



ROLE DESCRIPTION: VET COORDINATOR

POSITION DETAILS	
ROLE TITLE	Vocational Education and Training (VET) Faculty Coordinator
REPORTS TO	Principal through the Director Learning and Teaching and Director Curriculum
DIRECT REPORTS	VET/Careers Administration Assistant
ENTERPRISE AGREEMENT	NSW Catholic Independent Schools (Teachers - Model C) Multi-Enterprise Agreement 2023
CLASSIFICATION	Temporary
EMPLOYMENT STATUS	Contract
ALLOWANCES	Coordinator #1 Allowance
PRIMARY PURPOSE OF THE ROLE	Reporting to the Director Learning and Teaching and the Director Curriculum, the VET Faculty Coordinator is a specialist leadership role that leads the delivery, quality and compliance of the College's Vocational Education and Training program. The Coordinator works in collaboration with the school leadership team, teachers, families, Registered Training Organisations (RTOs), employers and the broader regional community to ensure every student is supported to make informed decisions about their learning and to transition confidently into further study, training and employment. The role contributes to the College's mission to assist students in making sense of their world, to make informed decisions and judgements and to act with moral and ethical integrity.
SPECIAL REQUIREMENTS	The nature of this position is such that the VET Faculty Coordinator will be required outside the "normal" office /College hours to support the College Executive in various forums and to attend meetings and presentations whenever necessary. The Employer reserves the right to vary this position description in response to changing needs.
EXPECTED BEHAVIOURS AND ATTITUDES	• Actively supports a child safeguarding culture to the highest standards • Complies with: ○ Marist Schools Australia Policy Statements. ○ Red Bend Catholic College Policy Statements, Procedures and Code of Conduct for Staff • Adheres to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;

	• Maintains a commitment to improve services and pursue excellence continuously • Seeks opportunities for professional development.
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KEY ROLE RESPONSIBILITIES	
AS A MEMBER OF THE COLLEGE COMMUNITY, THE VET FACULTY COORDINATOR WILL	• Actively works to promote the mission and life of the Catholic Church • Promote Marist spirituality through the charism of Saint Marcellin Champagnat within the College. • Give personal witness to Gospel values through word and action. • Promote the philosophy and goals of Catholic education and practice in the Marist tradition. • Assist in nourishing and developing a Christian atmosphere within the school community through active participation in the prayer and liturgical life of the College. • Have a pastoral concern for individual students and staff.
DEFINITION OF VET COORDINATOR	The VET Coordinator is responsible for the VET program as a compliance-based and quality-assured area of the curriculum. This includes the selection, delivery, enrolment, monitoring and reporting of VET courses, the relationships with RTOs and training providers, and the structured workplace learning that forms part of VET courses. The focus is the student's participation in and completion of vocational qualifications and HSC VET courses.
VET PROGRAM COORDINATION	• Lead the planning, delivery and continuous improvement of the College's VET program, ensuring courses are aligned with student needs, regional workforce demand and NESA requirements • Manage partnerships and agreements with RTOs, TAFE NSW and other training providers, including monitoring the quality of training and assessment delivered to College students • Ensure compliance with NESA requirements for VET in the HSC, including course frameworks, mandatory work placement hours, HSC examination and assessment arrangements, and accurate record keeping • Coordinate VET student enrolments, timetabling, Unique Student Identifiers (USI), fees and certification records in collaboration with RTOs and College administration • Support VET teachers and trainers to meet College, NESA and RTO requirements, including industry currency and assessment validation • Monitor the progress, attendance and achievement of students enrolled in VET courses and work with teachers, Faculty Coordinators and House Coordinators and the Diverse Learning Team to provide timely support • Review the VET course offering annually in consultation with the Director Learning and Teaching, Director Curriculum and the Principal, including course viability and delivery.
VET WORK PLACEMENT AND APPRENTICESHIPS	• Organise, supervise and evaluate structured workplace learning for VET students, including host employer suitability checks, placement agreements and workplace risk assessments • Coordinate and support school-based apprenticeships and traineeships, working with Australian Apprenticeship Support Network providers, employers and families • Ensure that students, employers and families understand their responsibilities and that Work Health and Safety, child safeguarding and insurance requirements are met for all VET placements

