

INFORMATION FOR SCHOOLS

What is Structured Workplace Learning (SWL)?

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What is a School Based/Headstart
Apprenticeship/Traineeship?



CONTACT BGKLEN

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WHAT IS STRUCTURED WORKPLACE LEARNING?

Structured Workplace Learning (SWL) is a component of a nationally recognised vocational education and training (VET) course. It is undertaken alongside either the Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL). The SWL program enables students to apply their class learning out in the real world, working with local businesses.

WHAT IS INVOLVED IN SWL?

SWL involves placement for 1 day a week or a block placement (both for a minimum of 5 days) where students are placed with a local business that is aligned to their VET certificate. E.g. A student studying Certificate 2 Building and Construction could be placed with one of many building and construction businesses such as a Plumbing, Electrical or Carpentry.

HOW IS A STUDENT PLACED?

A student can use their personal connections, school alumni or BGKLEN to make first contact with local businesses. Students are then encouraged to make a time for an interview with the potential employer.

WHAT IS NEEDED TO ARRANGE A PLACEMENT?

Students need to be well prepared for calling potential businesses and feel confident being interviewed.

Making First Contact

When making first contact with the business, students need to inform the employer of the following:

- Type of placement (1 day a week or 1- week block)
- Length of the placement including the start and end dates
- Arrange an interview time

Before the interview

- Encourage students to research the industry and business
- Ensure students are aware of the employer's expectations
- Ensure students have the relevant work requirements E.g. Construction Card/ volunteer WWCC

During the interview

- Specify placement location, hours, transport and work wear
- Students are required to have the SWL agreement form signed by the employer

WHAT IS NEEDED PRIOR TO STARTING A PLACEMENT?

The SWL forms must be signed by the school and parents and returned to the employer prior to officially starting the placement.

[SWL FORM](#)

[TRAVEL FORM](#)

POST PLACEMENT OPTIONS

Students can spend a maximum of 20 days with 1 employer, however if they wish to stay longer new SWL forms and an **exemption form** must be signed. If the employer has the capacity, there may be the opportunity for a student to move into a School Based or Headstart apprenticeship/ traineeship or full time apprenticeship/ traineeship/ employment. For more information click image below.

PLACEMENTS OVER 20 DAYS

DO YOU HAVE STUDENTS WHO HAVE COMPLETED 20 DAYS WITH THEIR EMPLOYER?

STAY

IF STUDENTS WOULD LIKE TO STAY WITH THEIR EMPLOYER THEY JUST NEED TO HAVE NEW SWL FORMS SIGNED ALONG WITH THE SWL EXEMPTION FORM

SBAT/HEADSTART

WE ARE AVAILABLE TO TALK TO EMPLOYERS ABOUT SCHOOL BASED AND HEADSTART APPRENTICESHIPS/TRAINESHIPS.

CHANGE

IF YOUR STUDENT IS LOOKING FOR A NEW EMPLOYER, FEEL FREE TO CONTACT US FOR SUPPORT OR CHECK THE SWL PORTAL TO LOOK FOR LOCAL OPPORTUNITIES. YOU WILL NEED A TEACHER LOG IN TO SECURE A POSITION FOR YOUR STUDENT. TRAINING ONLY TAKES 30 MINUTES.

For more information or support please contact
Laura or Cate: 1541-8845



SWL PROTOCOL



DID YOU KNOW?

LENGTH OF A PLACEMENT

The maximum number of days a student can be in a placement for 10 days per term. (20 with permission from principal - maximum 15 days per term)

STAYING WITH THE ONE EMPLOYER

Maximum days with the one employer: 20 days. If a student wants to stay with the same employer beyond those 20 days, need exemption form signed by principal to continue with that employer

ARRANGEMENT OF A PLACEMENT

Cancellation of a placement arrangement: A placement arrangement may be cancelled, in written form, at any time, by the employer or principal with no reason required

DONATING PAYMENT

Students donating their payments: Students completing placement in Not for Profit Organisations are expected to donate the whole or part of their payment back to the organisation

NOT A PAYMENT

What's not considered a payment: Payment does not include payment in kind, eg. gift card/voucher

PLACEMENT DAY

The length of a placement day: A student cannot exceed more than 10 hours during one placement day

PLACEMENT HOURS

The hours of a placement: A student cannot work between the hours of 10pm and 6am

PAYMENT FOR A PLACEMENT

The requirement of a payment by an employer: An employer is required to provide the minimum rate of \$5 payment per placement day

REASON FOR A PAYMENT

Why students get a payment: Payment is not reflective of the work students have performed during placement but is for reimbursement of travel costs incurred

NO PAYMENT

When payment is not required: No payment is to be made to students who are undertaking placement in a Commonwealth Department Body

For more information please follow the link:
<https://www.education.vic.gov.au/school/teachers/health/resources/learn/work/Pages/structureandtraining.aspx>



Phone: Laura @ Cate: 1541-8845

HOW CAN BGKLLLEN HELP?

BGKLLLEN is 1 of 31 Local Learning and Employment Networks around Victoria. They are a not-for-profit organisation funded by the Department of Education to broker partnerships between schools and local businesses. We coordinate the SWL program by developing relationships with local businesses to create work placement opportunities. Schools and students can access these opportunities by connecting with BGKLLLEN.



WHAT IS THE SWL PORTAL?

Head to the SWL portal to start searching for available placement opportunities locally and around Victoria. BGKLLLEN uploads local opportunities on the portal for teachers and students to read about and to express their interest.

SWL
Structured Workplace Learning

HOME SEARCH GUIDES VIDEOS LLENS ABOUT US CONTACT US

SWL Statewide Portal

Looking for on-the-job training? The Structured Workplace Learning (SWL) Statewide Portal helps school students to find work placements with employers across Victoria.

Start Search Now

Find current work placements offered by employers across Victoria

Structured Workplace Learning (SWL) is on-the-job training that allows school students to develop their work skills and understand employer expectations. SWL is available to Victorian school students undertaking a VET program as part of their VCE or VCAL studies, including School-based Apprenticeships and Traineeships (SBATs).

3,144 Positions Available

10,516 Positions Used

Start Search Now

HOW CAN OPPORTUNITIES BE ACCESSED?

Step 1.

Contact BGKLLLEN to receive portal training which will enable access and use of the portal.

Step 2.

Students can share opportunities they are interested in with their teachers.

Step 3.

BGKLLLEN will liaise with the school to organise placement.

Step 4.

Once a business has confirmed availability the school and student can organise an interview.

WHY CONNECT WITH BGKLEN?

BGKLEN connects students with local businesses giving them real industry experience, developing their skills and increasing their chances of future employment.

By working with us, we:

- Take the stress out of finding opportunities for your students
- Arrange the placement
- Track student's progress
- Support the business through the placement process
- Help students gain future employment

WHAT EXTRA SUPPORT CAN BGKLEN PROVIDE?

BGKLEN offers targeted support for schools and individual students. We do this by:

- Finding in-demand placement opportunities for teachers who contact us with their student VET enrolments.
- Offering one-on-one support with students to find and secure relevant placements. BGKLEN will source more opportunities if required (depending on demand).
- Offering class sessions which can include topics such as:
 - SWL Portal training
 - Transferable skills
 - Resume writing
 - Employer expectations
 - Workplace etiquette

WHAT ARE SCHOOL BASED & HEADSTART APPRENTICESHIPS?

Headstart and school based apprenticeships/traineeships allow students to combine part-time study of a nationally recognised VET certificate and paid work, whilst completing secondary school. For more information, follow the links below.

[SCHOOL BASED](#)

[HEADSTART](#)

WHAT IS SWL RECOGNITION?

SWL recognition is available for students who undertake SWL in an industry aligned to the VCE VET program they are enrolled in. SWL recognition is also available for students undertaking a school-based apprenticeship or traineeship (SBAT). In order to receive VCE or VCAL credit students need to maintain and complete their Workplace Learning Record (WLR).

[FIND OUT MORE](#)

For more information please contact us:

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