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Application Package

Position:	Workplace Learning Co-ordinator
Hours:	Full-time position—37.5 hrs per week between 8am and 6pm Monday to Friday. (some morning and evening work is required. Eg School and/or business functions)
Location:	Based at Quakers Hill, NSW
Contract period:	Till 31 st December 2010, an extension is subject to continuity of funding
Responsible to:	Managing Director Blacktown Regional Economic & Employment Development (BREED) Taskforce Inc.
Salary	Commencing at \$50,000 plus super and normal entitlements. Remuneration will be reviewed after probation.

The Application Package comprises the following:

- Overview of the position
- Duty Statement
- Selection Criteria

Lodging the application

Email: admin@breedcp.com.au
Post: PO Box 147
Quakers Hill NSW 2763
Enquiries: Stephen Frost - 9853 3200

You should include the following in your application

- Claim against the Selection Criteria
- A summary of your academic and work history
- Two referees contact details

Application Closing date: 10 am 8/2/10

Interview Date for selected applicants: 10/2/10

Overview

Thank you for your interest in our position.

Around half today's school leavers are still unsure of their career direction. Many struggle to find their way, despite the range of assistance and information available. In NSW all schools have access to professional Careers Advisors and programs, but still we have career transition difficulties.

The Australian and NSW Governments are funding this program to help our Local Community Partnership harness its resources and creativity to help develop and implement local initiatives. We are a small team working enthusiastically on making a difference. We are seeking additional staff to drive this role with creative energy, and community cooperation. You will need to be a team player, well organised and have a "can do" attitude.

The Structured Workplacement program works with Education and Industry sectors in the Blacktown REGION to provide opportunities for Year 11 and 12 students who required mandatory work placement as part of their Vocational Education and Training Course at school and TAFE. The program is cross-sectorial and works with all state, Catholic and Independent schools and 3 TAFE colleges within the Blacktown REGION. The BREED Local Community Partnership provides a co-ordinated approach across the Blacktown Region to workplacements, which involves considerable liaison with Industry and Educational personnel

Duty Statement

1. Identify, recruit and induct new employers to the Community Partnership Program. Provide employers with all appropriate information required for their preparation in providing work placements and career transition support. Provide the employer with an outline of suitable workplace activities for students, the roles and responsibilities of employers and their staff and support the employer during the workplacement experience.
2. Contribute to and maintain a database of Work Placement Industry / Business Links, Students, Employers and outcomes achieved.
3. Plan for the projected placement needs of client schools and TAFE Colleges.
4. Develop and implement strategies to ensure employers are shown appreciation for their support of the work placement program.
5. Co-ordinate work placement for local secondary school students, TAFE students and students undertaking approved Vocational Education courses in the secondary schools of the Blacktown region.
 - Identify and enlist employers to provide quality work placements for VET students.
 - Regular workplace visits to monitor progress and provide ongoing assistance to students and participating businesses / industry.
 - Regular visits to schools / TAFE colleges.
 - Be available during work placement as a contact for students, parents, teachers and employers.
6. Work as a team member with the BREED Community Partnership team and Education and Industry stakeholder to ensure successful co-ordination of work

placement for HSC VET students.

Stakeholders include:

- Other workplace Learning Co-ordinators
- VET Co-ordinators and Careers Advisers in Schools
- TAFE Teachers and Vocational Education Co-ordinators
- District VET consultants
- Host employer representatives
- Other COMMUNITY PARTNERSHIP's
- Australian Technical College

7. Liaise with appropriate stakeholders to:
 - Establish a broad understanding of what elements / units of competence in framework courses are required to be achieved in work placements.
 - Promote the industry stakeholder's need for work readiness within the education sector.
8. Devise and implement strategies to manage periods of high work placement demands
9. Implement continuous improvement measure to ensure work placements are of a high quality and ensure the Quality Planning and Improvement process is followed by:
 - Undertaking research
 - Co-coordinating collection and assessment of data.
 - Facilitating quality improvement by liaising with key stakeholder on work placement delivery
 - Ensuring Work placement is implemented according to Board of Studies, TAFE and Schools requirements.
 - Supporting professional development for VET teachers and implementation of VET policies and procedures.
 - Providing feedback to the BREED Taskforce Board
 - Providing input and review materials to be sent to schools and industry.
10. Contribute to the planning of activities and achievement of key performance measures as determined by management and to satisfy contractual requirements.
11. Work with the BREED Community Partnership team to establish and maintain strong relationships with the key personnel in each of the schools across the Blacktown region and provide opportunities for each and every stakeholder to be consulted about their specific needs.
12. Increase awareness and knowledge about careers information, employment opportunities and skills needs within the region to parents, young people, teachers, employers and industry groups about transition related issues.
13. Work across all sections of the organisation as required.
14. Other duties as directed, or as outlined in the annual Business Plan.

Selection Criteria

1. Proven track record in working in a small team and ability to contribute to the

development of the Program's Strategic and Business Plan.

2. Proven ability to collaborate effectively with a diverse range of stakeholders.
3. Highly developed oral, written and interpersonal communication, negotiation and presentation skills appropriate to diverse audiences.
4. Proven commitment to continuous quality improvement and quality customer service.
5. Demonstrated high level organisation and time management skills, with ability to prioritise work and meet deadlines in a self-directed, team environment.
6. Demonstrated initiative, self-motivation and goal setting.
7. Demonstrated proficiency with Microsoft Office software and experience in using and maintaining a database.
8. Ability to implement EEO, OH&S and Ethnic Affairs Priority Statement principles.
9. Current NSW drivers licence, good driving record and own motor vehicle with comprehensive insurance.
10. Demonstrated ability to market the program to stakeholders.

** The term "Stakeholder" is explained in Appendix A.*

Please note:

The successful applicant will need to undergo a police check under child protection guidelines.

Appendix A

Stakeholders include:

- **Industry stakeholders**
 - Employers
 - Employer organisations
- **Education, Training and Employment stakeholders:**
 - Teachers

- Students
 - College and school representatives (including Voc Ed coordinators, Career advisers etc)
 - Registered Training Organisations
 - Employment agencies and support networks
 - Job network agencies
 - New Apprenticeship Centres.
 - Regional Industry Careers Advisors
 - Youth Pathways Provider
 - Connections Provider
- **Funding, Regulatory, and Advisory stakeholders:**
 - Australian and NSW government
 - Catholic Education Office
 - Independent Schools
 - Vocational Education and Training Authority
 - Board of Senior Secondary Studies
 - Accreditation and Registration Council.