

**Vocational Education and Training (VET) Coordinator
Position Description
May 2026**

| | |
|------------------------|---|
| Title: | VET Coordinator |
| Classification: | Djerriwarrh Coordinator Level A to E (According to award) |
| Salary: | \$83,021.92 to \$90,313.58 pro rata plus superannuation of 12% per annum for a full time position (According to Djerriwarrh's internal scale). Staff also have the ability to access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains its PBI status. |
| Status: | Part time (0.6 - 0.8) hours negotiable (12-month contract with the possibility of extension) |
| Award: | Labour Market Assistance Industry Award 2020 |

ORGANISATIONAL CONTEXT

Djerriwarrh Community & Education Services (Djerriwarrh) is a highly regarded not for profit charitable organisation which has been delivering high quality education, training, employment and youth programs in the western suburbs of Melbourne since 1989. Djerriwarrh's purpose is 'to support people and communities to learn, connect and grow'. Djerriwarrh works in partnership with the community, other community based organisations, participants/clients and local, state and federal governments.

Education and training services including:

- Adult Community & Further Education (Learn Local provider)
- Vocational Education and Training (VET)
- Government (State and Federal) contracted training (Skills First)
- Skills for Education and Employment (SEE) and the Adult Migrant English Program (AMEP) trading as Learning for Employment
- Literacy and Numeracy services
- Djerriwarrh Community College
- Djerriwarrh Neighbourhood House
- Melton Suburban University Study Hub

Youth services including:

- TAC L2P Learner Driver Program
- Better Futures
- Reconnect
- Homework Club

Employment services including:

- Parent Pathways

DJERRIARRH'S VALUES

Caring – we provide a safe and welcoming environment for all.

Respectful – we treat all people fairly and equally.

Inclusive – we are welcoming and put people first.

Adaptable – we respond to individual and community needs in a creative and flexible way.

Accountable – we take responsibility for our decisions and follow through on our commitments.

Djerriwarrh is committed to quality, innovation and promoting a culture of continuous improvement in its governance, management and service delivery.

Djerriwarrh is committed to child safety and all staff, volunteers and board members have a responsibility to prevent child abuse and respond appropriately to allegations.

All Djerriwarrh employees have a shared responsibility to identify and manage risks particularly those associated with children and young people attending the workplace.

Djerriwarrh is committed to providing a safe and inclusive environment for all children and young people from all cultures including from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.

DJERRIARRH'S QUALITY MANAGEMENT SYSTEM (QMS)

All staff contribute to Djerriwarrh's Quality Management System (QMS), which is aligned with ISO 9001:2015 and supports the delivery of high-quality services across all programs. Each employee is responsible for understanding and fulfilling their role in maintaining and improving quality standards, complying with relevant policies and procedures, and actively participating in continuous improvement initiatives. This shared responsibility ensures that the QMS remains effective, responsive, and aligned with the organisation's strategic goals.

POSITION OBJECTIVES

The VET Coordinator will work with the Education Manager to coordinate the delivery of the Skills First and fee for service accredited training programs delivered at Djerriwarrh.

One of the main objectives of the position is to coordinate, plan, administer and grow high quality accredited Vocational Education and Training (VET) programs in line with VRQA Guidelines, AQTF, 2026 VET Funding Contract – Skills First Program (including Quality Charter), relevant Victorian and Commonwealth legislation and Djerriwarrh policies and procedures.

With support from the Education Manager, the VET Coordinator will supervise all VET administration staff and VET trainers. The VET Coordinator will meet regularly with the Education Manager to review operational and work plans and will participate in bi-monthly Leadership Team meetings.

We are seeking an experienced and suitably qualified VET Coordinator to work closely with the Education Manager to deliver, grow and coordinate a successful, high-quality training program compliant with relevant contracts.

The VET Coordinator will liaise closely with local community networks such as job providers, Centrelink, employers, businesses and schools to identify training needs and opportunities to expand training delivery.

Skills First Program:

The Skills First program is the vehicle through which RTOs in Victoria are contracted to deliver government subsidised training services to eligible individuals.

The program seeks to improve participants' skills, with the expectation that such improvements will enable them to participate more effectively in the labour force.

