

Position Title	Career Development Specialist (VELCI)
Portfolio	Student Experience
Division	Student Engagement & Support
Department/Cost Centre	Skills & Jobs Centre - 03320
Classification	Specialist Staff 6
Position Number/s	102928
Reporting to	Team Leader – Career Practitioner
Supervises	Nil

Who is South West TAFE?

South West TAFE (SWTAFE) is an education hub with a difference. We bring innovative education and industry insider knowledge together to power talent for tomorrow.

To better meet the demands of the fast paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Division Overview

The Student Engagement & Support Division provides a broad range of supports to SWTAFE students, the community, trainees and apprentices. The Division incorporates the South West Skills and Jobs Centre (SWSJC) and all of the support services available within South West Central, SWTAFE's central student support centre, and at other campuses.

The SWSJC is a comprehensive career service that provides students, employers, apprentices and trainees with a valuable point of contact for their career, training and employment needs. The SWSJC is part of a connected network across the state based at TAFEs and dual sector universities providing free career development services through the Victorian Skills Authority.

It provides high quality coaching and career advice in Warrnambool and across the region supporting local communities.

The SWSJC will continue to partner with industry and employers who are seeking to connect with a skilled workforce and development opportunities for their employees.

The Student Engagement & Support Division consolidates the delivery of services to ensure a shared vision and overarching high levels of support across all front facing services within a cohesive structure, ensuring co-ordination across functions, processes and spaces.

VELCI Project Overview

The Department of Education (DE) is committed to working in partnership with the Victorian Skills Authority's (VSA's) contracted Skills and Jobs Centres (SJC's) to ensure school-aged young people who leave school early have the supports they need to thrive in their post-school education, training or employment pathway.

The objective of the Victorian Early Leaver Connection Initiative: Career Advice Service (VELCI CAS) is to pilot outreach and career advice services to school-aged early school leavers to support secure transitions into, and continued engagement in, post-school education, training and employment pathways.

Program Outcomes

For school-aged early school leavers	<ul style="list-style-type: none"> increased awareness of and access to outreach and career advice to support school-aged early school leavers with their transition from school into post-school education, training and employment pathways increased retention and completion rates for school-aged early school leavers in their post-school education and training pathways
For SJC's	<ul style="list-style-type: none"> increased capacity and capability in SJC's to provide outreach and career advice to school-aged early school leavers
For schools	<ul style="list-style-type: none"> increased awareness of and referrals to support available through SJC's for school-aged early school leavers
For government	<ul style="list-style-type: none"> contribute to the evidence base on what works to support school-aged early school leavers to successfully transition to, and remain engaged in, post-school education, training and employment pathways

Position Overview (Your Opportunity)

The Career Development Specialist (VELCI) serves as the primary authority on career development for young people, overseeing the coordination and delivery of the VELCI Project. This role sits within the SWSJC.

Key responsibilities include developing and fostering partnerships with schools, non-school providers, and other stakeholders to enhance service delivery and connectivity across workplaces, schools, Registered Training Organisations (RTOs), and related service providers. In delivering the service it would be expected that extensive travel across the Great South Coast and Wimmera regions will be required including overnight stays.

The project focuses on supporting early school leavers by:

- Identifying participants and providing independent career advice.
- Assisting with understanding study options and creating personal career plans.
- Facilitating credit for existing skills and exploring jobs in demand.
- Helping participants find employment and access support services while remaining connected to further education opportunities.

Operating from the **South West Skills and Jobs Centre (SWSJC)** in Warrnambool, the Career Development Specialist (VELCI) will deliver career development services across the VELCI Cluster region, covering 10 local government areas:

- Great South Coast region:** Corangamite, Moyne, Warrnambool, Glenelg, and Southern Grampians Shires.
- Wimmera region:** West Wimmera, Horsham, Northern Grampians, Hindmarsh, and Yarriambiak Shires.

The role will also lead regular career development activities for students enrolled in VCE Vocational Major and Victorian Pathways Certificate (VPC) programs delivered by non-school providers.

