1. **POSITION TITLE:** SCHOOL OFFICER (VET Coordinator)

2. **SECTION/SCHOOL:** SECONDARY

3. **MAIN PURPOSE OF THE JOB:**
   To provide quality VET support to students and parents within the scope of the Careers & Student Support Services Department and the College’s Biblical framework.

4. **POSITION IN THE COLLEGE**
   4.1 Directly responsible to: Head of Careers & Student Support Services
   4.2 Directly responsible for: Nil
   4.3 Liaise with: Students, Parents, Teachers, Employers, RTOs

5. **HOURS OF DUTY:** 5 days per week - Term Time, 8.00am – 4.00pm

6. **QUALIFICATION, CERTIFICATIONS AND WORK-RELATED EXPERIENCE**
   - Minimum of a Certificate IV in Training & Assessment and/or demonstrated experience in the delivery and organisation of VET courses
   - Demonstrated ability to work independently and as part of a team
   - Excellent verbal and written communication skills
   - Ability to maintain confidential, accurate and up-to-date and details records
   - Empathy with the needs of adolescents
   - Valid “Working with Children” Blue Card.

7. **PERSONAL ATTRIBUTES AND SKILLS**
   - Actively demonstrates:
     - a commitment to Jesus Christ and the philosophy of Christian Education;
     - an ability to
       - lead through example both professionally and personally;
       - to exercise discretion at all times;
       - to be supportive of the management structure of the College;
       - display excellent communication and customer services skills;
       - show initiative and work autonomously; and
       - undertake professional development relating to VET opportunities.

8. **KEY RESPONSIBILITIES:**
While not limited to, the VET Coordinator is responsible for the following:

1. The primary responsibility for VET courses being delivered at school or by external providers.

2. Assist in determining viability of VET courses within the College curriculum offerings.

3. Together with the RTOs manage compliance with the AQTF.

4. Investigate when required RTOs and make recommendations on ability to professionally deliver and manage compliance of each course under the AQTF.

5. Work collaboratively with the Head of Careers & Student Support Services, the Head of School – Secondary, the Head of Learning & Teaching and the Head of Senior Studies to develop plans and goals as they relate to the VET program.

6. The development and maintenance of effective partnerships and relationships with industry, organisations and business, including RTOs.

7. The dissemination of information to students and parents on VET opportunities including school-based apprenticeships and traineeships.

8. Interviewing students who have expressed an interest in undertaking VET.

9. Coordinate the enrolments of VET students into courses run at the College and at external institutions.

10. The effective placement of students who need workplace experience and good business relations with employers.

11. Negotiate reporting formats and timelines and provision of certificates of attainment within the context of the College requirements.

12. Support the College’s teachers and VET programs ensuring that correct training packages are used to enable certification at the levels described in the course outlines.

13. Assist the College’s teachers to ensure the correct teaching and assessment tools are employed.


15. Maintain regular contact with parents, employers, Apprenticeship Services and Registered Training Organisations.

16. Liaise with teachers, parents, Head of Secondary, Year Level Coordinators, Pastoral Care (where required), and teachers to support VET students.

17. Provide support and assistance to VET students to balance the requirements of school and VET.

18. Assist with the management of student behaviour in the VET study room in conjunction with the allocated Teacher Aide.
19. Monitor student performance at school and in their VET program.

20. Provide advocacy for students who require learning support.

21. Distribute assessment reports from Registered Training Organisations.

22. Contact external VET providers for feedback reports on student progress at the end of Semester 1 and Semester 2.

23. Organise for students to return to a 6 subject load on completion of their TAFE course, traineeship or cessation of Apprenticeship.

24. Conduct SETP review interviews with VET students at regular intervals.

25. Ensure that documents on all VET students are regularly updated and filed.

26. Ensure that VET documentation is catalogued, filed and stored in safe storage.

- At college events and through information evenings promote VET courses to parents and students emphasising their validity as important career pathways for students and their role in a holistic approach to education as follows:

  a) Annual Careers Expo;
  b) Year 9 into 10 Information Evening;
  c) Year 10 into 11 SETP & Subject Selection Evening;
  d) Year 10 Subject Expo;
  e) Year 10 SETP interviews with students and parents;
  f) Years 11 and 12 student SETP reviews;
  g) Year 12 QTAC Information Evening;
  h) Organisation of career-related excursions
  i) Dissemination of information and resources to students

2. Assist with subject change interviews for VET students. Liaise with parents, teachers, Year Level Co-ordinators and Head of Senior Studies to prepare documentation.

3. Assist with monitoring VET students’ academic performance and QCE eligibility.

4. Assist Year 12 students with pathway options.

- Provide administration support and assistance as follows:

  1. Prepare communications to go out to the students and parents in relation to VET.
  2. Assist in answering telephone calls and dealing with students and parents and other callers as ad hoc visitors to the department.
  3. General filing and word processing and other administrative duties as requested.

9. OTHER REQUIREMENTS

All members of staff at Genesis Christian College are expected to:

- Convey to the public a positive image of the College.
• Contribute to a pleasant, safe and enjoyable working environment.
• Abide by the *Code of Conduct* explained in the College’s Child Protection Policy.
• Comply with Workplace Health and Safety instructions, policies and procedures.
• Participate in staff training and development activities, to assist in the achievement of organisational and individual/work goals.
• Abide by the College Privacy Policy and ICT User Agreement.
• Abide by the non-smoking policy of the College.
• Hold a valid ‘Blue Card’ and undergo a ‘Working with Children Check’ performed by the Public Safety Business Agency (PSBA) every three years (for all positions other than registered teachers.)
• Perform other duties from time to time, as required.

UPDATED BY: Head of Career and Student Support Services
DATE: 28 July 2016