



ROLE DESCRIPTION

Vocational Education & Training Coordinator

Position Title	Vocational Education & Training (VET) Coordinator
Reports To	Assistant Principal Studies Years 11 and 12
Direct Reports	Vocational Education Staff
Position Level	Coordinator

PURPOSE OF THE ROLE

The role of the Vocational Education and Training (VET) Coordinator at Daramalan College is to promote and enhance Vocational pathways for students. This includes promoting vocational subjects for Years 9-12 as well as offering assistance to students and their parents considering Australian School Based Apprenticeships (ASBA's).

The VET Coordinator leads a team of VET teachers to contribute to the well-being and education of students at the school. In their leadership of the VET department, the VET Coordinator models for others both a deep knowledge of the VET curriculum and excellent teaching practice. The VET Coordinator will facilitate professional learning opportunities, assist staff to maintain up-to-date VET qualifications and support them with VET training and assessment, as well as VET compliance administration relating to each teacher. The VET Coordinator has additional responsibilities, particularly relating to compliance which are outlined below.

The VET Coordinator is responsible for participating in the leadership, development and promotion of the ethos and character of this Catholic school established by the Missionaries of the Sacred Heart (MSC).

QUALIFICATIONS AND ATTRIBUTES

The VET Coordinator must hold the current TAE Certificate IV in Training and Assessment (TAE40116/TAE40122 or Diploma), and have recent professional experience in VET, including a current understanding of RTO, ASQA and BSSS requirements.

The VET Coordinator will have the management skills and ability to develop and maintain effective and supportive interpersonal relationships with students, colleagues, external providers, Industry, and other Colleges to build meaningful community partnerships.

MAIN DUTIES AND KEY RESPONSIBILITIES

1. Leading, developing, and maintaining the ethos and character of the College.

- Demonstrate an understanding of and value for MSC Spirituality and an ability and willingness to help lead the school in the MSC Spirit,
- Place value on the sacredness of each person and show attentiveness to the aspirations and needs of individuals,
- Engage in ongoing formation of Heart Spirituality, and
- Create positive relationships with students, staff and parents that embrace the key values of the Spirituality of the Heart.

2. It is the responsibility of the Vocational Education & Training Coordinator to:

- Maintain, develop, and promote the VET curriculum offered at the College, in addition to providing guidance and support to students considering an Australian School Based Apprenticeship
- Provide educational leadership and be an example across the College as a leader
- Work with others across the college by reporting to and consulting with:
 - CEO of RTO
 - Members of the College Executive
 - Relevant Heads of Departments
 - VET Trainers and Assessors (teachers)
 - The Careers Advisor
- Budget: VETiS Funding – coordinate allocation of funds and resources specific to this fund including VET & ASBA student numbers and report to AIS, CEO and Accountant
- Internal Budget: coordinate and allocate funds for VET-related activities to specific VET accounts and track expenditure
- Compliance: The VET Coordinator will be responsible for all RTO legislation requirements and interpret and implement RTO compliance effectively. This includes (but is not exhaustive)
 - Ensure that the College meets all requirements to maintain its status as a Registered Training Organisation
 - Liaise with ASQA as required to maintain Scope and Registration
 - Complete and submit ASQA Annual Declaration of Compliance after approval from CEO
 - Complete and submit Annual ASQA Student Surveys by collating and examining responses
 - Ensure trainer/assessors maintain currency
 - Ensure trainer/assessors are suitably qualified and provide training opportunities to respond to change
 - Undertake and prepare annual internal/external audits
 - Undertake validation activities and sampling
 - Organise VET induction for staff
 - Organise Student Declaration & Introduction to VET induction
 - Facilitate and investigate USI registrations and queries
 - Comply with VET marketing and advertising requirements
 - Manage risk and strategy

- Develop, maintain, and update Policy and Procedures as required
- Australian School Based Apprenticeship (ASBAs):
 - Give guidance and support to students and parents preparing for or undertaking an ASBA.
 - Allocate Work points and competency points for students towards their Senior Secondary Certificate, including NSW SBAT competencies using the BSSS VET Competency Calculator
 - Provide ASBA information to BSSS
- Oversee the accurate and timely entry of student VET data in BSSS databases prior to the final data sign-off

3. Leadership of teaching and learning in the department

The VET Coordinator will maintain effective contact with Vocational Education teachers to discuss with them and assist them in achieving the aims and objectives of the courses.

The VET Coordinator will:

- Hold regular meetings with VET Teachers, keeping minutes of calendared meetings as well as other relevant meetings
- Meet with CEO on a regular basis keeping minutes of the meeting
- Offer assistance and advice when required to VET teachers in formulating their teaching strategies and assessment procedures
- Oversee VET courses and the 5-year validation schedule
- Facilitate the recording of vocational competencies using matrices in addition to BSSS ACS VET Portal
- Foster a professional approach to the teaching of vocational courses at the College
- Make staff aware of such matters as new publications, materials, and professional development opportunities
- Facilitate the professional development of teachers by:
 - Promoting/sharing active membership of professional associations
 - Demonstrating a passion for and expertise in VET
 - Maintaining currency (industry engagement, qualifications)
 - Organise professional learning initiatives for VET teachers in relation to high quality Training and Assessment Tools and Strategies in context of the course
 - Promoting external courses relevant to individual VET Teacher

4. Support and leadership of curriculum and staff within the department

- Partake in BSSS course re-writing and encourage VET Teachers to participate in BSSS VET Course re-writing for their subject
- Ensure all VET teachers are teaching approved courses and correct VET competencies
- Encourage teachers in the department to ensure they produce quality reports for parents and students including a statement regarding competency completeness
- Act with Integrity and professionalism in dealing with staff, students, and parents,
- Create a sense of collaboration and a positive environment in the department to assist teachers to thrive,

5. Leadership and engagement in professional learning

- Support VET staff to upskill when required to have appropriate and up-to-date VET qualifications at all times, in addition to any updated procedures/protocols within the courses they teach
- Support VET staff in engaging with the industry to meet ASQA compliance requirements, in particular, with the validation of TAS and assessment tools.

ESSENTIAL SKILLS, KNOWLEDGE, AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. Appropriate qualifications and relevant experience for the role.
2. Commitment to support, promote and undertake ongoing formation in MSC Spirituality.
3. Demonstrates deep knowledge of the curriculum and excellent teaching practice
4. Demonstrates commitment to professional learning and is up to date with current research regarding pedagogy and curriculum.
5. An ability to create a positive and collaborative work environment and the ability to lead change.
6. The ability to effectively supervise and lead staff within a department.
7. Effective conflict resolution skills and high-level administrative and communication skills.
8. Must have an ACT Working with Vulnerable People Card and TQI registration.

Daramalan College has zero tolerance for child abuse, neglect, and other harm, and we are committed to providing and maintaining a child-safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

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