

Structured Workplace Learning Recognition (SWLR)

What is SWLR?

SWLR involves the maintenance of the Workplace Learning Record (WLR). The completion of the WLR is a requirement for recognition by the VCAA for VCE and VCAL credit.

What do we need to set up SWLR in our school?

The assigned staff member will also need to be available to visit the students in their workplace. Schools need to allocate a staff member who can oversee the recording of students' activities in the WLR. It is not compulsory to have a period blocked out in the timetable all year for SWLR, however students need to have allocated time for pre- placement preparations and post- placement reflections. This could be achieved through:

- Adding SWLR to a teacher's allotment
- Giving a staff member time to facilitate SWLR
- Putting SWLR into a timetable block — assign a teacher to the 'class'
- Assigning a home room teacher with time allocation to facilitate SWLR
- Employing a SWL coordinator
- Adding to the role of a VET or careers coordinator with time allocated.

Examples of how SWLR could work into the timetable

Example weekly VCAL timetable blocking

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1	Literacy Skills Units 1 and 2	Work Related Skills Unit 1	VET Certificate II in Kitchen Operations	Numeracy Skills Units 1 and 2	SWL Employer local café
2				VET SWLR 1 Credit	
3	VCE Food Technology	Literacy Skills Units 1 and 2		VCE Food Technology	
4					
5	Numeracy Skills Units 1 and 2	Personal Development Skills Unit 1			
6					

Example three year VCE program

Year	VCE Unit	VCE Unit	VET	VCE Unit	VCE Unit	SWL
Yr 10			VCE VET Engineering Units 1 and 2			VET SWLR 1 Unit
Yr 11	English Units 1 and 2	Mathematical Methods Units 1 and 2	VCE VET Engineering Units 3 and 4	Physics Units 1 and 2	Business Management Units 1 and 2	VET SWLR 1 Unit
Yr 12	English Units 3 and 4	Mathematical Methods Units 3 and 4	Cert III Engineering SBAT Units 3 and 4	Physics Units 3 and 4		SBAT SWLR 2 Units

Schools will also need to support students to organise a work placement that complements their VCE VET program. Local work placement opportunities can be found on the SWL Portal

<http://www.workplacements.education.vic.gov.au/> Contact BGKLLLEN on 9584 8845 or swl@bgkllen.org.au to receive training to access these opportunities.

Where do we get the WLR from?

The VCAA will provide the WLR and supporting documentation for the recognition of SWL into a student's VCE or VCAL.

How do we enrol our students?

Students are required to be enrolled in an approved VCE VET program. You can view a list of the approved programs here <http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx> You will also need to enrol students in the VCE VET SWL Program on VASS. The units enrolled in must reflect the VCE VET program or SBAT the student is undertaking.

What are students assessed on?

- Completing at least 80 hours of SWL
- Gathering evidence from their work placements and reflecting on how their experience relates to their VET qualification.
- Reflecting on the workplace health and safety (WHS) unit of competency (UoC) and 5 other UoC's listed in the WLR.
- Completing all sections of the WLR

The allocated staff member will then need to complete the SWLR Assessment Record and return it to the VASS administrator for entry.

What credit is available to students?

- Credit is available at VCE Units level 1 and 2, and for all three levels of VCAL as General Credits.
- One unit of credit is available for each year (180 nominal hours) of a VCE VET program with up to a maximum of three credits.
- Students undertaking multiple VCE VET programs or School Based Apprenticeships or Traineeships (SBAT's) are eligible for a maximum of four credits.
- Students enrolled in any other nationally recognised qualification at certificate 2 level or above can apply for block credit. For more information please see the following <http://www.vcaa.vic.edu.au/Pages/vet/general/recognition/vetcredit.aspx>

For further information on SWLR visit:

<http://www.vcaa.vic.edu.au/Documents/vet/general/VETSWLROverview.pdf>

<http://www.vcaa.vic.edu.au/Pages/vet/swl.aspx>