Participants are funded through the 2026 VET Funding Contract – Skills First Program (eligibility criteria apply) or are full fee paying. Participants may be referred to a course by Djerriwarrh youth and employment programs, Centrelink, Workforce Australia providers and Disability Employment Service (DES) providers. Many of the participants self-refer.

PROGRAM SPECIFIC DUTIES & RESPONSIBILITIES

The VET Coordinator in consultation with the Education Manager is responsible for the coordination including planning and administering of programs in line with the Skills First contractual requirements. Delivery and assessment will be blended using both classroom and online modes of delivery.

In consultation with the Education Manager, the VET Coordinator will:

- Coordinate the review and development of the course program and delivery and assessment materials
- Report student progress to the Education Manager
- Participate in team meetings, professional development and validation sessions
- Assist with internal/external audits as required

Strategy and planning

Support the Education Manager with:

- Actively participating in Training team meetings
- Business development activities
- Developing and implementing Training team operational plans and ongoing strategy development

Program promotion

- Liaise with Marketing to create/develop promotional materials that meet Djerriwarrh's branding, Skills First Contract and AQTF and VRQA requirements
- Promote training courses to the local networks, including job providers, industry Centrelink, employers, businesses and schools
- Promote training programs internally at Djerriwarrh
- Prepare and conduct information sessions where appropriate
- Ensure enquiries are responded to in a timely manner

Program enrolments

- Ensure students are enrolled according to funding guidelines, AQTF Standards and Djerriwarrh policies
- Ensure the PTR process is conducted within the requirements of the funding guidelines

Program delivery

- Assist the Education Manager to ensure trainers are delivering programs in accordance with Djerriwarrh policies and procedures, compliant with the AQTF standards and contractual requirements
- Ensure students are referred to appropriate programs internally at Djerriwarrh and external agencies for additional support and assistance if required by communicating with VET administration officers pre and post course

Program administration, risk & compliance

- Work with VET administration officers to ensure accurate information is provided for the collection of statistics, fees, student files and the issuing of certificates
- Assist the Education Manager to Develop Training and Assessment strategies for courses
- Monitor SVTS statistical data for accuracy and compliance

- Assist the Education Manager to monitor the documentation and review of programs to ensure compliance with funding guidelines
- Assist the Education Manager to participate in evaluation and validation activities
- Assist the Education Manager to ensure that all training delivered is compliant with AQTF Conditions and Standards, training package and Contract requirements
- Ensure courses are compliant with the Skills First Contract and VRQA and AQTF requirements
- Regularly review and improve internal systems and processes in consultation with the Education Manager
- Ensure compliance with Djerriwarrh policies and procedures
- Assist the Education Manager and VET administration staff to prepare for audits
- Assist the Education Manager to ensure Trainer files are complete with required documents

External Program relationships

- Assist the Education Manager to liaise with local networks including job providers, local community groups, local council, business, schools, clients and current students to identify current and future training requirements
- Liaise with local industries with the aim of promoting VET and to develop opportunities for students to participate in work placement or future employment

Financials

- Assist the Education Manager to monitor program funds including budget preparation, authorisation and review of expenditure and income
- Assist the Education Manager to ascertain viability of classes/programs

Staff

Participate in relevant staffing matters including:

- Staff recruitment and selection in collaboration with the Education Manager
- Contribute to the development of staff work plans
- Supervision of the VET administration staff and trainers
- Assist the Education Manager plan and develop professional development for trainers
- Develop and contribute to department work plans in consultation with the Education Manager
- Provide support to trainers as required
- Assist the Education Manager to conduct trainer evaluations and program reviews on a regular basis to ensure compliance and continuous improvement of program delivery

Other requirements

- Other program related duties as directed by the Education Manager or their delegate.

CONDITIONS OF EMPLOYMENT

The VET Coordinator is a part time position.

Remuneration falls under the Labour Market Assistance Industry Award. Salary is within the range of \$83,021.92 - \$90,313.58 pro rata plus superannuation. This position may access "tax free" benefits of \$30,000 grossed-up per annum. Djerriwarrh receives concessional fringe benefit tax treatment due to its current Public Benevolent Institution (PBI) status, and can therefore pass on these benefits to staff according to current tax legislation. This benefit is only available to staff while Djerriwarrh retains the PBI status.

The starting salary is dependent on relevant qualifications and experience. A probation period of 6 months applies to this position.

