

POSITION DESCRIPTION

CAREERS AND PATHWAYS PRACTITIONER

DEPARTMENT	ECG
REPORTS TO	College Principal
DATE	July 2025
POSITION OBJECTIVE	To support the development of careers programs within CCG and work with students, families and industries to promote positive student destinations and pathways.
Achievement of the position objective will be reviewed against key performance indicators in the annual appraisal and review process and as required	

Our Values are reflected in our commitment to:

- ★ *Integrity*
- ★ *Inclusion*
- ★ *Quality*
- ★ *Collaboration*
- ★ *Safety*

Community College Gippsland (CCG) is a child safe organisation with zero tolerance for child abuse and is committed to the safety and wellbeing of all students. CCG supports and adheres to Child Safety Standards.

United we belong. Together we thrive.

The CCG community welcomes people from all backgrounds, abilities and identities. We are enhanced by our diversity and learn through inclusion, respect and understanding.

At CCG we:

- *Provide a safe and inclusive environment that is free from discrimination.*
- *Empower students and harness their uniqueness through voice and agency.*
- *Ensure equal employment opportunities for all and encourage the participation of underrepresented staff.*
- *Celebrate the differences of our people and recognise their unique contributions to our community.*

SCOPE OF THE ROLE

We are seeking a passionate and knowledgeable Careers Practitioner to guide our students through key academic and vocational pathways.

This full-time position will initially be within our school setting — you will be working closely with students to empower them to navigate their career paths, fuelling their aspirations and unlocking their career and further learning goals. You will work with key members of our teaching and learning team to develop resources and embed them within the school curriculum to develop student skills and knowledge in relation to careers outcomes.

As the Careers and Pathways Practitioner, you will be required to support students with connections to industry that lead to meaningful work experience, structured workplace learning placements and ultimately employment in career interest areas. Using a personalised case management approach you will guide students on career choices/pathways and actively progressing them through the relevant opportunities for training and employment options. You will also establish and manage a work experience program for students, including the sourcing of opportunities, preparing students, monitoring students while on placement and all related records and compliance.

Over time, this position will evolve to extend its impact across CCG's broader education offerings, including our Registered Training Organisation, Learn Local, and pre-accredited programs. The long-term vision for this role is to create seamless and inclusive pathways for all learners at CCG, not just those in the school, by connecting education, industry, and personal aspiration.

RESPONSIBILITIES

- Providing personalised career counselling and advice to students, helping them identify their strengths, interests and goals both short term and long term.
- Organising and facilitating career-focused workshops, seminars and networking events to enhance students' employability.
- Collaborating with Lead Teachers to integrate career development into the curriculum.
- Build and maintain strong partnerships with local industry, employers, and community organisations to support ongoing work experience, mentoring, and employment opportunities for students across CCG.
- Assisting students with resume and cover letter preparation, interview skills and job search strategies.
- Organising and coordinating Work Experience/Placement, Structured Workplace Learning and School Based Apprenticeships Traineeships (SBATs).
- Tracking and reporting on student career outcomes and the effectiveness of the career services program.
- Career coaching & planning, mentoring.
- Administering and interpreting vocational tests.

- Collaborate across CCG departments—including the RTO, Learn Local, and Pre-accredited programs—to identify shared opportunities for career development and create aligned student pathways.
- Identify and participate in relevant local and regional forums, expos, and professional networks to remain informed of evolving career trends, employment needs, and training opportunities.

KEY PERFORMANCE INDICATORS

- Student engagement with work experience is monitored and shared.
- Structured careers education curriculum developed and stored on ECG Sharepoint.
- Co-ordinate Morrisby testing, analysis and debrief or similar program.
- Improve positive student destination data.
- Create synergies and opportunities across the organisation to link students to careers and further learning outcomes.
- Industry contacts are established to support student work placement and work experience opportunities.
- Careers planning and work experience programs are developed and delivered.

KEY SELECTION CRITERIA

- 1+ years in career coaching or career education support.
- Highly developed communication and interpersonal skills.
- Passion for education and growth mindset.
- Ability to coordinate the delivery of career advice and guidance to a broad range of clientele and specific special needs groups and a commitment to support individual clients with vocational training, career advice and support.
- Registered professional with the Australian Centre for Career Education (ACCE) or Career Industry Council of Australia (CICA).

ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
 - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
 - Ensuring safe use and maintenance of equipment including PPE for self and students;
 - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions.
 - Make recommendations for improvements in health and safety.
- Be aware of and participate in strategic planning process including making suggestions for improvements.

- Actively work with colleagues to build positive relationships and teamwork across the whole organisation.
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures.

MANDATORY REQUIREMENTS

- Clear Police check.
- Clear Working with Children check.
- Current Victorian Drivers Licence.

QUALIFICATIONS

- Certificate IV Training & Assessment and/or relevant industry qualification (or willingness to obtain).

FUNCTIONAL RELATIONSHIPS

Key Internal

College Principal & AP Student Wellbeing
 Campus Principals & Curriculum Leads
 Business Development Manager
 9/10 Teaching Staff

Key External

Work experience providers
 Career education networks
 Community Organisations/Events

ACKNOWLEDGEMENT

CCG will not engage, employ, contract, or otherwise deal with any Disallowed Person as defined by the Standard VET Funding Contract Skills First Program.

The term 'Disallowed Person' applies to both registered training organisations and Relevant Persons at registered training organisations where the registered training organisation has, since 1 January 2011, been subject to any of the following actions for performance reasons:

- A VET Funding Contract termination
- Termination of an 'Other VET Funding Arrangement'
- Registration cancellation, revocation, or suspension (whether by the VRQA or ASQA)
- Restrictions imposed on registration (whether by the VRQA or ASQA)

If you are a "Disallowed person" as described above it is your duty to disclose this and as such will not be eligible for this position within CCG.

A Disallowed Person can be an individual (natural person) or an 'entity' (including a body corporate, partnership, association, governmental or local governmental authority or agency).

A Relevant Person means an individual who has been an Executive Officer or High Managerial Agent, or at a sufficiently high level within an organisation to have exercised a material degree of control or influence over the management or direction of the organisation in relation to training delivery.

DECLARATION:

I have read, understand, and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

Signed: -----

Date:

Name: