



WORKPLACE LEARNING ASSISTANT – DUTY STATEMENT

1. POSITION IDENTIFICATION

POSITION TITLE:	Workplace Learning Assistant
REPORTS TO:	Coordinator of VET and Careers
AWARD:	The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement 2014
CONDITIONS:	0.8FTE (four days per week) – days to be determined 8am to 4pm each day, 44 weeks per annum <i>Travel claim as per ATO guidelines currently 0.91 cents per kilometre travelled. Provision of a College Mobile Phone will be considered.</i>
REMUNERATION:	Administrative and Technical Officers, Level 4 (44 weeks), Step 1 – 5 (dependent on experience).

2. THE ROLE

The Workplace Learning Assistant is an integral member of the Chisholm Career Services team, working alongside the Workplace Learning Coordinator and reporting to the Careers & VET Coordinator. This position plays a vital role in supporting students in the workplace, conducting workplace visits during the school term and securing placements for students with existing and new partners.

The Workplace Learning Assistant will liaise with a diverse range of students, parents, members of the community, as well as with industry and training providers to help students explore and navigate their career paths.

The Workplace Learning Assistant provides timely Workplace Learning advice, maintains high standards of confidentiality and accuracy, and contributes to a safe, professional and well-organised environment.

3. GENERAL RESPONSIBILITIES

This position will require a high level of organisational and time management skills, with the proven ability to work equally well independently and in a team, whilst supporting the Catholic ethos.

The Workplace Learning Assistant will also require the ability to provide clear and effective verbal and written communication skills to convey information to students, parents and external organisations efficiently. The Workplace Learning Assistant will build and maintain relationships with professionals, employers and educational institutions to create opportunities for students.

The position requires the ability to be flexible and adaptable to changes in the educational landscape and job market, whilst finding solutions to challenges and connecting students with relevant resources and information. The Workplace Learning Assistant will possess technological proficiency



to navigate online resources, career assessment tools and educational technologies.

The Workplace Learning Assistant works with the WPL Coordinator on the day-to-day operational issues, who reports to the College Vice Principal (Teaching & Learning).

4. KEY RESPONSIBILITIES

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- **WPL Program, VET and Careers**
 - Assist in the development of work experience opportunities for all students as part of the College's career development programs now or in the future
 - Manage student application processes for year level programs
 - Develop and maintain student and employer database of student work placements
 - Assist at parent and student information sessions when required
 - Interview students to determine their workplace interests
 - Guide students to suitable training courses and work placement options
 - Induct industry representatives with the CEWA WPL program processes
 - Assist students transition into viable post-school pathways

- **Administration, Induction, Training and Monitoring**
 - Conduct and document, Risk Assessment visits to host employers prior to students commencing in the workplace
 - Assist the WPL Coordinator with the student training and induction prior to placement, including work readiness
 - Conduct placement site visits to monitor student progress and gain employer feedback
 - Assist the WPL Coordinator with the collection and submission of paperwork (logbooks) from WPL students
 - Monitor and support students in the workplace, including monitoring attendance and proactively intervene to change placements should issues arise
 - Provide a written report for students, parents and WPL Coordinator outlining tasks completed and employer feedback for each student placement

- **Networking and Building Rapport**
 - Network effectively by establishing connections for students in the wider community, building and maintaining strong, professional working relationships
 - Develop positive, trusting and respectful relationships with each student, parent, and work placement provider

- **Other**
 - Assist the WPL Coordinator to promote the workplace learning program to students, parents and the wider community.
 - Ensure School Curriculum and Standards Authority (SCSA) requirements of Workplace Learning are adhered to



5. SELECTION CRITERIA

- Excellent capabilities in the use of information and communication technologies (Office 365 Suite)
- Excellent communication and interpersonal skills with the application of customer service principles and practices
- Excellent organisational and time management skills with the ability to meet deadlines and identify priorities
- Able to demonstrate experience working on behalf of young people in supporting their career development.
- Strong commitment to and understanding of Workplace Health and Safety
- Knowledge of Learner Management Systems and Pathways Databases
- Experience in a similar role in Education (desirable)
- Hold a Certificate IV in Training and Assessment TAE40122 (desirable)
- Current C Class license and own vehicle to visit workplace sites
Travel claim as per ATO guidelines currently 0.91 cents per kilometre travelled.

6. OTHER

TERMS OF EMPLOYMENT

- Have a current Working with Children Card
- Have a National Coordinated Criminal History Check from the Department of Education
- Have or be prepared to obtain Accreditation to Work (Support staff) in a Catholic School
- Have or be prepared to undertake CEWA Child Protection and Mandatory Reporting training.

ACTIVELY SUPPORT COLLEGE OPERATIONS

- Comply with all relevant legislative, regulatory obligations, College policies and procedures.
- Complete administrative and operational activities in alignment with College requirements.
- A willingness to undertake tasks as requested by the Principal or their delegate.