

# Position description

<b>Position title:</b>	<b>Vocational Advisor, Corrections Education</b>
<b>School/Directorate/VCO:</b>	<b>Federation TAFE</b>
<b>Campus:</b>	<b>SMB Campus – Travel to Langi Kal Kal (LKK) and Hopkins Correctional Centres and other campuses will be required.</b>
<b>Classification:</b>	<b>Within the HEW Level 6 range</b>
<b>Employment mode:</b>	<b>Fixed-term appointment</b>
<b>Probationary period:</b>	<b>This appointment is offered subject to the successful completion of a probationary period.</b>
<b>Time fraction:</b>	<b>Full-time</b>
<b>Recruitment number:</b>	<b>849383</b>
<b>Further information from:</b>	<b>Tim Bowler, Education Manager – Corrections and Commercial Telephone: (03) 5362 2659 E-mail: t.bowler@federation.edu.au</b>
<b>Position description approved by:</b>	<b>Associate Professor Barry Wright, Executive Director, Federation TAFE</b>

**This position description is agreed to by:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**The University reserves the right to invite applications and to make no appointment.**

Warning: uncontrolled when printed.

Authorised by: Director, Human Resources  
Document owner: Manager, HR Shared Services

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## Position summary

The Vocational Advisor, Corrections Education is responsible for advising students on pathway opportunities at both the Langi Kal Kal and Hopkins Correctional Centres to achieve personal educational and employment goals during incarceration and post-release.

The Vocational Advisor, Corrections Education is further responsible for the provision of vocational advisory sessions, the development of learning/pathway plans and learning plan review sessions for students at the Langi Kal Kal and Hopkins Correctional Centres in line with the contractual obligations of Corrections Victoria.

The Vocational Advisor, Corrections Education will be required to develop and maintain up to date knowledge on education, training and employment trends and opportunities that can be provided to these students with the appropriate guidance.

The Vocational Advisor, Corrections Education works closely with other University and Corrections Victoria staff also responsible for providing corrections education services at both the Langi Kal Kal and Hopkins Correctional Centres.

The Vocational Advisor, Corrections Education will undergo a Victorian Police Record Check prior to commencement and will work and be located at both the Langi Kal Kal and Hopkins Correctional Centres.

The Vocational Advisor, Corrections Education will be required to undertake daily travel between correctional centres.

## Key responsibilities

1. Conduct individual vocational assessment and learning plan review sessions within the prescribed timelines, with eligible students as per the following categories:
  - those with sentences of more than 6 months;
  - those in remand for more than 6 months;
  - all Aboriginal and Torres Strait Islanders people;
  - those requiring an assessment to support a distance education application; and
  - other students as required in line with the contractual obligations of Corrections Victoria.
2. Facilitate and conduct literacy/numeracy testing sessions for eligible students utilising Corrections Victoria assessment tools and taking into account education/ training and employment history. Use data to develop learning plans and learning plan reviews.
3. Provide education and career guidance advice by developing, assessing and reviewing learning plans to ensure student's education/training and employment needs are met both during incarceration and post-release.
4. Monitor and report on performance measure targets for vocational advice, learning plans and learning plan reviews to ensure that all eligible students undertake required assessment, vocational advice and review sessions within prescribed timelines.
5. Maintain accurate and confidential student learning plans, case notes and records as per prescribed Corrections Victoria templates and upload relevant information and data on the Corrections Victoria internal database.
6. Provide recommendations on individual student outcomes in relation to vocational advice to University corrections education staff and Corrections Victoria staff including referrals to relevant external support service providers.

