



The Coordinator of VET is responsible for developing opportunities for students and ensuring all VET programmes and student participation fulfils the College duty of care requirements. This position will report to the Vice Principal.

Responsibility	Expected Outcomes
Be responsible for the overall organisation and administration of the VET programmes	<ul style="list-style-type: none"> • Marketing of programmes • Scheduling • Liaison with Timetabler • Promotion of VET with parents and students • Informing school community that VET is an alternative pathway for Senior students • Selection, Resourcing and Delivery
Review and facilitate a coordinated approach to the delivery of VET units in order to meet the needs of our students and to provide the most appropriate delivery model	<ul style="list-style-type: none"> • Develop and promote programmes existing and new and set the future direction of VET at John Paul College in conjunction with the Vice Principal • Develop a communication framework with members of the school community and employers • Convene meetings with teachers of VET in order to monitor delivery of units • Coordinate information disseminated to staff, students and parents in relation to VET • Coordinate information to be delivered at information evenings in relation to VET • Establish progress monitoring of VET students with external RTO's
Increase the pool of teachers able to deliver VET units	<ul style="list-style-type: none"> • Source and provide professional development opportunities for staff • Implement strategy for quality management focussing on continuous improvement
Represent the College at VET Coordinators meetings	<ul style="list-style-type: none"> • Attend meetings and report back to Vice Principal
Provide support to all VET teachers	<ul style="list-style-type: none"> • Identify and address issues and be proactive in meeting the needs of providers and students • Be the liaison person for students and external providers
Work with the Vice Principal to enrol students in the VET programme	<ul style="list-style-type: none"> • Promotion of the VET pathway to students • Correct enrolment of VET students
Organise appropriate work placements for students	<ul style="list-style-type: none"> • Secure appropriate placements for students • Provide ongoing monitoring and support for students • Complete onsite work placement visits • Conduct work assessments • Assist with completion of students' workplace logbooks • Conduct workplace evaluations • Attend meetings as required • Facilitate communication via email, letters and phone conversations
Any other duties as required by the Principal	