  

**Gateway Local Learning and Employment Network**

**Position Description:**

**Structured Workplace Learning Officer**

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| Position Title: | **Structured Workplace Learning Officer** |
| Reports to: | Executive Officer |
| Date Prepared: | March 2021 |
| Tenure: | Fixed Term Contract –  0.4 EFT - 31 December 2021 |
| Rate: | $65 – 68K pro rata gross + superannuation |

**Gateway LLEN Background**

The Gateway Local Learning and Employment Network (LLEN) is part of a network of 31 LLENs across Victoria funded by the Victorian Government to support their objective that 92.6% of all young people will achieve Year 12, or its equivalent, by 2015. Established in 2002, the pivotal role of Gateway LLEN has been to act as a regional strategic and facilitation body, bringing together the entire Manningham, Monash and Whitehorse local government regions to collaboratively contribute to improving the education, training and employment outcomes for local young people. The Gateway LLEN is governed by a voluntary Committee of Management (CoM) representing key organisations, tertiary institutions, and industry and community members.

As of January 2016, the Gateway LLEN has been contracted by the Department of Education and Early Childhood Development (DEECD) to support continued strong pathways from school to further education and work for local young people via the Structured Workplace Learning program.

**Structured Workplace Learning Officer Role Summary**

The purpose of the Structured Workplace Learning Officer role is to increase access to appropriate SWL placements and School Based Apprenticeship and Traineeship (SBAT) placements for students undertaking Vocational Education and Training (VET) as part of their senior secondary certificates within the Gateway LLEN region.

The Structured Workplace Learning Officer may fulfil these objectives by providing a wide variety of outcomes on behalf of Gateway LLEN, including, but not limited to:

* Work with a wide variety of industry within the Gateway region to secure relevant and appropriate workplace learning opportunities that are aligned to VETis and SBAT workplace outcomes
* Coordinate forums, professional development and other events for a wide variety of stakeholders including students, schools, industry, youth service providers and various other stakeholders
* Work with relevant stakeholders to identify and implement new initiatives in priority areas as identified in the Gateway LLEN SWL Strategic Plan
* Attend, contribute and where appropriate coordinate, meetings and networks that support the strategic goals of Gateway LLEN

Key stakeholders that the Structured Workplace Learning Officer is required to work with are:

1. Education & Training Providers
2. Business and Industry
3. Parents and Families
4. Community Groups

Industry placements will be developed that recognise the needs of young people within the geographical boundaries of Gateway LLEN and should foster a strategic approach to supporting the learning and development of this cohort.

**Key Accountabilities**

The incumbent will be responsible for, but not limited to, the following Key Accountabilities:

1. Establish relationships with employers, schools, and other stakeholders to identify appropriate SWL (or SBAT) placements that will meet the students' needs, and helping enhance opportunities for young people to undertake SWL (or SBAT) placements
2. Facilitate engagement between schools and employers, and supporting schools to work directly with employers to place students into SWL (or SBAT) placements, and to support schools to source SWL placement options for "difficult to place" students
3. Promote workplace learning to industry, including improving their understanding of the benefits to them
4. Develop a 'bank' of ongoing workplace learning placements, ensuring that these are entered on to the DET state-wide portal and updated on a weekly basis
5. Develop a working knowledge of this portal so as to assist stakeholders (eg employers and students) in being able to use it
6. Ensure that KPI's in the Common Funding Agreement are achieved and deadlines are met
7. Work with the LLEN State-wide Network to identify appropriate SWL (or SBAT) placements and to facilitate students' access to placements outside their local area
8. Share knowledge and expertise across the LLEN to facilitate effective delivery of the SWL program in all areas of the state and evaluate and report on the SWL program in the local area and contribute to a consolidated state-wide report
9. Work with the Gateway LLEN Executive Officer and with DET to plan the delivery of the SWL program (subject to the availability of DET funding)
10. Maintain all internal databases and forward plan daily calendar
11. Provide weekly reports to the Executive Officer on employer engagement, SWL vacancies, generated placements, completed placements etc.
12. Represent Gateway LLEN at a variety of network meetings in a professional manner
13. Coordinate marketing and catering for events, forums and other meetings as required
14. Support the Executive Officer to ensure that all contractual requirements are met as required
15. In consultation with the Executive Officer, assist in the preparation of strategic plans, reports and case studies
16. Provide regular written activity reports to the Executive Officer