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## Position Description

**Position Title:** Placement Coordinator  
**Reports to:** RTO Operations Manager  
**Hours:** Full Time  
**Location:** Box Hill

### About EmployEase:

Employ-Ease Pty Ltd is a registered training organisation and has been delivering training and vocational services to people in Melbourne's eastern region for over 25 years. We have established ourselves as a proven provider of quality training that gets results, particularly in the areas of Community Services and Training and Assessment. We have an experienced team of quality people who are passionate about delivering a service that meets the needs of our students. We enjoy our work and strive to constantly improve the service we provide to our students and to the broader community services sector.

### Position Overview:

The role requires close collaboration with Placement Providers. The Placement Coordinator is responsible for developing partnerships and maintaining relationships with a range of disability services to secure suitable student work placements. The role is also responsible for ensuring students are eligible and prepared for placement, for the overseeing of student allocations and for monitoring the progress and completion of students on placement.

The Placement Coordinator will maintain a solid understanding of the requirements of each qualification/program in relation to placement, to enable them to provide feedback and support to the RTO Operations Manager and Curriculum Manager with regards to course structure, content and current industry needs and standards. The role of the Placement Coordinator involves a high level of involvement with students and placement services. This role also requires keen attention to detail and strong organisational and communication skills.

To succeed in this role, you will possess:

A solid understanding of vocational training and work-placement.

- A genuine interest in student wellbeing
- High level of organisational skills
- High level of communication skills – both written and verbal
- Intermediate computer and typing skills
- The ability to work within tight timelines and prioritise competing tasks
- The ability to identify a need and offer practical solutions
- The ability to perform as part of a team
- The desire to assist others to reach their potential
- A well-developed sense of humour

### Responsibilities:

- Maintain existing partnerships and identify and secure new partnerships with disability services to secure appropriate practical placements for students of our existing and future courses.
- Ensure students meet set criteria prior to allocating practical placement
- Ensure a practical placement is available for each student by their timetabled PINF (Placement Information) date
- Coordinate and prepare for each Placement Information (PINF) session
- Systematically monitor and support students whilst on Practical placement in relation to completing workplace tasks and in the scheduling of their final assessment.

- Ensure the efficient scheduling of practical placement assessments
- Conduct quality compliance checks on all completed placement assessment tools prior to the issuance of qualifications, as part of EmployEase quality assurance processes.
- Liaise with industry, staff, workplace assessors and students
- Maintain electronic records of all students and industry contact and placements on our student management system (SMS) VETtrak
- Maintain awareness of industry standards and inform all relevant stakeholders of changes
- Participate in and/or facilitate validation and/or moderation activities as requested
- Support the RTO Operations Manager and Curriculum Manager as required, this may include but is not limited to:
  - Feedback on course structure
  - Feedback on Workplace Assessment Instrument
  - Advising of new Industry trends documents and policies
  - Conducting industry consultation
- Attend scheduled team meetings
- Work in accordance with EmployEase Policies and Procedures
- Work in accordance with current Standards for RTO's, AQTF, ASQA and funding contract requirements

Position held by	Signature	Date of review
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