice and trainee information and advice is provided to all stakeholders.
- Maintains a broad knowledge base of training and assessment services in order to provide a professional and timely information service to internal and external customers.
- Provides, administers and monitors EBT reporting systems, actions enquiries and maintains data quality.
- Provides advice, information and support to stakeholders on policy and procedures for apprentice and trainee admission, enrolment and academic progress.
- Works collaboratively with and provides support to training managers, heads of program, training coordinators, lecturers and other staff to maximise activity in EBT.
- In conjunction with Training Managers, Heads of Program and lecturers, maintains up to date schedules of training and monitoring of apprentice/trainee attendance.
- Assists with identifying industry needs in the EBT area for the Pilbara and Kimberley regions.
- Performs duties associated with the financial needs of the section to ensure a high level of accountability is maintained at all times, eg. purchasing, travel, etc.
- Advises on Quality compliance of documentation such as the Training Plan for apprentices and, on completion of apprenticeship, verifies associated paperwork to ensure all documentation adheres to state regulations.
- Compiles information on apprentice and trainee progress for internal and external reporting and advises managers of any issues associated with lack of progression.
- Coordinates records management using various databases, to ensure accurate data entry and management of all apprenticeship information.
- Develops and prepares reports to reflect performance of apprenticeships and traineeships.
- Coordinates EBT's involvement in events such as expos, awards, industry promos, school and career development.

## Selection Criteria

Able to demonstrate:

1. Effective organisational and problem-solving skills.
2. Ability to work effectively, efficiently and flexibly with minimal supervision in a high work volume and constantly changing service environment.



3. Proven ability to establish and maintain positive working relationships with a diverse range of clients and internal stakeholders.
  4. Well-developed written, verbal and interpersonal communication skills, including the ability to provide quality customer service to both internal and external client groups.
  5. Current knowledge and understanding of the vocational training system including employment based training programs plus demonstrated ability to use data based systems.
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## Appointment Factors

**Location:** North Regional TAFE Campus

**Accommodation:** Not applicable

**Allowances:** As per Award.

**Travel:** Travel to and work at other campuses or sites will be required as the need arises.

## Special Conditions

### National Police History Check:

All new staff being appointed to North Regional TAFE are required to provide a National Police History Check prior to commencing duty. All applications must be directed to the "Screening Unit" at the Department of Education and Training

### Working With Children Check (WWC):

All new staff appointed to North Regional TAFE in "child-related work" are required to provide a WWC Check prior to commencing duty. If you receive a Negative Notice or an Interim Negative Notice you will be deemed to have repudiated your contract and your employment will cease.

### Current WA 'C' Class Driver's Licence

All new staff being appointed to North Regional TAFE are required to have a current WA 'C' Class Licence as staff will be required to travel between campuses, from time to time. For staff appointed from outside Western Australia, you must apply for a WA driver's licence within three (3) months of becoming a resident of WA.

### Prescribed Legislation and Regulation

As an employee of the Western Australian public sector you have specific obligations to the community of Western Australia and your colleagues. In addition to the prescribed industrial agreement, your employment is governed by the following:

Public Sector Management Act (1994) and Regulations  
Vocational Education and Training Act (1996)  
Public Sector Code of Ethics  
North Regional TAFE's Code of Conduct  
Equal Opportunity Act (1984)  
Work Health & Safety Act (2020)  
Internet Terms and Conditions of Use  
Employee Software and Compliance Statement



North Regional TAFE policies and procedures

### **CERTIFICATION**

The details contained in this document are an accurate statement of the position's responsibilities and requirements.

Director		Delegated Authority	
Name:	Lee-Anne Springer	Name:	Chantal Adams
Position:	Director Organisational Services	Position:	Executive Director Corporate & Organisational Services
Signature		Signature:	
Date:		Date:	