	● Maintain accurate records of placement hours, host employers and student progress in line with NESA and RTO requirements
LEADERSHIP, PLANNING AND COMPLIANCE	● Take a leading role in achieving the College's strategic goals for student learning, engagement and post-school transitions ● Work in collaboration with the Director Learning and Teaching, Director Curriculum, Director of Students, House and Faculty Coordinators to align VET and pathways advice with academic programs and student wellbeing ● Ensure that VET students receive appropriate careers guidance, and that careers advice to all students accurately reflects VET options, apprenticeships and traineeships ● Prepare, manage and report on the VET and Careers budget(s), and participate in the College budget process ● Prepare submissions for specific purpose funding and grants and complete the subsequent accountability reporting in consultation with relevant stakeholders ● Participate in the process of allocating students to courses and classes where appropriate ● Ensure that VET and Careers information published in course handbooks, on the College website and through the learning management system is accurate and current ● Participate in the selection process for the appointment of new VET and Careers staff where appropriate ● Engage in ongoing professional learning to remain current with VET policy, industry trends, labour market information and careers practice
SYSTEM ADMINISTRATION	Ensure compliance with all Red Bend Catholic College systems including ● Synergetic ● Seqta ● Consent2Go ● ESS ● IDEAGEN ● Google ● Schools Online
ORGANISATION AND OPERATIONS	● Ensure compliance with the WHS Act 2011 and its regulations including: ○ Report any injury, damage, unsafe condition or hazard via RBCC online platform IDEAGEN, Assurance as well as notification to your relevant Supervisor within reporting guidelines. ○ Wear protective clothing or use equipment in the manner intended (where required). ○ Take reasonable care for the Health and Safety of all persons (including students, staff, visitors, contractors and volunteers). ○ Ensure that all students, staff, contractors and volunteers under their direction and control receive adequate instruction for the safe and efficient performance of their role and duties. ○ Correct unsafe and/or unhealthy practices or conditions in areas under the control of the position to the full extent of the position's authority or refer to the Compliance Coordinator, HR Manager or Deputy Principal. ○ Cooperate with the Compliance Coordinator in the measures taken to ensure Work Health and Safety.

	• Ensure compliance with all RBCC policies, procedures, Code of Conduct and Child Safeguarding requirements including Mandatory Reporting requirements and other relevant legislative and regulatory authorities. • Participate fully in the prompt investigation of all serious and potentially serious incidents and accidents which result in, or could have resulted in either injury to persons or damage to property or Human Resource implications so that remedial action may be initiated. • Work cooperatively in a team environment and provide support and/or technical advice as required across other areas of RBCC as required. • Work to continually assess and improve work practices and procedures on a continuous basis to achieve RBCC goals. • Be flexible in the workplace, open to new ideas and concepts, to working independently or as part of a team and to carrying out multiple tasks or projects where relevant. • Undertake all other duties as directed in line with the employees skill, competence and training.	
KEY RELATIONSHIPS	INTERNAL • Principal, Deputy Principal, Director Learning and Teaching, Director Curriculum • Executive Team • Teaching and Support Staff • Students	EXTERNAL • Parents • NESA • Marist Schools Australia • RTO's, TAFE NSW, Universities and other Tertiary providers • Employers, Industry bodies, Australian Apprenticeship Support Network providers • Local and regional community organisations

PERSON SPECIFICATIONS	
SELECTION CRITERIA	Essential Criteria • Relevant tertiary qualifications in Education and current NESA accreditation to teach in NSW • Demonstrated understanding of the NSW senior secondary curriculum and pathways, including the HSC, ATAR and the requirements of VET in the HSC, with the capacity to guide students and families through course and pathway choices • Demonstrated experience in VET coordination or delivery, or in careers advising or pathways education, in a secondary school setting, including working with RTOs and managing compliance and record-keeping • Demonstrated knowledge of post-school options and processes, including university admission (UAC), TAFE and private training providers, school-based and post-school apprenticeships and traineeships, and employment pathways • Demonstrated ability to build and sustain productive relationships with employers, industry, training providers and community organisations, and to organise work placement safely and effectively • Demonstrated capacity to provide high-quality individual and group career guidance that is responsive to the needs, strengths and aspirations of diverse learners, including students requiring additional support and students at risk of disengagement

	• Demonstrated capacity to lead, coordinate and collaborate with teachers, trainers and support staff, and to plan and manage the operational, budgetary and resourcing responsibilities of a program • Demonstrated ability to use data, including student achievement, engagement and post-school destination data, to monitor outcomes and inform program improvement • Highly developed communication, interpersonal and organisational skills, with the capacity to build positive professional relationships with students, parents, colleagues and external partners • A commitment to the mission of Catholic education and a desire to actively contribute to and enliven the Marist charism, values and educational mission of Red Bend Catholic College • A demonstrated commitment to child safeguarding, professional conduct and ethical practice, including respect, confidentiality and the wellbeing of students • Applicants must meet, or be working towards, the requirements for Accreditation to Work and Teach in a Marist Schools Australia school (Category C) Desirable Criteria • Experience in a Coordinator, Middle Leader or other educational leadership position • Certificate IV in Training and Assessment (TAE40122) or its equivalent, and/or vocational qualifications and industry experience relevant to VET courses offered by the College • Postgraduate or professional qualifications in career development, for example a Graduate Certificate in Career Development, and/or membership of a professional careers association • Knowledge of the regional labour market and established connections with employers and training providers in the local area • Experience with school-based apprenticeships and traineeships and with the Australian Apprenticeship system • Experience using careers and pathways platforms and digital tools to support planning, communication and record keeping • An active member of a Catholic Eucharistic community
OTHER REQUIREMENTS	• Registration with NESA • Active participation in the co-curricular life of the College.
STATUTORY REQUIREMENTS	• NSW Working with Children Check
AUTHORITY AND ACCOUNTABILITY	Worker Level Authority and Accountability