



Courage in Wisdom | Hope in Love

Job Description

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| Title: | Workplace Learning Coordinator |
| Reports to: | Director Pathways Counselling |
| EBA/Award: | South Coast Baptist College Operational Agreement 2024 |
| FTE: | 0.5 FTE |
| Employment Type: | Permanent Part Time |

Position Summary

The Workplace Learning Coordinator is responsible for the successful management of workplace learning experiences for students at South Coast Baptist College. This role involves coordinating student placements, inducting employers and students, providing ongoing support to both students and employers throughout the placement process, and building industry relationships.

The role reports to the Director of Pathways Counselling, under the oversight of the Deputy Head of Secondary: Curriculum Administration, and is ultimately responsible to the Principal.

Job Description

Student Selection:

- Promote the Workplace Learning program and manage student applications.
- Conduct interviews with students to assess career goals and suitability for placements.
- Provide feedback on resumes and portfolios to assist students with future job applications.
- Collect placement preference forms and consider suitable employers.
- Ensure all necessary paperwork, including references and workplace safety documents (e.g., induction checklist, White card and SmartMove certificates), is completed.

Placement Coordination:

- Seek, develop and maintain strong relationships with industry partners to identify and secure relevant workplace learning opportunities for students.
- Ensure absences are appropriately recorded in Compass.
- Liaise with students, parents, and the Director of Pathways to ensure placements progress smoothly.
- Provide support to both students and employers, addressing any issues or concerns that arise during placements.

Employer Induction:

- Conduct training sessions for new employers to ensure they understand their roles and responsibilities.
- Review and monitor workplace practices for compliance with safety regulations and standards.
- Provide guidance on workplace learning best practices and strategies.
- Ensure employers provide valid insurance certificates and monitor their currency.



Student Induction:

- Organise induction programs to prepare students for workplace placements.
- Cover topics such as rights and responsibilities, workplace safety, communication skills, and logbook protocols.

Student Support:

- Monitor student progress during placements and provide support as required.
- Liaise with the Director of Pathways and Heads of Year to address any issues or concerns.
- Review and assess student logbooks to ensure compliance with College and SCSA requirements.
- Document workplace visits and take photos for student portfolios.
- Ensure that the workplace environment is safe and conducive to learning.
- Conduct regular checks on the student's well-being, both physically and emotionally.
- Develop and apply crisis management plans to address emergencies or unexpected situations.

Parent Support:

- Provide parents with updates on their child's progress, and any challenges they may encounter.
- Conduct orientation sessions for parents to familiarise them with the program, its policies, and procedures.
- Work collaboratively with parents to address any issues or challenges that may arise and if necessary, mediate between the student, parent, and employer to resolve conflicts or misunderstandings.
- Regularly seek feedback from parents on the workplace learning program and their child's experience.

Placement Completion:

- Record and report student hours to the curriculum administrator within deadlines.
- Provide certificates of completion to students.
- Archive all relevant documents, including induction materials, logbooks, and other requested items.

Communication and Reporting:

- Report regularly to the Director of Pathways.
- Meet with the Director to discuss placements and provide updates on progress and any issues.
- Adhere to any other reporting requirements as directed.

Selection Criteria

Qualifications and Experience:

- Bachelor's Degree or Diploma (Desirable).
- Workplace Health and Safety qualifications and/or working knowledge of the Workplace Health and Safety Act 2020.
- Strong administrative skills and attention to detail.
- Experience in workplace learning or similar roles (desirable).
- Strong organizational and time management abilities.
- Excellent communication and interpersonal skills.
- Ability to work both independently and as part of a team.
- Valid driver's license.
- Previous experience working in a non-education field (desirable).



Other Key Requirements:

- Ability to provide transport for pre-placement and student visits.
- Available and contactable during placement periods (mobile phone required).
- Be available during school holidays for placement visits and serve as a point of contact.
- Flexibility to increase work hours during placement periods, commonly coinciding with exam periods.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WHS instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the College in consultation with this role.

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| Position Held By: | |
| Signed: | |
| Date: | |