1. CONTEXT

Aranmore Catholic College students have access to a wide range of Vocational Education and Training (VET) opportunities in their senior school years. These include internally and externally delivered certificate courses through STP’s and ONSITE, Workplace Learning, School Based Apprenticeships, School Based Traineeships and Aboriginal School Based Traineeships.

2. DUTIES

- Promote, manage and support student involvement in VET courses
- Liaise with key stake holders such as STP’s and ONSITE to provide students with the best
  VET opportunities
- Develop and manage the Workplace Learning program for students in Years 10, 11 and 12
- Complete Workplace Learning site visits where appropriate
- Monitor log-book completion by VET students
- Maintain the MAZE VET database for Certificate Courses and Endorsed Programs used for reporting to SCSA
- Maintain electronic records for Unique Student Identifiers
- Work with the Director of Teaching and Learning to support students to maintain engagement with their learning program and to build skills and competencies
- Ensure attendance for VET students is monitored and accurate records kept
- Support the Director of Teaching and Learning and staff to develop VET delivery
- Support the Deputy of Curriculum and Director of Teaching and Learning to ensure that students meet the requirements of the WACE
- Support the teachers and Director of Teaching and Learning to ensure that RTO compliance is met
- Liaise with key stakeholders and the Director of Teaching and Learning to facilitate the sign up of School Based Trainees, School Based Apprentices and Aboriginal School Based Trainees
- Attend professional development and other meetings related to VET
- Assist in the development of VET opportunities for overseas students in conjunction with the Overseas Student Coordinator
• Support students in their completion of White Card, aptitude testing, police clearances and Working with Children checks where appropriate
• Other duties as directed by the Principal

3. ESSENTIAL CRITERIA

• Be supportive of Catholic values and the ethos of the College
• Be prepared to compete Accreditation to Work in a Catholic school
• Working with Children Check (WWC) Card
• Strong organisational, interpersonal, IT and administrative skills
• Demonstrated initiative, reliability and ability to work both independently and in a team environment
• An understanding of the VET industry
• An understanding of WACE requirements
• Excellent interpersonal skills

4. DESIRABLE CRITERIA

• Experience in VET in an educational establishment or the VET industry

5. POSITION DETAILS

This position is a full-time permanent position, with a salary in accordance with the EBA. The VET Coordinator will be line-managed by the Director of Teaching and Learning.