

Position Title	Careers and Pathways Coordinator (Senior Secondary Programs)
Portfolio	Education
Division	Education and Creative Arts
Department/Cost Centre	Senior Secondary - 01865
Classification	PACCT Level 7
Position Number/s	103152
Reporting to	Manager - Curriculum Education
Supervises	Nil

Who is South West TAFE?

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

South West TAFE is where practical skills meet real opportunity. With over 150 industry-aligned courses, we help people build the confidence and capability they need to step into their future — whether that's a new job, a career change or further study.

SWTAFE campuses are situated on the lands of the Gunditjmara, Kirrae Whurrong, Gulidjan peoples of the Eastern Marr nation, and the Tjap Wurrong and Bunganditj peoples. They are located throughout southwest Victoria in Warrnambool, Hamilton, Portland, Colac, Sherwood Park and a further delivery site at Glenormiston. They offer modern facilities, expert trainers and strong connections to local industry—so learning stays relevant, hands-on and flexible.

We're not just keeping up — we're staying ahead. And we're proud to be part of a region that's growing, evolving and inspiring change.

Division Overview

The department of Education and Creative Arts (ECA) is responsible for the delivery of the VPC and VCE VM programs, Art & Design, Foundation and Disability programs, English as an Alternative Language, School Based Education Support, Early Childhood Education and Care, Professional Education, and the Literacy and Numeracy (LN) Support program across the Institute's campuses. The department has staff based at Warrnambool, Portland, Hamilton and Colac but may conduct programs in other regions.

The department supports the delivery of teaching and learning programs at SWTAFE, including the development and implementation of educational projects aligned with the strategic direction of the organisation in collaboration with our Industry and community partners. This will be achieved through the delivery of high-quality skills training that meet the current and emerging needs of the region.

Position Overview (Your Opportunity)

The Careers and Pathways Coordinator (Senior Secondary Programs) leads and coordinates career development, pathway planning, industry engagement and work-based learning for students enrolled in South West TAFE VCE VM and VPC programs.

The position delivers individual career counselling and guidance, annual Career Action Plans, class-based career education, vocational guidance and transition support. The position builds sustainable relationships with employers, industry, schools, Skills and Jobs Centre services, community organisations and other education and training providers to expand students' access to meaningful pathway and work-based learning opportunities.

The position coordinates work experience and Structured Workplace Learning arrangements, including host employer suitability checks and placement documentation.

The position works across South West TAFE Senior Secondary delivery campuses and industry locations. Regular travel is required.

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

Career Development and Student Pathway Planning

- Liaise with external agencies and act as a key conduit between students, SWTAFE and external stakeholders in order to connect students with additional needs to appropriate work and pathway opportunities
- Provide high-quality, independent and individualised career counselling and pathway guidance to VCE VM and VPC students, exercising professional judgement and autonomy in responding to diverse and complex student needs
- Lead the development, documentation, implementation and annual review of a Career Action Plan for each student.
- Provide accurate and authoritative advice regarding VET certificates, TAFE and higher education courses, apprenticeships, traineeships, employment and other pathway options.
- Provide career counselling before students make further education, training, subject and VET choices, providing specialist guidance at key student decision points
- Lead a coordinated case-management approach with teaching, wellbeing and support staff for students who require targeted pathway support.
- Exercise professional judgement in identifying students requiring additional or targeted pathway support and coordinate appropriate interventions and referrals
- Maintain accurate, timely and confidential records of career counselling, pathway planning, referrals, actions and outcomes.

Career Education Program Delivery

- Lead the development, implementation and continuous improvement of a career education program in conjunction with teaching staff.
- Consult and coordinate with career services to ensure SWTAFE students are connected to broader careers services and specialist pathway opportunities.
- Maintain currency with career education resources and tools and contemporary career development practice, education and training pathways and labour market trends.
- Provide training and specialist guidance to staff on the delivery of careers education.
- Proactively identify existing gaps in current careers counselling within the program and develop and implement appropriate responses.
- Evaluate career education activities and use student, teacher and stakeholder feedback to support continuous improvement.

