

## **EXPRESSION OF INTEREST**

### **Industry and Vocational Training Officer – AO4**

Temporary– 36.25 hours per week Term 2 & 3 with possibility of extension

We invite expressions of interest for Industry and Vocational Training Officer for terms 2-3 with the possibility of extension. The Industry and Vocational Training Officer will be required to work 36.25 hours per week plus ADO. There will be a requirement to work additional hours for after school activities and events. The Industry and Vocational Training Officer will report to the HOD Senior Schooling and DP Pathways.

As the Industry and Vocational Training Officer – AO4 you will have responsibility for (but not limited to) the following:

- Actively engage with industry and business to source School Based Apprenticeship and Traineeship opportunities for prospective students and seek opportunities for student placement in industry.
- Develop engagement activities and market the benefits of School Based Traineeships, Apprenticeships and VET training as a career pathway preference for students at Macgregor State High School.
  - Provide support for students wishing to leave school and are considering a VET pathway, this may mean attending a meeting led by the Deputy Principal and Transitions Pathways Officer (TPO) to assist in supporting the student.
  - Present, where required, to families and staff, regarding VET opportunities at MacGregor SHS and also provide updates on VET outcomes for our students.
- Develop and maintain relationships with employers, training providers and apprenticeship support agencies.
  - Manage the checking and signing of RTO MOUs and have relevant staff sign off on official documentation, and store accordingly.
  - Check in regularly with RTO providers to ask for feedback on students' progress and follow up with students and their families, as required.
  - Liaise with RTOs that deliver onsite, including the marking of student rolls, tracking of attendance and student course progress.
- Provide the HOD Senior Schooling with a regular update of the vocational program outcomes and identify issues that may impact on the success of the program.
  - Update and maintain VET data for students progress to be imported into TrackEd
  - Run reports as required by HOD Senior Schooling and Administration and ensuring it's reliability.
  - Assist in the creation of data walls for Senior School, specifically relating to VET.
  - Assist in tracking students' progress towards their Queensland Certificate of Education (QCE)
  - Assist in maintaining the Student Management database by ensuring the accuracy of all VET related data and managing issues with this, should they arise.
  - Request and manage 'catch-up' days for VET students either within assessment blocks or as otherwise arranged to support student completion of qualifications.
  - Organise the undertaking of First Aid, by the Year 12 cohort, including liaising with the relevant RTO and communication with students, MacGregor staff and families.
  - Follow up any issues raised by RTOs that deliver to our students, to ensure the good name and reputation of our school is upheld.
  - Refer any significant issues regarding students who are undertaking VET, to either the HOD of Senior School or the Pathways DP, depending on the incident.
  - Maintain Pathways software to ensure accuracy and reliability of information available.
- Undertake the development and coordination of high profile events within the school community and take a lead role in the development and implementation of promotional materials, including marketing and communication strategies and initiatives.
  - Attend SETP interviews to meet with prospective VET students and their families.
  - Create Excursion Planners and liaise with relevant RTOs and MacGregor staff regarding any VET related excursions and incursions.

- Work directly with schools, vocational education institutions, government, industry, business and community groups to form productive partnerships and develop networks to position School Based Traineeships, Apprenticeships and work experience to give insight to career pathway choices for students at Macgregor State High School.
  - Assist in educating the MacGregor community about the importance of VET for students and provide education on this, as required.
  - Collaborate with the Pathways Administration Officer to keep the Jobs Board up to date and accessible for students.
  - Answer queries via phone and email for any VET related enquiries that come to Senior School.
- Develop and provide guidance for the work experience placement program, including identifying increased opportunities, monitoring students in the workplace, arranging visits where required and managing the preparation, collection and storage of records and data as required by departmental policy.
  - Visit students on work placement and/or at traineeships and apprenticeships, as required.
- Coordinate with the HOD Senior Schooling, the recruitment of students to pathways options and process the enrolment of students into programs.
  - Ensure that VET students and their families are aware of the high expectations that must be met in order to engage in VET offerings at MacGregor SHS.
  - Book appropriate spaces for the delivery of VET onsite, as required.
  - Work with MacGregor staff to ensure facilities are well maintained and available for VET students to ensure they can successfully complete their qualifications (e.g. liaising with D&T staff to ensure there are safe workspaces available for the running of Certificate I Construction).
  - Manage the enrolment of students into certificate courses and ensure all due diligence is met.
  - Assist in the management of students being enrolled in Tutorial classes and the monitoring of these students' progress.
  - Inform Student Services of students known absences due to TAFE/Traineeships/Apprenticeships, excursions etc and ensure the accuracy of this information.
  - Work with Head of Senior School and relevant DP to ensure that VET classes are timetabled into appropriate venues for the delivery of qualifications.
  - Liaise with Finance and BM regarding any funding or money collection required as part of the delivery of VET for our students.
- Support the Pathways department to develop and implement work readiness programs for students, by organising the employer contribution to the program in the form of visits or presentations as appropriate.
- Provide a high level of client support to business and industry partners, and establish feedback loops to ensure continuous improvement.
  - Regularly research the job market and ensure our offerings are in line with the changing workforce and meeting the needs of our students
- Maintain currency of knowledge of the legislation relevant to the School Based Traineeship and Apprenticeship program.

To submit an Expression of Interest please send a resume and brief written statement outlining your suitability to Tegan Wolhuter, Business Manager – [twolh2@eq.edu.au](mailto:twolh2@eq.edu.au) by Sunday 18<sup>th</sup> March, 2024.

**Please ensure you read the role description for Industry and Vocational Training Officer to see full duties of the role - [11/334585](#)**