



## Position Description

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<b>Position:</b>	<b>Careers Advisor</b>
<b>Appointed by:</b>	<b>The Principal</b>
<b>Responsible to:</b>	<b>The Deputy Principal – Teaching and Learning</b>
<b>Location:</b>	<b>Garnsey</b>

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### Position Overview

This role combines the responsibilities of Careers Advisor and VET Coordinator, supporting students in Years 9–12 with career planning, tertiary applications, vocational education, and work experience. The position involves strategic planning, student counselling, coordination with external training providers, and oversight of VET and SBAT programs.

### Key Responsibilities

#### 1. Careers Education and Guidance

- Develop and implement the School's Careers Education Policy and strategy.
- Provide individual and group career counselling for students in Years 9–12.
- Conduct structured interviews with all Year 10 students and their families.
- Facilitate self-assessment tools and professional career planning services.
- Maintain accurate records of all student interviews and interactions.

#### 2. Careers Information and Communication

- Curate and share up-to-date information on tertiary institutions, apprenticeships, and employment opportunities.
- Manage the Careers VOS page and publish regular updates.
- Organise visits from tertiary institutions, industry representatives, and guest speakers.
- Coordinate the annual Tertiary Tour and promote Open Day attendance.

#### 3. Tertiary Applications and VTAC Coordination

- Oversee tertiary application processes (VTAC, UAC, etc.).
- Liaise with the VCE Coordinator to ensure accurate and timely submission of applications.
- Provide post-VCE results counselling and support during offer rounds.

#### 4. Work Experience and SBATs

- Coordinate Work Experience placements for Years 10–12.
- Ensure compliance with documentation, insurance, and safety requirements.
- Support students undertaking School-Based Apprenticeships and Traineeships (SBATs).

#### 5. VET Program Coordination

- Lead the development, implementation, and evaluation of VET programs.
- Liaise with Registered Training Organisations (RTOs) to ensure quality delivery.

- Manage student enrolment, assessment, and reporting for VET.
- Apply for and manage funding through AISV and other bodies.
- Monitor and support students with flexible timetables for VET study.
- Ensure adequate curriculum resources for VET students.

#### **6. Events and Community Engagement**

- Contribute to VCE Information Evenings and Year 12 Camp.
- Organise and participate in career-related events and presentations.
- Engage with parents, staff, and external stakeholders to promote career and VET pathways.

#### **7. Administration and Compliance**

- Maintain budgets for Careers and VET programs.
- Attend staff meetings, assemblies, and school events.
- Participate in supervision duties and co-curricular activities.
- Ensure compliance with child safety standards and school policies.

#### **Key Selection Criteria**

- Current VIT registration preferred.
- Relevant Qualifications in Career Development or willingness to obtain.
- Experience in Careers Education and/or VET coordination.
- Strong interpersonal and communication skills.
- Ability to work independently and collaboratively.
- Excellent organisational and administrative capabilities.
- Proficiency in ICT for communication and data management.
- Commitment to student wellbeing and child safety.
- Willingness to engage in the full life of the School.