Industry Engagement and Partnerships

- Lead the development and maintenance of strategic relationships with employers, industry groups, schools, community organisations, Local Learning and Employment Networks, training providers and relevant government services.
- Plan and facilitate industry visits, workplace tours, employer presentations, guest speakers, career events and other authentic industry engagement activities across campuses.
- Proactively identify local and regional industry trends, skills needs and employment opportunities relevant to student interests and program pathways and translate these into meaningful pathway opportunities for students.
- Promote inclusive access to industry engagement and pathway opportunities for students experiencing barriers to participation.
- Represent SWTAFE and actively contribute to and maintain relationships with local careers networks

Work Experience and Structured Workplace Learning

- Coordinate and provide oversight of work experience and Structured Workplace Learning opportunities for students across the program.
- Proactively source, develop and maintain a network of suitable host employers and placement opportunities aligned with student needs, interests, learning goals and pathway plans.
- Exercise professional judgement in assessing whether prospective host employers and workplaces are suitable, safe, lawful and appropriate for participating students, including fit-and-proper considerations and escalation of concerns.

- Ensure completion and maintenance of all required placement agreements, consent forms, risk assessments, workplace information, approvals, records and other documentation before a placement commences.
- Provide students and host employers with appropriate preparation, expectations, information and points of contact before placement.
- Monitor placements and maintain appropriate communication with students, host employers, parents or carers where required, and relevant SWTAFE staff, intervening and escalating where required

Pathways, Transitions and VET Guidance

- Lead pathway support across key student transition points, enabling students to transition positively into, through and out of VCE VM and VPC programs.
- Contribute pathway expertise to enrolment and transition discussions.
- Provide a clear connection between students' current learning and their longer-term education, employment and career aspirations.
- Provide advice and insight on emerging employment, education and training pathway opportunities relevant to students and the program.

Your Organisation

- Coordinate the careers and pathways components of South West TAFE's obligations under senior secondary funding agreements.
- Monitor compliance with careers education, work-based learning, transition, recordkeeping, privacy and reporting requirements and advise management of identified risks or deficiencies.
- Develop annual resource and expenditure proposals for careers education, pathway initiatives, industry engagement and work-based learning.
- Communicate progress, barriers and expenditure within the careers program to the Manager.
- 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 Programme (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)

- Demonstrated experience leading the design, implementation and evaluation of careers programs.
- Demonstrated experience providing career counselling, pathway planning and vocational guidance to young people.
- Demonstrated ability to design and deliver career education, employability and transition programs for individuals and groups.
- Demonstrated experience developing industry partnerships and coordinating work experience, Structured Workplace Learning and other pathway opportunities.
- Highly developed communication, organisational and stakeholder engagement skills, with the ability to manage competing priorities and maintain accurate records.
- Demonstrated commitment to child safety, continuous improvement and collaborative practice within an educational setting.
- Demonstrated capacity to operate with substantial autonomy, exercise judgement, and provide authoritative advice to managers and senior stakeholders.

Qualifications and Requirements

Mandatory requirements

- A qualification in Career Development, Education, Youth Work, Community Services, Human Services or a related discipline, or significant equivalent professional experience.
- A minimum Certificate IV in Career Development, or willingness to obtain the qualification.
- Demonstrated experience working with school-aged young people.
- A current Victorian Driver Licence.
- A current Employee Victorian Working with Children Check.
- A satisfactory National Police Record Check.

Highly desirable requirements

- A Graduate Certificate in Career Development Practice or equivalent career development qualification.
- Current Victorian Institute of Teaching registration.
- Experience teaching VCE Vocational Major, Victorian Pathways Certificate or other secondary education programs.
- Experience coordinating work experience and Structured Workplace Learning.
- Experience in the vocational education and training sector.
- Experience supporting young people with diverse backgrounds and needs.
- Experience using career profiling tools and interpreting results appropriately.

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 Victorian TAFE PACCT Staff Agreement 2025
- 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	Deb Boote	09/09/2026
Approved by	Department Executive Manager	Kathy Hall	
P&C review	People and Culture	Jenny Hearn/Lotty Cook	28/09/2026
Agreed by	Employee		