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POSITION DESCRIPTION

POSITION	Vocational Education and Training (VET) Coordinator
EMPLOYER	Prace Ltd
RESPONSIBLE TO	VET Development and Delivery Manager
LOCATION	Merrilands Community Centre, Reservoir
CLASSIFICATION:	Adult Community Education Employees, General Staff Level 6 - Neighbourhood Houses and Learning Centres Workplace Agreement 2024
QUALIFICATION/S OR RELEVANT EXPERIENCE:	Relevant tertiary qualification in vocational education and training, adult education, education, community services, business administration or a related field, or substantial equivalent experience in an RTO or adult and community education setting. Demonstrated experience coordinating accredited VET programs and associated student, trainer, assessment, practical placement and compliance processes. TAE40122 Certificate IV in Training and Assessment, or a successor or equivalent credential that meets current VET regulatory requirements.
CONDITIONS	Fixed-term contract, part-time -22.8 hours per week Salary Packaging available. Satisfactory National Police Records Check (essential) Working with Children Clearance or VIT Registration (essential) Victorian Drivers Licence (essential) Certificate in First aid (desirable) 6-month probation Refer to the Neighbourhood Houses & Adult Community Education Centres Workplace Agreement 2024 for all other conditions This position includes Child-related work.

ORGANISATIONAL VISION

Changing lives through education

ORGANISATIONAL FOCUS

Through the provision of accessible education opportunities that engender self-reliance and hope, we shape the community of tomorrow and break the cycle of poverty and disadvantage to enable people to improve their quality of life.

ORGANISATIONAL CONTEXT

Prace has, for over 30 years, provided innovative and high-quality Adult Community Education (ACE) programs. Over this period Prace has increased significantly in size and scope of activities and currently receives funding from a range of local, state and federal government departments for pre-accredited and accredited as well as a range of community development and management activities.

Prace is :

- A Learn Local provider - delivering adult education and training programs through ACFE
- A Registered Training Organisation (RTO) - a provider of accredited education and training programs recognised throughout Australia
- A funded Neighbourhood House
- A Registered Charity
- An Independent Specialist School: Prace College

Prace also manages the Merrilands Community Centre on behalf of the City of Darebin, supporting over 20 community groups who access the Centre. The Prace program, both education and community development, operates across 2 Prace-managed sites, Merrilands Community Centre and Prace Mernda Campus, as well as in a range of other community venues within the Northern growth corridor of Melbourne.

Organisational Chart: **Organisational Structure - Prace**

POSITION SUMMARY

The VET Coordinator supports the effective, compliant and student-centred delivery of Prace's vocational education and training programs. Reporting to the VET Development and Delivery Manager, the role coordinates key aspects of the student and course lifecycle, including pre-training review and enrolment, orientation, attendance and progress monitoring, assessment and compliance tracking, trainer support, practical placement, learning resources, delivery-site checks and course promotion.

The position works closely with trainers, administration staff, students, employers and community partners to help ensure programs meet Prace requirements, regulatory standards, funding and contractual obligations, and support positive student participation, retention and outcomes.

JOB COMPLEXITY

As the VET Coordinator you will be reporting to the VET Development and Delivery Manager and assist with the rollout and oversight of a range of vocational programs. You will work closely with the VET teachers and the Prace administration team. You will also interact with prospective students and support enrolled students as necessary. It is essential that the team works together to achieve desired outcomes for the organisation.

As part of your role you may liaise with a number of local organisations North, North East and North West metropolitan Melbourne, including Jobs Australia providers, community organisations and relevant employers.

KEY RESPONSIBILITIES AND DUTIES

Pre-Training Review and Student Enrolment

- Conduct Pre-Training Review (PTR) interviews with prospective students.
- Explain course requirements, expectations, delivery arrangements, and relevant information to prospective students.
- Prepare PTR handover information for trainers.
- Plan and conduct student orientation and collect completed student induction checklists.

Student Progress, Attendance and Support

- Maintain and monitor student attendance records.
- Follow up with trainers where attendance records are incomplete or missing.
- Follow up with students regarding absences and attendance concerns.
- Track assessment/assignment submissions and follow up on outstanding work.
- Monitor Google Classroom to ensure students have access, track assessment submissions, and resolve relevant queries.
- Respond to student queries and provide course-related support.

Assessment Quality and Compliance

- Track assessment marking and checking on a weekly basis using an Excel tracking sheet for each class.
- Conduct regular quality checks of marked assessments, including checking signatures, dates, completed responses, and other assessment requirements, similar to the validation process.
- Track and collect required student and course documentation, including:
    - Practical Placement Workbook (PPW)
    - Digital Declarations
    - Working with Children Check (WWCC)
    - Training Plans (TP)
    - Unit Outcomes
    - Other required compliance documentation
- Conduct AQTF learner surveys and maintain relevant records.

Course Delivery and Trainer Support

- Track lesson plans and follow up where required.
- Participate in trainer meetings.
- Respond to trainer queries and provide administrative and course coordination support.
- Arrange equipment, learning resources, and other materials required for course delivery.
- Create and maintain class folders in SharePoint for class-related records and documentation.
- Monitor the designated mailbox and respond to or action enquiries as required.

