



## JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Tertiary, Applied and Vocational Education Learning (TAVEL) Coordinator

- Purpose Statement:** We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values.
- Culture:** The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious.
- Position Title:** Tertiary, Applied and Vocational Education Learning (TAVEL) Coordinator
- Position Classification:** Lutheran Schools Officer – Curriculum Stream  
Grade 5 or above Lutheran Schools NT Collective Agreement 2025  
(based on experience and training)
- Tenure:** Refer to Contract of Employment
- Hours of Work:** Full-Time  
38 hours per week
- Working Relationships:**
- Responsible to the Head of Middle and Senior School.
  - Reports to the Head of Student Learning, Pathways and Partnerships (10 – 12).
  - Works closely with Head of Students, Careers Coordinator, Year Level Coordinators
  - Collaborates with Director of Business and Student Services to ensure that any contracts and agreements of providers for students and the College are current and accurately recorded for student enrolment.
  - External stakeholders (Registered Training Organisations, Higher Education Providers, Industry Partners)
  - Professional interaction with Good Shepherd Lutheran College students, staff, parents & guardians, volunteers, visitors and suppliers.
- Special Conditions:**
- All staff must hold a current NT Working with Children Clearance (Ochre Card)
  - Current NT Drivers License or ability to effectively travel to required sites.
  - The successful applicant will hold a satisfactory National Police Check.
  - Inherent physical requirements of mental acuity and stability, adequate strength, mobility, vision and hearing to perform duties.
  - Out-of-hours work will be required with appropriate notice.

# Job Description

---

## Position Summary

---

The Tertiary, Applied and Vocational Education Learning (TAVEL) Coordinator plays a critical role in supporting the establishment, and coordinating student pathways that are vocational, applied or tertiary oriented, whilst a student is enrolled in the school setting. This includes students' work integrated learning (WIL) experiences and placements, oversight and enabling of pathways to traineeships and apprenticeships, scheduling and supporting the delivery of internal and external skill sets and enrolments with external providers (VET and HEP) and providing timely updates and reports that assure students, families and colleagues of the effectiveness of student enrolment and progress in these pathways.

This role requires a well-developed understanding of the Post-compulsory education sector of the Northern Territory and more broadly for the National context, to ensure that students and their families are accurately informed in relation to decisions that result in students achieving their highest qualification, whether VET based and/or ideally in achieving their Year 12 Northern Territory Certificate of Education and Training (NTCET). The role requires a strong understanding of Programs and Providers listed on Scope of Vocational Education and Training and how VET most effectively runs in school contexts (VETIS). Based on current College growth in this area, the incumbent will be required to consolidate current offerings and ways of working and grow new pathways and offerings for students in Year 10 – 12, both internally and externally.

This role is strongly relationship focussed with internal stakeholders and external partners. It requires a high level of professional and interpersonal skills and dispositions in all modalities of communication and would benefit from some business acumen, inclusive of contract and agreement negotiation and management. This role works closely with the College Careers Coordinator and Head of Student Learning, Pathways and Partnerships (10 – 12) to generate and implement pathways for students at varying stages of Career Acceleration Program (CAP) and/or Accelerated Studies into Higher Education. The role plays a critical function in mapping and enabling students' enrolment patterns as they transition from our Middle Years programs into our Senior programs.

It is expected that the incumbent to this role has organisational and relationship management skills and dispositions, is self-directed and takes great pride in their document management, quality assurance processes, vision for what is possible and ability to translate commitment to parents and stakeholders to high quality deliverables.

---

## Extent of Authority

---

- Establish industry based relationships that enable strong Work Integrated Learning (WIL) placements and experiences.
- Establish formal Contracts and Memorandums of Understandings with External Providers that enable seamless pathways for our students in their preferred study patterns and experiences.

- Represent the College in appropriate professional networks and communities of practice that ensure we are developing the most contemporary learning pathways and agreements that enable strong Tertiary, Applied and Vocational Learning opportunities.
- Provide advice and collaborate to the Senior School Leadership team and other members of the College to ensure the successful delivery of curriculum.
- Provide timely instruction to Student Services to enable and monitor student participation and scheduling of activities.
- Responsible for the sustainability, safety, wellbeing, and progress of all internal and external stakeholders who contribute to the success of our students in this area.