Confirmation of employment

Confirmation of employment with Djerriwarrh is subject to the provision of:

- Satisfactory outcome of Nationally Coordinated Criminal History Check (NCCHC) and Working with Children Check. A Working with Children Check is the responsibility of the employee.
- A valid Australian visa with work rights (if applicable).

Workplace Health and Safety (WHS)

All employees have a personal responsibility to work safely and to abide by the legislation, rules and established safe work practices that govern safety.

All employees are responsible for their own safety and that of fellow employees. All employees must:

- Report unsafe or unhealthy work practices to WHS representatives, coordinators and/or managers.
- Comply with WHS policies and procedures and to follow directions given by coordinators, managers or any WHS and Emergency Response Team representatives in relation to safe work practices.
- Comply with all current government and health expert advice, and requirements.

Site flexibility

Staff may be required to work at any of the Djerriwarrh sites including outreach sites. Djerriwarrh's head office is based in Melton with other sites in Sunshine and Ballarat.

Drivers licence

A current driver's licence is required.

Pre-existing injury

The person appointed to this position will be required to disclose any pre-existing injuries or disease that might be adversely affected by employment in this position. This will assist Djerriwarrh in providing a safe work environment for new staff.

KEY SELECTION CRITERIA

Mandatory:

- KSC 1: Minimum two (2) years of experience in the VET sector, including knowledge of the networks, working in the field and the key processes involved.
- KSC 2: Demonstrated ability to understand and comply with contractual obligations and standards.
- KSC 3: Demonstrated experience in coordination of training programs.
- KSC 4: Demonstrated experience in effectively recruiting, training, coordinating, supporting and developing staff.
- KSC 5: Highly developed organisational and problem-solving skills with a proven ability to work autonomously.
- KSC 6: Highly developed interpersonal skills - including high level oral/written communication skills and negotiation skills.
- KSC 7: A sound level of understanding of AQTF, VRQA and Skills First Contract compliance.

- KSC 8: Well-developed ability to use Microsoft Office software in particular Outlook, Word and Excel.
- KSC 9: Demonstrated ability in marketing and promoting training programs.
- KSC 10: Demonstrated experience in audit preparation.

QUALIFICATIONS/SPECIAL REQUIREMENTS

- Minimum two (2) years of experience in the VET sector in a similar role.
- Must hold a Certificate IV in Training and Assessment (TAE40110, TAE40116 or TAE40122) or working towards, as well as a qualification in Business Administration or other relevant qualification.
- Evidence of recent professional development related to the VET sector.

Desirable

- Experience using aXcelerate
- Experience with SVTS
- Experience with audits and rectification plans

REPORTS TO

Education Manager

SUPERVISES

VET Trainers

VET Administration Officers

IMPORTANT NOTES:

- Djerriwarrh actively encourages applications from Aboriginal peoples, people from culturally and/or linguistically diverse backgrounds, gender and sexually diverse people and people with a disability.
- Services comply with the provision of relevant Commonwealth, State or local government legislation, which has direct or indirect implications for the service.
- Services are conducted free from any sexual harassment and any unlawful discrimination which contravenes the:
 - *Racial Discrimination Act 1975*
 - *Sex Discrimination Act 1984*
 - *Disability Discrimination Act 1992*
 - *Disability Act 2006*
 - *Equal Opportunity Act 2010*
 - *Charter of Human Rights and Responsibilities Act 2006*
- Services are conducted in compliance with relevant sections of the:
 - *Privacy Act 1988*
 - *Freedom of Information Act 1982*
- Djerriwarrh is a child safe organisation and complies with:
 - *Child Wellbeing and Safety Act 2005*
 - *Worker Screening Act 2020*
- Djerriwarrh acknowledges and respects the privacy of individuals and handles personal information in compliance with Information Privacy Principles (Victoria) and the National Privacy Principles. Your personal information will be destroyed when no longer required.
- Djerriwarrh has in place an information security management system. All staff are required to comply with the relevant policies and procedures to protect the integrity and security of any information created or collected for the purposes of delivering our services and programs.

| | |
|--|---------------------------------------|
| Declaration | |
| My position description has been explained in detail and I understand and accept the accountabilities and authority as outlined. | |
| Employee | Name: Signature: __/__/__ |
| Manager | Name: Signature: __/__/__ |