

Position Title	Industry Placement and Engagement Officer (IPEO)- Education and Creative Arts
Portfolio	Education
Division	Education and Creative Arts
Department/Cost Centre	Early Childhood Education and Care - 01843
Classification	PACCT Level 7
Position Number/s	103136
Reporting to	Teaching Education Manager – Education and Creative Arts
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 Education portfolio includes Education and Creative Arts

The division is committed to our vision of providing a lifetime of opportunity for all. We work in collaboration with industry, community partners and government stakeholders to establish exciting, innovative and collaborative projects that aim to meet the current and emerging employment needs of the region.

Our role is to provide education and training that enables students and our region to thrive through providing clear pathways that align to our students' ambitions, allowing them to achieve their reason for studying, and providing safe, accessible and supported learning.

We have bold aspirations to grow our student cohort as well as our partnerships with industry and community in line with our strategic plan, aiming to achieve best practice outcomes.

Position Overview (Your Opportunity)

The Industry Placement and Engagement Officer (IPEO) supports students and trainees undertaking the placement component of the Certificate III in Early Childhood Education and Care.

The role ensures students are well prepared for, supported during, and successful in their industry placement, enabling them to confidently apply theoretical knowledge and practical skills in real early childhood education and care settings.

The IPEO acts as a key liaison between the RTO, students, and placement providers, supporting high-quality placement experiences and contributing to the development of capable, reflective, and employable early childhood educators.

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

Student Support and Mentoring

- Provide direct, on-site and/or remote support to students during industry placement.
- Mentor students to apply knowledge and skills gained through training into professional practice.
- Support students to understand workplace expectations, professional behaviour, and the National Quality Framework.
- Guide students to develop confidence, reflective practice, and identity as early childhood educators.
- Identify students requiring additional support and implement appropriate strategies in collaboration with trainers and assessors.

Placement Assessment Support

- Assist students to plan, prepare for, and implement placement-based assessments.
- Support students to collect evidence aligned to the Certificate III assessment requirements.
- Clarify assessment expectations and support students to demonstrate competence in the workplace.
- Liaise with trainers/assessors regarding student progress and assessment readiness.

Industry and Placement Engagement

- Act as the primary point of contact between the RTO and early childhood placement providers.
- Build and maintain strong, collaborative relationships with centres, supervisors, and educators.
- Support placement providers to understand course requirements, student capabilities, and assessment processes.
- Respond to placement-related issues in a timely, professional, and solutions-focused manner.
- Support quality placement experiences that meet regulatory and RTO requirements.

Monitoring and Reporting

- Monitor student attendance, engagement, and progress during placement.
- Document student support activities, progress notes, and outcomes in accordance with SWTAFE policies and procedures.
- Contribute feedback to the Early Childhood team to support continuous improvement.
- Escalate risks or concerns related to student welfare, placement quality, or compliance as required.
- Develops and provides reports to the Teaching Education Manager on placements and outcomes.

Compliance and Quality Assurance

- Ensure placement activities align with RTO policies, training package requirements, and regulatory standards.
- Contribute to audits, compliance checks, and quality improvement processes related to work placement.
- Uphold child safety, duty of care, and professional standards at all times.

Your Organisation

- Recognise areas in which guidance and support is required from the relevant Teaching Education Manager and seek 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 seek to maintain a healthy and safe work environment
- Commit to access and equity principles in carrying out work functions
- Actively participate in the organisation's 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)

The successful candidate will demonstrate the best combination of the following characteristics;

- Sound knowledge of early childhood education and care practice, the National Quality Framework, and expectations of regulated services.
- Proven ability to build and maintain positive, professional relationships with industry partners

- Demonstrated experience supporting, mentoring, supervising others in a workplace or training environment
- Strong organisational and time-management skills
- Commitment to continuous improvement, reflective practice, and high-quality educational outcomes
- Demonstrated commitment to child safety, duty of care, and professional standards

Qualifications and Requirements

Mandatory requirements

- Qualification in Early Childhood Education and Care (minimum Certificate III; Diploma preferred).
- Knowledge of the Vocational Education and Training sector
- Experience working in early childhood education and care settings.
- Employee Victorian Working with Children Check and satisfactory Police Check
- A current Driver's License.

Highly desirable requirements

- Capacity to travel to placement sites as required.
- Strong communication and relationship-building skills.
- Ability to support diverse learners and respond to individual needs.
- Strong organisational, documentation, and time management skills.
- Certificate IV in Training and Assessment

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	02/06/2026
Approved by	Department Executive Manager	Kathy Hall	02/06/2026
P&C review	People & Culture	Jenny Hearn	02/06/2026
Agreed by	Employee		