7. Disseminate relevant student progress information to Case Management Review Committee (CRMC) members and Corrections Victoria transition support staff as appropriate.
8. Develop relationships and networks and liaise with relevant community organisations and agencies, education providers, employment and industry groups for services to support student's transition post-release.
9. Assist in linking students with community organisations and agencies and/or relevant education and training programs post-release.
10. Ensure that the University's ethical and professional standards are maintained including standards required by the relevant professional authorities such as the Career Industry Council of Australia (CICA) and Corrections Victoria.
11. Maintain professional knowledge and currency by participating in relevant professional development including training required by Corrections Victoria.
12. Reflect and embed the University's strategic purpose, priorities and goals when exercising the responsibilities of this position. For a more complete understanding and further information please access the Strategic Plan at: <https://federation.edu.au/about-us/our-university/strategic-plan>.
13. Undertake the responsibilities of the position adhering to:
  - The Staff and Child Safe Codes of Conduct and Conflict of Interest Policy and Procedure;
  - Equal Opportunity and anti-discrimination legislation and requirements;
  - the requirements for the inclusion of people with disabilities in work and study;
  - Occupational Health and Safety (OH&S) legislation and requirements; and
  - Public Records Office of Victoria (PROV) legislation.

## Level of supervision and responsibility

The Vocational Advisor, Corrections Education reports to and works under the broad direction of the Executive Director, Federation Tafe and is required to work closely with other University and Corrections Victoria staff providing corrections education services. Day to day guidance and support will be provided by the respective Program Coordinators based at each of the Correctional Centres.

The Vocational Advisor, Corrections Education is required to have a thorough understanding of the issues and challenges that students face whilst incarcerated and post-release, in completing programs of study to achieve employment goals.

The Vocational Advisor, Corrections Education is further required to have a thorough awareness of ethical principles related to the provision of services in a corrections setting including confidentiality and its limits, informed consent, risks of self-harm or harm to others, and effective case-note development and management.

The Vocational Advisor, Corrections Education will display sound judgment when working with incarcerated students taking particular care to recognize the consequences and/or outcomes when providing vocational and career advice to individual students.

## Training and qualifications

A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

The Vocational Advisor, Corrections Education is required to have specialist qualifications that meet the Career Industry Council of Australia (CICA) standards for an approved Associate or Professional status which include:

- a specialist qualification as a career development practitioner at a Graduate Certificate level providing Professional status through the peak body; or a minimum Certificate IV level providing Associate status through the peak body; and
- demonstrated experience working in the careers counselling or other relevant field.

A completed Victorian Police Record Check as required under the contractual obligations with Corrections Victoria.

A current full driver's license and a preparedness to travel between correctional centres and campuses.

## Position/Organisational relationships

The Vocational Advisor, Corrections Education reports to and works under the broad direction of the Executive Director, Federation TAFE with an expectation of working with a degree of autonomy in performing duties. Day to day support and guidance can be sought from Program Coordinators based at the respective Correctional Centres.

The Vocational Advisor, Corrections is further expected to work closely with other University and Corrections Victoria staff providing corrections education services. The incumbent will also contribute in proposing and developing initiatives relevant to corrections education and Federation TAFE.

## Key selection criteria

Applicants must demonstrate they are able to undertake the inherent responsibilities of the position as contained in the position description and are able to meet the following Key Selection Criteria:

1. A degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.

The Vocational Advisor, Corrections Education is required to have specialist qualifications that meet the Career Industry Council of Australia (CICA) standards for an approved Associate or Professional status which include:

- a specialist qualification as a career development practitioner at a Graduate Certificate level providing Professional status through the peak body, or a minimum Certificate IV level providing Associate status through the peak body; and
- demonstrated experience working in the careers counselling or other relevant field.

A completed Victorian Police Record Check as required under the contractual obligations with Corrections Victoria.

2. Demonstrated experience in providing individual vocational/careers advice in a Corrections environment or to other similar disadvantaged groups, by identifying and addressing both the individual and the community needs.

3. Demonstrated working knowledge and application of the Child Safety Standards.
4. Demonstrated knowledge and application of appropriate behaviours when engaging with children, including children with a disability and from culturally and/or linguistically diverse backgrounds.
5. Demonstrated knowledge and understanding of the issues and challenges affecting individuals within a Corrections environment related to their education and employment during incarceration and post release.
6. Demonstrated communication, mentoring and interpersonal skills with the ability to take initiative and work independently as well as an effective member of a team.
7. Demonstrated ability in developing and maintaining community/industry relationships and networks with an understanding of the education and employment support services available to incarcerated individuals and post release.
8. Demonstrated ability to collate, organise, process and store information and prepare reports utilising a range of technologies.
9. Current full driver's license and a preparedness to undertake daily travel between correctional centres and campuses.

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.