---

## **Key Responsibility Areas (KRAs)**

---

### **VET Program**

#### **Program Development & Management**

- Support the development, implementation, and evaluation of the College's VET programs
- Regularly review all program documentation against current standards and requirements
- Stay updated on VET operational requirements and management systems through regular professional development

#### **Stakeholder Engagement & Communication**

- Manage and monitor student enrolment processes and attendance in VET programs.
- Provide regular updates to Head of Student Learning, Pathways and Partnerships (10 – 12), Head of Students, relevant Year Level Coordinators and parents/carers regarding progress, engagements, etc.
- Establish, maintain and grow relationships with training providers and industry partners
- Attend and actively participate in VETIS-related meetings, representing the College's interests
- Collaborate with Senior School Leadership team and Careers Coordinator to organise and coordinate VET-related events, assemblies, and guest speakers.
- Maintain effective communication with all stakeholders
- Coordinate regular meetings of staff involved with the Career Acceleration Program and VET programs (CAP)

#### **Student Support & Recognition**

- Support students in selecting appropriate VET pathways
- Collaborate with Senior School Leadership team to ensure readiness for participation in pathway programs.
- Facilitate student transitions between different stages of their VET journey
- Nominate qualified students for vocational awards and recognition opportunities

#### **Reporting & Documentation**

- Track and document all VET student outcomes
- Ensure timely completion and submission of all required documentation
- Compile and analyze statistical information for program evaluation
- Maintain accurate records of student progress and achievements

## **Career Acceleration Program (CAP)**

### Program Operations & Planning

- Coordinate daily operations of the CAP program for Years 10 - 12 students
- Collaborate with Careers Coordinator on program development and implementation
- Develop and maintain comprehensive student pathway documentation
- Support students in selecting appropriate programs in senior school that align with both VET pathways and NTCET requirements.

### Workplace Placement Coordination

- Establish and maintain relationships with employers and community organisations
- Source and organise diverse workplace placement opportunities
- Match students with suitable placement opportunities
- Ensure placement opportunities align with student career goals

### Student Preparation & Safety

- Ensure students are well-prepared for workplace requirements and expectations
- Provide comprehensive briefings on workplace requirements including:
  - Business confidentiality protocols
  - Occupational health and safety regulations
  - Professional conduct expectations
- Ensure students understand their rights and responsibilities in the workplace

## **Work Experience**

In collaboration with the Careers Practitioner and Year 10 Coordinator, facilitate and organise the Work Experience program.

Build strong industry partnerships and opportunities to source and support Work Integrated Learning (WIL) experiences and placements.

## **Advanced and Accelerated Higher Education Pathways**

Establish strong relationships and pathways with Higher Education Providers (HEP) that enable academically advanced students to accelerate study pathways whilst enrolled in the College.

## **Administrative Responsibilities**

### Financial Management & Grant Administration

- Research and apply for educational grants supporting VET programs
- Manage and monitor the CAP budget
- Track program expenses and funding allocations
- Maintain financial documentation and reporting

### Records Management & Compliance

- Maintain accurate enrolment and achievement records for VET and CAP programs

- Enter and update data in the Schools Online system
- Process insurance documentation for work placements
- Track student completion of competency units
- Ensure timely submission of results within required timeframes
- Update curriculum handbooks and program information

#### Administrative Support

- Process required documentation for student placements
- Ensure accurate Student Timetables and records of attendance are recording in College systems.
- Maintain organised filing systems for program documentation
- Handle general administrative tasks as needed

#### Communication & Reporting

- Promote TAVEL opportunities within the school community
- Maintain current information on school website and publications
- Document student achievements and program successes
- Compile program statistics and outcomes
- Prepare promotional materials highlighting VET programs
- Generate regular reports on student progress and program outcomes

## Other Duties

- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace

## Employee Specifications

---

### Educational & Qualifications

---

- Experience in a similar role in a school or other environment is desired
- Industry specific qualifications related to Vocational Education and Training and/or Applied and Adult Learning and/or Higher Education is desired

### Experience and Knowledge

---

- Demonstrated ability to work independently and take initiative
- A sound understanding of VET, Applied and Adult Learning and Higher Education pathway programs and their operation
- Knowledge and understanding of NTCET curriculum and the place of VET and other pathway programs and opportunities within the NTCET
- Contract and agreement management.
- Financial literacy and grant writing.
- A broad understanding of the current labour market trends within the NT
- Ability to evaluate, coach and mentor students in a workplace environment

### Desirable

- Experience in a similar role
- Certificate IV in Training and Assessment
- Sound working knowledge of computer and digital applications including databases, Microsoft Office, Google Docs, SEQTA and TASS

### Skills & Abilities

---

- Capacity to ensure that all programs are in line with the College Vision, Purpose Statement and Values underpinning the delivery of a Christian based education to students in the College community.
- Values and commitment to inclusive practices and integrity that aligns with the College's objectives

- Experience within a similar role
- Excellent communication and interpersonal skills
- Strong and professional relationship management skills and dispositions.
- Ability to work effectively in a team environment to achieve team goals and deadlines
- Outstanding organisational skills, including the ability to prioritise and manage multiple tasks concurrently
- Knowledge and experience of educational institutions and the training sector.

---

**Additional Information**

---

- Regular meetings will be convened with the reporting line manager to ensure organisational priorities are addressed
- Targeted training will be provided as appropriate
- Staff are bound by strict confidentiality requirements