

# Role Description Vocational Education Coordinator

## Inclusion and Diversity

We all have a role in making our workplace one that embraces and values diverse backgrounds, perspectives and life experiences, creating a workplace where [we all belong](#).

Reasonable adjustments may be discussed with your manager, approved and documented to support and promote human rights and diversity across the workforce.



Job Evaluation No.

181099

Content

Manager No.

14/185008

Work Unit

**Nominated School**

**Nominated Region**

**Early Childhood and State Schools Division**

Location

**Various locations throughout the State**

Classification

**AO4 Qld Public Service Officers and Other Employees Award - State 2015**

## Your employer

The Department of Education (DoE) is committed to delivering responsive services focused on equity and excellence to Queenslanders and their communities. We promote equity and excellence by our commitment to respect, protect and promote human rights. Our objectives are: a strong start for all children, every student realising their potential, fair and safe workplaces and communities, capable people delivering our vision. Our vision is one of equity and excellence in a progressive, high performing education system that realises the potential of every student.

For more information about the department, please visit our website at [www.ged.qld.gov.au](http://www.ged.qld.gov.au)

## Your opportunity

As the Vocational Education Coordinator you will:

- Manage the operational requirements of the Registered Training Organisation (RTO) structure of the School ensuring policy and procedures comply with the Vocational Education and Training (VET) Quality Framework (VQF) and National VET Regulation (NVR) Standards.
- Coordinate Vocational Education and Career Pathways ensuring that all Year 10, 11 and 12 students are assisted in accessing case management support to successfully transition from schooling to either further education, training or sustainable employment.

The Vocational Education Coordinator reports to the Principal.

## Your role

Responsibilities include:

- Assist the linking of young people to employment or employment services, especially those students that have completed qualifications and have participated in work experience or have completed Individual Pathway Plans.
- Support students undertaking school based apprenticeships and traineeships and liaise with agencies, parents and employers.
- Utilise formal and informal partnerships with business, industry, education and training providers, parents and other key stakeholders to package case management support and work experience for individual students.
- Assist in coordinating the implementation of policies, practices and procedures relating to vocational education and work experience and manage the preparation, collection and storage of records and data as required by policy.
- Ensure current and post student data is captured and recorded in departmental databases, including OneSchool, CCOS, RABS, SLIMS (Senior Learning Information Management System) and SDCS (Student Data Capture System) to meet reporting requirements and for the provision of case management support for students that are leaving or have left year 12.



- Consult and network with parents, counsellors and external job and support service providers and present multi-agency solutions to issues.
- Work autonomously in providing advice, mostly of a vocational referral nature, consult with other Vocational Education Coordinators, Guidance Officers and Regional Managers in the case of more complex problems.
- Prepare reports, submissions and media on a range of specific services provided at the school and respond to related matters identified during the review process.
- Develop and deliver training and professional development for staff involved in the delivery of Vocational Education to students.
- Manage and maintain Memorandums of Understanding, contribute to Australian Curriculum, Assessment and Reporting Authority (ACARA) and participate in forums.

#### **Other responsibilities (as required)**

- Other suitable duties, consistent with the duties and responsibilities of the position as directed by the supervisor or nominated delegate.

#### **A mandatory requirement of this role is:**

- In accordance with the [Working with Children \(Risk Management and Screening\) Act 2000](#) a person is prohibited from working in regulated child-related employment unless the person holds a current Working with Children Check clearance (blue card) issued by Blue Card Services.

### **Competencies – How you may be assessed**

[Leadership Competencies for Queensland](#) describes what highly effective, everyday leadership looks like in the public sector. In simple, action-oriented language, it provides a common understanding of the foundations for success across all of our roles within the department.

#### **Vision:**

- Leads strategically – thinks critically and acts on the broader purpose of the system.
- Stimulates ideas and innovation – gathers insights and embraces new ideas and innovation to inform future practice.
- Leads change in complex environments – embraces change and leads with focus and optimism in an environment of complexity and ambiguity.
- Makes insightful decisions – makes considered, ethical and courageous decisions based on insight into the broader context.

#### **Results:**

- Develops and mobilises talent – strengthens and mobilises the unique talents and capabilities of the workforce
- Builds enduring relationships – builds and sustains relationships to enable the collaborative delivery of customer-focused outcomes.
- Inspires others – inspires others by driving clarity, engagement and a sense of purpose.
- Drives accountability and outcomes – demonstrates accountability for the execution and quality of results through professionalism persistence and transparency.

#### **Accountability:**

- Fosters healthy and inclusive workplaces – fosters an inclusive workplace where health, safety and wellbeing is promoted and prioritised.
- Pursues continuous growth – pursues opportunities for growth through agile learning and development of self-awareness.
- Demonstrates sound governance – maintains a high standard of practice through governance and risk management.

### **Additional information**

- This role description works in conjunction with the Candidate Information Package.