

# POSITION DESCRIPTION

## VET / VASS Coordinator



**This document** is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

### Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- **Cire Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

### Our Values



### Charter of Commitment to Child Safety

**Cire Services** is committed to creating a child safe organisation where all children and young people are safe and feel safe.

**Cire Services** has greater focus on safety for those children and young people who are considered more at risk to abuse and neglect.

**Cire Services** actively supports and facilitates participation and inclusion of Aboriginal children, children from culturally and/or linguistically diverse backgrounds (CALD), those who are unable to live at home, children with a disability and/or child from sexuality and gender diverse groups (LGBTQIA+).

OVERVIEW	
Title	VET / VASS Coordinator
Business Unit	Community School
Department	Community School
Reports To	Executive Manager, Education and Training
Primary Location	Across all Cire Community School sites
FTE	0.8
Award and Classification	Educational Services General Staff Award 2010
Date Prepared	January 2023

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### POSITION PURPOSE

The role of the VET / VASS Coordinator within the school is to educate, promote and advise students, parents, employers and the wider community of the pathways available to senior students via the many different VETiS and SBAT's available. The role provides a high level of administrative support to underpin the operations of youth education and training programs, including compliance with reporting requirements and student record maintenance.

### PARAMETERS

Direct Reports	N/A
Key Internal Stakeholders	Executive Manager, Campus Principals, Assistant Principal, Teachers, Wellbeing staff, Learning Assistants, Campus Administration Assistants, Cire Corporate Services
Key External Stakeholders	Students, Families, Guardians, Local community, External service providers
Key Challenges	<ul style="list-style-type: none"><li>• Catering for the individual needs of a diverse range of disengaged students</li><li>• Working across multiple sites</li></ul>

### QUALIFICATIONS AND CERTIFICATIONS

- Graduate Certificate in Career Development, or intention to undertake training
- VIT registration, desirable not essential
- Current Working with Children clearance
- Certificate IV in Training and Assessment, desirable not essential
- Full Australian driver's licence
- Clear Australian Right to Work Check
- Current Level 2 First Aid
- Clear police record

### KNOWLEDGE AND EXPERIENCE

- Strong understanding and knowledge of VET programs, Apprenticeships and Traineeships
- Full understanding of Vocational Education and Training Sector in schools, and in particular, providing innovative teaching and assessment strategies, development and use of learning resources and pathways for VETiS students
- Experience or knowledge of Registered Training Organisation (RTO) and TAFE training pathways for secondary students
- Sound knowledge of the Child Safety Standards and regulations
- Understanding of the barriers faced by young people and the educational needs of those from complex diverse, trauma and cultural backgrounds
- Knowledge and experience in the Victorian Assessment Software System (VASS) administration or willingness to undertake training
- Experience working with diverse stakeholders
- Demonstrated business development and promotional skills

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### CAPABILITIES

- Excellent communication skills both oral and written
- Strong administrative and organisational skills, attention to detail and high level of accountability and reporting
- Customer service excellence with the ability to work effectively with people from complex backgrounds
- Ability to provide professional development to staff
- Ability to provide one-to-one career counselling, including options in relation to VET in senior secondary school for students, parents, and the wider school community
- Ability to work both within a team and autonomously
- Ability to conduct presentations
- Well-developed computer skills and Intermediate to advanced skills in Microsoft Office suite.
- Ability to manage online systems and adapt to changing technology

YOUR AREAS	WHAT YOU DO	SUCCESS MEASURES
Leadership	<ul style="list-style-type: none"> <li>• Represent Cire in a positive manner and role model professional standards;</li> <li>• Ability to work effectively with stakeholders of varying levels.</li> <li>• Liaise with RTO's and industry network to keep abreast of opportunities for our students, as part of their VET programs.</li> <li>• Attend local / VET network meetings and VETIS briefings where required</li> <li>• Participate in School information nights.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from stakeholders</li> <li>• Attend network meetings and school information nights</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Interact professionally and sensitively with staff, parents/carers and the wider community</li> <li>• Maintain confidentiality</li> <li>• Engage in effective communication (e.g. messages, emails etc.)</li> <li>• Regularly communicate with parents, students and RTOs regarding daily operative changes and challenges</li> <li>• Create positive relationships with students and colleagues and maintain a high level of professionalism at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Positive feedback from stakeholders</li> <li>• Observed interactions with staff and stakeholders are positive and professional</li> <li>• Confidentiality is maintained at all times All communications are prompt and accurate</li> </ul>
Operational	<ul style="list-style-type: none"> <li>• Liaise with Career and Pathways Coordinator to visit work placements and keep relationships, data and records for future Work placement and employment opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• Site visits are conducted</li> <li>• Comprehensive data is collected and stored</li> <li>• Positive feedback from</li> <li>• All student VET enrolments are compliant and completed on time</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure student enrolments into VET programs are compliant and within timeframes</li> <li>• Support students to identify and work towards further education, training and employment pathway goals;</li> <li>• Co-ordinate the VET and SWL programs and ensure students are aware of developments in TAFE, RTO's and further education opportunities.</li> <li>• Monitor student engagement and evaluate and report on student progress in key learning areas and implement strategies to support students to achieve their learning outcomes</li> <li>• Ensure student work placement paperwork is completed in timely manner</li> <li>• Support student engagement, including parent liaison, as well as respond to incidents and discipline issues</li> <li>• Respond to issues arising during work placements in cooperation with relevant teachers</li> <li>• Work within regulatory frameworks</li> <li>• Support the implementation of and adherence to school policy and procedures at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Students and caregivers make progress toward goals and are aware of new requirements and opportunities</li> <li>• Student engagement is evaluated and reported on time</li> <li>• Regulatory frameworks, policies and procedures are complied with at all times.</li> </ul>
Values	<ul style="list-style-type: none"> <li>• Demonstrate and work with:</li> <li>• Integrity;</li> <li>• Respect; and</li> <li>• Quality.</li> </ul>	<ul style="list-style-type: none"> <li>• We do what we say, and we stay true to our values and commitments.</li> <li>• We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise.</li> <li>• We focus on providing high quality services across all aspects of our organisation.</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>• Ensure compliance with Child Safety Regulations regarding VET and SWLs</li> <li>• Understand WorkSafe requirements and act responsibly.</li> <li>• Comply with OH&amp;S standards and responsibilities.</li> </ul>	<ul style="list-style-type: none"> <li>• Workplace incidents and hazards are addressed within the required timeframes.</li> <li>• You operate safely at all times.</li> </ul>

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	<ul style="list-style-type: none"><li>• Report hazards and incidents immediately or within 24 hours at the latest.</li><li>• Regularly check the workplace for safety.</li><li>• Ensure other employees are operating safely, and address unsafe practices.</li></ul>	
Ad hoc	<ul style="list-style-type: none"><li>• Other duties and projects as reasonably directed from time to time.</li></ul>	<ul style="list-style-type: none"><li>• Demonstrated flexibility and adaptability to ad hoc requirements.</li></ul>

I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Date signed