



VCE & VET Coordinator

Title	VCE and VET Coordinator
Classification	POL 2
Time allowance	10 x 60 minutes periods per 10 day cycle
Appointment duration	3 years
Date Reviewed	August 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The VCE and VET Coordinator is responsible for the effective coordination, administration and delivery of the College's Victorian Certificate of Education (VCE) and Vocational Education and Training (VET) programs. The role ensures that students have access to high-quality vocational pathways that support engagement, skill development, and successful transitions to further education, training, or employment.

Reporting to the Deputy Principal - Learning and Teaching through the Director of Senior Year, the VCE and VET Coordinator acts as a key point of contact between Whitefriars College, the Victorian Curriculum and Assessment Authority (VCAA), VET providers and other relevant external organisations in relation to VCE and VET requirements.

The position provides expert advice and support to students, parents/guardians and staff regarding VCE and VET requirements and works closely with College Leadership, teaching staff, Learning Diversity, Student Wellbeing and administration staff to ensure the successful delivery of senior secondary pathways.

The position requires a detailed and current understanding of Victorian Curriculum and Assessment Authority (VCAA) requirements, VCE policies and procedures, VET requirements and relevant College policies and procedures. The Coordinator is expected to ensure that all VCE and VET processes are accurate, timely, systematic and consistent with VCAA and College requirements.

Attributes and Competencies

The successful applicant will demonstrate:

- A lively and practical support of the Catholic ethos of the College.
- A strong commitment to student learning, wellbeing and personal development.
- High levels of integrity, professionalism, confidentiality and accountability.
- Excellent organisational and time-management skills, with the ability to manage competing priorities and critical deadlines.
- A proactive and solutions-focused approach to complex administrative and student matters.
- Sound judgement and the ability to make decisions consistent with VCAA, VET and College requirements.
- A commitment to continuous professional learning and improvement.
- The ability to work collaboratively and contribute positively to College culture.

Key Responsibilities

VCE and VET Program Coordination

- Under the guidance of the Director, implementation and administration of the College's VCE and VET programs.
- Ensure the College's VCE and VET programs operate in accordance with VCAA requirements, relevant regulatory requirements and College policies and procedures.
- Maintain a comprehensive and current understanding of VCE, VET and VCAA policies, procedures, timelines and requirements.
- Work collaboratively with College Leadership, VASS Administrator and relevant staff to develop and maintain annual VCE and VET timelines and key administrative deadlines.
- Provide advice to staff, students and parents/guardians regarding VCE and VET requirements, pathways, subject selection, assessment and completion requirements.
- Deliver information sessions for students and parents regarding VCE, VET, assessment requirements, examinations and pathways.
- Contribute to the ongoing review and improvement of senior secondary curriculum, assessment and administrative processes.

- Support the effective transition of students into VCE and VET programs and provide guidance regarding appropriate pathways.

VCE Administration and Compliance

- Coordinate VCE enrolments, withdrawals, subject changes and other administrative requirements.
- Ensure VCE administrative requirements are completed accurately and within prescribed VCAA timelines.
- Work closely with relevant College administration and data staff to ensure VASS and other VCAA records are accurate and up to date.
- Monitor student attendance and follow up students who may not be meeting VCE attendance requirements.
- Coordinate the collection, maintenance and submission of required VCE documentation.
- Ensure students and parents/guardians are appropriately informed of VCE rules, procedures and assessment requirements, in accordance with VCAA expectations.
- Monitor the completion and submission of SAC and SAT results and other assessment information.
- Coordinate processes relating to missed assessments, extensions, alternative assessment arrangements and other approved arrangements.
- Coordinate Special Provision applications and other VCAA processes relating to students experiencing disadvantage or circumstances affecting their ability to complete assessment requirements.
- Assist with applications for Derived Examination Scores and other examination-related arrangements where required.
- Ensure appropriate procedures are followed where there are concerns regarding assessment authentication, academic integrity or breaches of VCE rules.
- Coordinate responses to VCAA audits and requests for information and ensure documentation is accurate and available when required.
- Maintain appropriate records relating to VCE administration, assessment and student outcomes.

