

Position Title	Disability Transition Officer
Portfolio	Student Experience
Division	Disability Support
Department/Cost Centre	Disability Support - 05130
Classification	Specialist Staff Level 5
Position Number/s	102785
Reporting to	Manager – Disability Services
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.

To better meet the demands of the fast-paced world of 21st Century business, our courses are designed by industry and taught by professionals.

With over 150 courses on offer, we are well suited to provide quality hands-on training across the major business sectors. Plus, our teachers, training facilities, support services and direct links with industry are second to none. Our campuses are located in Warrnambool, Portland, Hamilton and Colac, with facilities and services set to expand as the region grows.

Our **Ambition** – Education that Creates a lifetime of opportunity for all.

Our **Purpose** – We provide accessible and equitable training and education opportunities that enable our students, industry partners and communities to flourish.

Our **Values** are:

- **Integrity & Impartiality** - We are transparent and ethical in all that we do, every day
- **Respect & Human Rights** - We demonstrate trust, understanding and embrace diversity
- **Leadership** - We will be forward-thinking, collaborative and inspirational
- **Accountability** - We take ownership of our actions and deliver on our promises
- **Responsiveness** - We will deliver and respond with care.

Department Overview

South West TAFE Disability Support encompasses South West Disability Services (SWDS) as a subsidiary of South West TAFE.

The Disability Support division supports students whom identify as having a disability, mental health and/or medical condition holistically to promote equity and inclusion during a student's educational journey with SWTAFE.

South West Disability Services is registered to deliver services through the National Disability Insurance Scheme. SWDS has a strong team that supports members of the South West community through a person-centered approach to empower and provide supports that meet their individual aspirations.

Position Overview (Your Opportunity)

The Disability Transition Officer (DTO) provides specialised support for students with disabilities transitioning from secondary schools, and/or alternative schooling to South West TAFE. The role will partner with secondary schools to further the understanding of the TAFE environment, inclusive of inherent requirements, reasonable adjustments and more. The role encompasses supporting students through best practice transition frameworks, while guiding them through a 90-day individualised transition period.

The DTO will play a pivotal role in collaborating in the community of practice with the Victorian TAFE network and reporting body.

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

- Provide guidance to students, schools and care teams on navigating the transition from secondary school to South West TAFE, highlighting distinctions between the two environments and offering strategies and resources to support the transition period.
- Initiate proactive communication and collaborate with relevant TAFE and school-based teams.
- Work alongside eligible students (and care networks) to help them navigate their rights to accessible education and reasonable adjustments within the context of TAFE.
- Develop and implement a plan with eligible students for their first 90 days of transition. Outlining and connecting them with supports and key actions to be undertaken, inclusive of Koorie, wellbeing, learning support and careers teams to establish a person-centered approach for transition.
- Facilitate holistic support for students transitioning to SWTAFE including, student care team meetings with relevant stakeholders, comprising of, where applicable; Allied Health professionals, external agencies, secondary school contacts, families, SWTAFE representatives and other parties integral to the student's journey.
- Strengthen awareness of course capabilities, reasonable adjustments, and course expectations.
- Assist students in navigating the enrolment process.
- Collaborate with other SWTAFE departments and divisions, to identify opportunities and implement strategies to enhance broader awareness and understanding of the transition process and requirements, and differing expectations between the secondary school and the TAFE environment.
- Collect and maintain data relevant to evaluating the quality and impact of services delivered to students participating in the Transition from senior secondary school to SWTAFE.
- Complete activity and financial reports in line with the agreed SWTAFE and TAFE network Program evaluation approaches.
- Actively participate in, and contribute to a TAFE Disability Transition Officer Community of Practice with other Victorian TAFES.
- Provide guidance to the Disability Support Workers on a day-to-day basis.

Your Organisation

- Recognise areas in which guidance and support is required from the 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 daily 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 organisations Achievement Development Program (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)

Successful candidate will demonstrate the best combination of the following characteristics;

- Demonstrated awareness of the experience that young people with a disability, mental health and/or medical condition may have during educational and life transitions
- Demonstrated ability to develop and deliver information, resources, and training to build capacity of others in support of people with a disability undertaking vocational education
- Knowledge of reasonable adjustment and inherent requirements in the context of vocational education
- Ability to alter communication to a variety of small and large settings, while embedding person-centered, strength-based conversations with students.
- Stakeholder engagement and project implementation
- Ability to work autonomously and offsite to deliver project outcomes, while maintaining positive relationships
- Facilitate and deliver information, resources, and training
- Written skills in report writing and data analysis for project outcomes

Qualifications and Requirements

Mandatory requirements

- Relevant Degree or Diploma in Education, Disability, Health and Community with relevant experience, or a suitable combination of lesser formal qualifications with experience in disability or community services
- Employee Victorian Working with Children and satisfactory Police Check

Highly desirable requirements

- Lived experience or awareness of the impact of disability upon individuals, families, carer's and the community
- Experience in Vocational Education & Training (VET) Industry
- Substantial experience using Microsoft Office products and relevant industry software and programs

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 South West Institute of TAFE (Specialist Staff) Enterprise Agreement 2021
- 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	Click here to enter text.	
Approved by	Department Executive Manager	Click here to enter text.	Click here to enter a date.
P&C review	People & Culture		
Agreed by	Incumbent		