Key Accountabilities

All South West TAFE staff are required to act and work in the best interest of the organisation, as such every staff member has accountabilities to uphold for both their position and the wider organisation, These accountabilities include but are not limited to:

Your Position

- Abide by the expectations set out in the VELCI (CAS) delivery guidance documentation including appropriate program promotion, fostering professional relationships with referring schools.
- Liaise and negotiate effectively and persuasively with the internal and external stakeholders as appropriate, on sensitive and complex issues to gain commitment to agreed educational and career outcomes.
- Maintain appropriate sensitivities to data collection, privacy and confidentiality of participant information and up to date reporting of relevant records and data in an accurate and timely manner.
- Display significant initiative, sound judgment and reliable leadership at all times in carrying out the requirements of the position.
- Contribute to the provision and development of excellent customer service to clients accessing the services of the SWSJC and to service providers, industry and individual businesses liaising with the centre and in collaboration with the Wimmera Skills and Jobs Centre (WSJC) based at Horsham.
- As part of the SWSJC Team, provide sound advice in areas of expertise (early school leaver career counselling and career development) and work in accordance with the VELCI (CAS) contractual requirements and the SWTAFE Strategic Goals, developing strategies and techniques in career development and vocational readiness.
- Liaise other members of the organisation including support staff, teaching staff and networking with Student Administration, Schools, WSJC, Local Learning & Employment Networks and Career networks locally and across the Great South Coast and Wimmera regions.
- Provide high quality career advice and development services according to the National Standards for Professional Career Development Practitioners and the Career Industry Council of Australia code of ethics to all clients of the SWSJC and state-wide network.
- Positively contribute to the professional development of the SWSJC and WSJC Teams and support the delivery of a cohesive, high-quality, customer-focused career service.
- Provide accurate specialist advice and work in partnership with the Skills and Jobs Centre Course Advisor to ensure client focussed services are delivered on a day to day basis.
- Engage in a case management approach with SWTAFE support staff, to provide career services to VPC and VCE VM students enrolled at SWTAFE.
- Develop and deliver workshops and resources appropriate to career exploration, career management and self-development relevant to the assessed career development stages of SWTAFE students and run professional development for relevant SWSJC and WSJC staff targeting VELCI CAS project outcomes.
- Liaise with all stakeholders, externally and internally to ensure all participants in the VELCI project are aware of services available to them
- Manage the delivery of career advice and guidance to the targeted cohort, early school leaver and non-school provider students of the VELCI (CAS) and specific special needs groups with a commitment to supporting individual clients with vocational training, career advice and support.
- The incumbent can expect to be allocated duties as directed by the Team Leader, Careers Practitioner and provide support not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification level.
- Adherence to all Child Safety Standards in the delivery of all services at all locations.

Your Organisation

- Recognise areas in which guidance and support is required from the Manager and seeks appropriate assistance
- Keep up to date with relevant information and industry best practice
- Comply with internal policies and procedures including the Code of Conduct

- Demonstrate the organisational values on a daily basis and proactively seeks to maintain a healthy and safe work environment
- Actively participate in the organisations Achievement Development Program (ADP)

This position description describes in general terms the normal duties which the position is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility.

Key Selection Criteria (Key to Success)

Successful candidate will demonstrate the best combination of the following characteristics;

- Co-ordinate focused/targeted activities to individuals, small and large groups in a professional manner whilst ensuring personal behaviours are aligned to SWTAFE values.
- Be adaptable and flexible in the styles of career development theories, advice and support practices, networking and building relationships.
- Communicate both verbally and orally to a very high professional level whilst being able to adapt style to suit the audience.
- An understanding of Equal Opportunity principles and their application to SWTAFE staff, students and community.
- A commitment to the SWTAFE values of Responsiveness, Creativity, Collaboration, Accountability, Excellence, Integrity and Respect.
- Can operate independently with work being performed at a professional level in line with the VELCI (CAS) objectives, strategies and methodologies around being customer focused and leaders in career advice.

Qualifications and Requirements

Mandatory requirements

To meet the needs of the school-aged early school leavers being supported by CAS, careers practitioners employed to deliver CAS will hold:

- Formal qualifications in Career Development with a Graduate Certificate qualification in career education highly preferred (for example, Graduate Certificate in Careers Development Practice)
- Experience working with school-aged young people, including Koorie young people or young people with disabilities
- Qualification or relevant experience in project management
- A current Drivers Licence.
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Extensive experience in dealing with clients with career needs (preferably in an educational setting)

Additional Information

- South West TAFE supports Equal Employment Opportunity and are committed to make diversity, equality and inclusion part of everything we do – from how we develop and deliver our courses, to how we build our diverse workforce. We actively encourage applicants from all backgrounds to apply
- South West TAFE is a child safe organisation focusing on the wellbeing and inclusion of children and young people
- Position, requirements, classification skill level required and conditions in accordance with South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2023
- Statements included in this Position Description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive
- SWTAFE may alter this Position Description if and when the need arises to best suit the operation requirements of the position
- Any member of SWTAFE may be required to work at any site dependent upon business needs

	Authority level	Name	Date
Prepared by	Recruiting/Hiring Manager	Jan Mackenzie	05/02/2025
Approved by	Department Executive Manager	Susan Pettigrew	14/02/2025
P&C review	People and Culture	General Review	14/02/2025
Agreed by	Employee		