

Structured Workplace Learning Support Officer

Sevenoaks Senior College

Position number	00043230
Agreement	Department of Education (School Support Officers) CSA Agreement 2021 or as replaced
Classification	Level 3
Reports to	Manager Corporate Services (Level 5)
Direct reports	Nil

Context

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

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

Key responsibilities

- Support the establishment and operations of the Structured Workplace Learning and Vocational Education and Training (VET) programs.
- Evaluate enrolment and completion data and provide reports to the Administration Team.
- Assist in locating and securing 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 to ensure School Curriculum and Standards Authority requirements are met, 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 Manager Corporate Services and/or Program Coordinator VET.
- 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
- meet industry standards in order to conduct site visits and monitor students on placement
- 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
- 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 11 January 2022
Reference D23/0049547