Practical Placement

- Monitor and follow up on student placement allocations.
- Track placement-related documentation and requirements.
- Liaise with relevant staff, trainers, and students regarding placement requirements where necessary.

Venue and Delivery Compliance

- Visit course delivery sites as required.
- Conduct venue checklists to ensure facilities meet course delivery, resource, safety, and compliance requirements.

Course Promotion

- Promote courses to prospective students and relevant stakeholders.
- Participate in marketing and promotional activities to support course enrolments.
- Assist the VET Manager with the design, development and delivery of education and training programs

General

- Provide student support in the form of career mentoring and development by
    - working directly with students on a one to one basis in career planning, developing employment skills and/or provide practical support in looking for work
    - identifying work opportunities for our students
    - running employment/career focussed workshops
- Contribute to organisation's commitment to providing child safe environment
- Support Prace safe work practices and assist in promoting safety as a requirement of day-to-day operations.
- Ensure continued familiarity with Prace policies, procedures and Strategic Plan as relevant to position
- Work in concert with all Prace staff to realise Prace's values, focus, and vision.
- Maintain and develop one's own professional capability as relates to this position

The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

OCCUPATIONAL HEALTH AND SAFETY (OHS) AND ENVIRONMENTAL HEALTH AND SAFETY (EHS) RESPONSIBILITIES

All staff are responsible for the following safe work procedures and instructions:

Employees must:

- Comply with the Prace OH&S Policies and Procedures
- Adopt work practices that support health and safety in the workplace
- Take reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seek guidance for all new or modified work procedures
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Participate in meetings, training and other environment, health and safety activities
- Not wilfully place at risk the health or safety of any person in the work place
- Not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperate with Prace in relation to activities taken by Prace to comply with Occupational, Health and Safety and environmental legislation.

Supervisors are responsible for:

- Developing new work procedures, as required, in conjunction with relevant persons
- Providing all staff with relevant health and safety information in an appropriate manner
- Providing adequate supervision through technical guidance and support
- Providing appropriate facilities for safe storage, handling and transport of hazardous substances
- Ensuring that all accidents and incidents are reported.

The organisation has a responsibility to:

- Provide a work environment which meets OH&S legislative requirements
- Regularly review current work sites and new sites prior to service delivery in order to determine that they meet OH&S standards.

EQUITY AND DIVERSITY

Prace is committed to equal opportunity in education, employment and welfare for staff and students.

Prace and its staff are required to operate under the Equal Opportunity and Non-discrimination legislation which includes:

- Age Discrimination Act 2004
- Australian Human Rights Commission Act 1986
- Disability Discrimination Act 1992

- Racial Discrimination Act 1975
- Sex Discrimination Act 1984

Through our commitment to diversity and equality, Prace is actively engaged in promoting and maintaining a safe and inclusive work environment where all employees are respected, valued and supported. Prace advocates for building safer communities.

CHILD SAFETY

Prace intentionally promotes and protects the interests and safety of children, and a child-safe environment for all children and young people in its care.

This will be achieved by:

- having a zero tolerance for child abuse
- working to actively listen to and empower children
- having systems to protect children from abuse, and will take all allegations and concerns very seriously and responding to them consistently in line with the organisation's policies and procedures
- being committed to promoting cultural safety for Aboriginal children, cultural safety for children from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability
- engaging only the most suitable people to work with children along with providing high quality supervision and professional development.

GOVERNANCE

Prace is governed by a Board with strong representation for all key operational areas.

Prace's strategic growth over the past 5-6 years reflects a depth of governance skills on the Board, as well as a strong ability to respond to opportunities as they arise. The Board of Management is committed to open and transparent governance processes that embrace a culture of continuous improvement and critical self-evaluation.

All business activities are reported to the Board.

SELECTION CRITERIA

Applicants must meet the qualification and experience requirements outlined above.

Essential

1. Sound knowledge of the Australian VET system and current regulatory and funding requirements in Victoria.
2. Demonstrated ability to coordinate student and course lifecycle processes, including pre-training reviews, enrolment and orientation, attendance and progress monitoring, assessment tracking, practical placements, and completion and compliance documentation.
3. Strong planning, organisational skills, including the ability to manage competing priorities, maintain accurate and audit-ready records, and identify and follow up outstanding actions.
4. Strong digital skills, including the ability to use Microsoft 365, SharePoint, Google Classroom or similar student or learning management platforms.
5. Strong written and verbal communication, interpersonal and stakeholder engagement skills, including the ability to explain requirements clearly, support students, follow up trainers, and liaise effectively with employers, community organisations and other stakeholders.
6. Demonstrated ability to work independently and collaboratively, exercise sound judgement, and identify and escalate risks affecting VET quality or compliance.

Desirable

- Experience working in an adult and community education, Learn Local or similar setting and supporting learners from diverse backgrounds or experiencing barriers to participation.

This position description is approved by:

Employee's Signature: Date:

Education Manager's Signature: Date: