



<b>Job Title:</b>	<b>Vocational Education &amp; Training (VET) Liaison Officer</b>
<b>Reports To:</b>	<b>HOLA – VET</b>
<b>Direct Reports:</b>	<b>Nil</b>
<b>Section of School:</b>	Secondary
<b>Liaises with:</b>	Secondary school, staff, parents, students and external stakeholders

<b>St Stephen's School Vision:</b>	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
<b>St Stephen's School Values:</b>	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Learning</li> <li>• Care</li> <li>• Service</li> <li>• Community</li> </ul>
<b>Role and intent:</b>	<p>The VET Liaison Officer (VLO) works closely with the Head of Learning Area - VET, the Careers Adviser, teachers, parents and RTOs to ensure optimum support is provided to External VET students.</p> <p>The VLO supports students who choose External VET, Work Place learning and Year 10 Work Experience as they navigate their way through the on and off campus commitments - certificates and related Work Experience or Authority Developed Workplace Learning Programme (ADWPL).</p> <p>This role will be working across the Duncraig and Carramar campuses.</p>
<b>Role requirements:</b>	<ul style="list-style-type: none"> <li>• Liaise with assigned Registered Training Organisation's (RTO) to provide support and care for students engaged in External VET programs. This includes visiting the RTO to monitor student progress and any changes in courses.</li> <li>• Liaise with RTO's about courses being offered and potential courses</li> <li>• Monitor External VET students to ensure their progress and success</li> <li>• Work with the teachers of External VET students, the Careers Advisor and VET HOLA to:             <ul style="list-style-type: none"> <li>○ Support students in using time appropriately, organisation, planning and problem solving</li> <li>○ work individually with students on missed school work or work from the RTO</li> <li>○ provide pastoral care.</li> </ul> </li> <li>• Assist students to complete applications for VET in Schools programs – managing different requirements and time frames of RTO's</li> <li>• Organise work experience for certificates that relates to VET</li> <li>• Maintain records of administrative documentation for all tasks</li> </ul>



	<ul style="list-style-type: none"> <li>• Liaise with RTOs to ensure accurate enrolment/resulting information is passed on to school (VET Administration Officer)</li> <li>• Assist students to complete applications to all RTOs for External VET</li> </ul> <p><u>General</u></p> <ul style="list-style-type: none"> <li>• Attend and engage with school activities as they support VET students.</li> <li>• Liaise with parents:             <ul style="list-style-type: none"> <li>○ prior to work experience placements</li> <li>○ notifying of external VET placements when accepted</li> <li>○ during placements/ VET courses re absences/ performance</li> <li>○ when applying for external VET placements.</li> </ul> </li> <li>• Attend RTO meetings, where possible</li> <li>• Attend RTO events, where possible</li> <li>• Organising work experience for students as required for:             <ul style="list-style-type: none"> <li>○ students on External VET certificate pathways in Y11 and Y12</li> <li>○ Y10: work experience period for all Y10 students, and students seeking specific employment.</li> </ul> </li> <li>• This includes but is not limited to:             <ul style="list-style-type: none"> <li>○ pre-visit to satisfy Duty of Care and agree learning outcomes for students</li> <li>○ visit(s) when students on placement to ensure OSH and outcomes being met, and coordination of other staff member visits to student placements</li> </ul> </li> <li>• Attend and engage with wider school activities as requested by school leadership.</li> <li>• Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times.</li> <li>• Serve as a good ambassador of the School</li> </ul>
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<p><b>Key Performance Indicators:</b></p>	<ul style="list-style-type: none"> <li>• Ensure student, parent and wider school community are provided with a quality and appropriate service in a timely, effective and friendly manner</li> <li>• Ensure deadlines are met</li> <li>• Ensure all documentation and communication are prepared and presented in a professional manner and in a way that reflects the School's ethos and values</li> <li>• Ensure the collection, use and storage of personal information is in accordance with the School's privacy policy</li> <li>• Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training</li> <li>• Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.</li> </ul>
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<p><b>Selection Criteria:</b></p>	<ul style="list-style-type: none"> <li>• Certificate III in Business Administration or similar</li> <li>• Knowledge of RTO/VET systems and processes will be advantages</li> <li>• Proven ability in business administration skills</li> <li>• The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment</li> <li>• National Criminal Record Checking</li> <li>• Current knowledge of RTO compliance and course structure</li> </ul>
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	<ul style="list-style-type: none"><li>• Highly developed communication and interpersonal skills and confidence in mixing with people in the business and education arenas</li><li>• Excellent organisational and time management skills</li><li>• Ability to manage adversarial behaviour</li><li>• Displays resilience and a sense of humour</li><li>• Experience in working with teenagers</li><li>• Proven ability to engage students of lower academic ability</li><li>• Ability to work well autonomously when required</li><li>• Willingness to positively and actively contribute to the Christian culture of the School</li></ul>
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**I understand and accept the responsibilities as outlined in this Job Description.**

**Signed:** [acceptance\_status]

**Date:** [acceptance\_date]

*This document was approved by HOC/HOLA January 2024*



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*The below information is not required to be printed*

Version	Date	Review Date	Author	Comments	Approval
4	Jan 2024	Jan 2026	P&C	Update	HOC/HOLA
3	Oct 2021	Oct 2023	Steph Snyman	Update	HOC/ HOLA
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO