



# St Mary MacKillop College Swan Hill

## **ROLE DESCRIPTION**

**POSITION TITLE:** Applied Learning Coordinator

**REPORT TO:** Principal

**TENURE:** 2026 – 2027

**POL:** 1

**TIME ALLOWANCE:** 5 hours per cycle

The Applied Learning Coordinator is responsible for the implementation and development of the Applied Learning program which maximises learning opportunities through the provision of an innovative, strategic curriculum that ensures student engagement and development of high-quality skills. The Applied Learning Coordinator is responsible for the development and fostering of effective partnerships and relationships with industry, community and business organisations.

The Applied Learning Coordinator will work with the teaching staff and Years 11 and 12 students who are participating in the Applied Learning program. The Applied Learning Coordinator will work alongside the Pathways Coordinator and Senior School Coordinator with students interested in pursuing education in the Applied Learning area. The Applied Learning Coordinator will liaise with the Pathways Assistant to provide VCE VM/VPC enrolment information.

### **Leadership**

- Ensure the learning needs of Applied Learning students are met, in line with VCAA curriculum documents.
- Interact with young people and provide opportunities for engagement by providing a broad range of learning experiences

### **Curriculum and Students**

- Have in place an audit process to ensure teachers are using currently accredited VCE VM study designs and VPC curriculum designs.
- Ensure that students are enrolled in VET programs from registered providers.
- Maintain regular contact with the VET provider/s and ensure that students are meeting attendance and coursework goals.
- Ensure students are provided with clear, written details of both the [VCAA rules](#) and the school's rules and procedures, including rules for authentication of school-based assessment.
- Ensure that processes to extend due dates for Unit and Module completion are understood by all staff administering the VCE VM and VPC.
- Ensure teachers understand that VCE VM students must undertake school-based assessment to demonstrate their achievement of the outcomes in each Unit.

- Ensure teachers understand that VPC students must undertake school-based assessments to demonstrate their achievement of learning goals in each module.
- Ensure teachers understand that the decision to award an S for a Unit or Module is based on evidence collected by the classroom teacher.
- Ensure all staff are aware of the [Pillars of Applied Learning](#) including: motivation to engage in learning, applied learning practices, student agency, student centred flexible approach, and assessment practice which promotes success.
- Oversee the development, implementation and delivery of the Applied Learning program, including integrated projects (where practical) and time for teachers to plan.
- Develop appropriate assessment instruments for the learning outcomes for the Applied Learning units delivered in the school in conjunction with Applied Learning teachers
- Support and manage staff delivery of Applied Learning units including appropriate assessments that are consistent with VCE VM/VPC criteria and individual student needs.
- Assist teachers to implement strategies that demonstrate an understanding of the impact of culture, cultural identity and linguistic background on the education of students from Aboriginal and Torres Strait Islander backgrounds.
- Ensure that Applied Learning units are appropriately documented including outline of learning objectives, resources and assessment.
- For all units, ensure teachers specify and communicate how a student will demonstrate their achievement of all learning outcomes, or learning goals in VPC, which will culminate in the satisfactory completion of a Unit or Module and the conditions under which the assessment is to be completed.
- Ensure teachers are promptly notified of and supported to complete the audit process for VCE VM and VPC studies.
- Support staff through the VCAA Quality Assurance audit and participate in the quality assurance process, attending in person when appropriate.
- Evidence should be retained and held securely for audit processes.
- Have an understanding of the General Assessment Task (GAT) and identify where Special Examination Arrangements are appropriate for a particular student and ensure that all applications are completed as stipulated (including the provision of evidence) and are submitted by the due date.
- Provide high quality programs and pathways for Applied Learning students by building strong relationships between Applied Learning teachers, VET/Careers Coordinator, Director of Teaching and Learning, House Leaders and external stakeholders, including the MMLLEN.
- Arrange Work Placement for students within the VCE VM/VPC Program that are compliant with relevant legislative requirements.
- Attend professional development activities and local network meetings in order to maintain support and information for the Applied Learning program.
- Represent and promote Applied Learning within the College Community as a Senior School Pathway
- Maintain an annual budget and maintain financial records of expenditure.
- Source resources to assist teachers to teach with an understanding of and respect for Aboriginal and Torres Strait Islander histories, cultures and languages.
- Provide enrolment and assessment advice to the Accounts and Administration Officer within the required time frame for VASS data requirements.
- Be part of the Senior School Transition interview team for course selection.

- Work with House Leaders and EAL/D Coordinator in relation to VCE VM/VPC students and issues.
- Oversee the organisation and implementation of any camps/excursions.
- Ensure that relevant policies and procedures for excursions, camps, and adventure activities are being followed before, during, and after off-campus activities, including developing risk assessments.

### **Skills Required**

- Highly developed administrative and time management skills
- Ability to foster positive, improvement focussed professional relationships with colleagues and an ability to form teams and sustain teamwork.
- Thorough knowledge of contemporary best practice approaches to teaching and learning/student pathways for post-compulsory education and post-secondary school options.
- Demonstrated commitment to ongoing learning through post graduate studies e.g. Certificate IV in Training and Assessment.
- Demonstrated knowledge of competency based training, including ability to develop training plans, assessment and reporting requirements
- Ability to advise and liaise with a wide range of stakeholders including the school community, the wider community and education and training bodies.

### **Committee Affiliation**

The Applied Learning Coordinator will attend:

- Applied Learning Domain Meetings (Lead)
- Curriculum Committee meetings
- Teaching and Learning Staff meetings
- Staff Meetings
- Staff Briefing

### **Other Duties**

To undertake other duties as designated by the Principal.

### **Child Safety**

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

## **Health and Safety**

All staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.