VCE Examinations

- Coordinate the College's VCE examination arrangements in accordance with VCAA requirements, including the General Achievement Test (GAT).
- Assist with the planning and organisation of VCE examinations and examination supervision including planning of supervision needs to meet VCAA ratios, recruitment of supervision team and training of supervision team, as per VCAA expectations
- Coordinate examination timetables, supervision requirements and relevant communications to students and staff.
- Ensure examination procedures, security requirements and student expectations are communicated and followed.
- Coordinate appropriate examination arrangements for students requiring special consideration or approved adjustments.
- Support the organisation of practice examinations and other senior assessment activities.

VET Coordination

- Coordinate the administration of VET programs undertaken by College students, including enrolments, withdrawals, attendance, assessment and completion requirements.
- Liaise with relevant VET providers, Registered Training Organisations (RTOs), VCAA and other external organisations as required.
- Ensure VET enrolment and assessment information is accurately recorded and provided to relevant College staff within required timeframes.
- Monitor VET attendance, progress and completion and follow up outstanding requirements with students and relevant providers.
- Contribute to annual VET funding predictions and planning, including anticipated student participation, program costs and projected funding requirements.

- Assist students and families with information regarding VET pathways, course requirements and associated expectations.
- Maintain appropriate records and documentation relating to VET participation and outcomes.
- Support the College's on-site compliance with VET program and provider requirements, including the maintenance of relevant agreements, training arrangements, registration information and associated documentation.
- Work collaboratively with relevant staff to ensure VET subjects and programs are appropriately reflected in student programs and senior secondary pathways.
- Monitor changes to VET requirements and communicate relevant information to staff, students and families.

Student Support and Pathways

- Provide students with accurate information and guidance regarding VCE, VET and senior secondary pathways.
- Work collaboratively with Learning Diversity, Careers and Student Wellbeing staff to support students undertaking VCE and VET programs.
- Meet with students and families where circumstances may affect subject selection, assessment, attendance or completion of their senior secondary program.
- Assist students to understand the implications of subject choices, VET participation and alternative pathways.
- Support appropriate adjustments and arrangements for students experiencing circumstances that may affect their participation or assessment.
- Maintain appropriate confidentiality when dealing with student and family matters.

Committees, Teams and Meetings

The VCE and VET Coordinator will:

- Participate in relevant curriculum, senior secondary and student support meetings.
- Coordinate and/or contribute to VCE and VET staff meetings as required.
- Attend Program Support Group meetings and other meetings relating to students undertaking VCE or VET where required.
- Participate in meetings with students and parents/guardians regarding VCE, VET, subject selection, pathways and student progress.
- Coordinate College responses to assessment irregularities, authentication concerns and academic misconduct.
- Participate in relevant College committees and working groups as required.

Undertake any other duties, responsibilities, or projects as reasonably directed by the Principal or their delegate, consistent with the nature and level of the position.

Qualifications and Experience

The successful applicant will have:

- A commitment to Catholic education and the ethos and values of Whitefriars College.
- A willingness to obtain and/or maintain the required accreditation to teach and lead in a Catholic school.
- Current registration with the Victorian Institute of Teaching (VIT).
- Relevant tertiary teaching qualifications.
- Demonstrated experience teaching VCE subjects and a sound understanding of VCE requirements.
- Demonstrated knowledge of VCAA policies, procedures and assessment requirements.
- Experience with VCE administration and VASS, or the demonstrated capacity to quickly develop comprehensive working knowledge of VASS.

- Knowledge and/or experience in the administration of VET programs is highly desirable.

Key Selection Criteria

The successful candidate will demonstrate:

- Strong knowledge and understanding of VCE and VET curriculum, assessment and administrative requirements.
- Excellent organisational skills and a demonstrated ability to manage multiple deadlines and competing priorities.
- High levels of accuracy and attention to detail, particularly in relation to compliance, student records and VCAA requirements.
- Excellent written and verbal communication skills.
- Sound judgement, discretion and the ability to manage confidential and sensitive student matters.
- A student-centred approach and demonstrated commitment to supporting positive student outcomes.
- Initiative and the capacity to identify opportunities to improve systems, processes and student pathways.

Terms and Conditions

The position will be appointed in accordance with the applicable Catholic Education Multi-Enterprise Agreement and the employment policies and procedures of Whitefriars College.

The teaching component, time allowance and allocation of leadership/coordinator responsibilities will be determined by the College based on operational and curriculum requirements.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).



Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A response of *no more than one page* on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to **Mr Mark Murphy, Principal, Whitefriars College** and submitted via the below link by 4:00pm on Monday, 12 October 2026.

<https://external-jobboard.myrecruitmentplus.com/?recruiterId=12399>

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.