

# INFORMATION FOR EMPLOYERS

What is Structured Workplace Learning (SWL)?

Why be a part of the SWL program?

What is BGKLEN's role?

How does BGKLEN link students to your business?

What is a School Based/ Headstart/ Apprenticeship/ Traineeship?



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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) in years 10-12 (15- 18 years old). 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 a 1 day a week or 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 plumbing, electrical or carpentry. Placements can be flexible and tailored to your needs.

## WHY BE A PART OF THE SWL PROGRAM?

SWL offers businesses a chance to develop students' skills specific to their business whilst giving a young person a chance to get a taste of the industry they are interested in before leaving school. The benefits of the SWL program to businesses are:

- Mould a potential employee that fits your business
- Support a young person's career choice and aspirations
- Opening doors and opportunities for a young person
- Additional help from a young person who is eager to learn
- Gaining a young person's perspective on your business and business processes
- Showcases your business as community minded

## WHAT ARE THE RESPONSIBILITIES FOR AN SWL EMPLOYER?

### Communication

- Communicate with BGKLEN to develop a placement opportunity that outlines your expectations
- Be open to giving a student a go
- Ensure the SWL forms have been signed prior to a student commencing placement
- Allow students the opportunity to shadow, ask questions and participate in skill appropriate tasks
- Contact BGKLEN for extra support if needed throughout the placement

### Payment and Insurance

- Students are required to be paid a minimum of \$5.00 per day
- This payment is not a reflection of a student's work performance, but rather a reimbursement of expenses associated with the placement. e.g. travel
- This payment is necessary to deem students as "workers" and to allow them to be covered under the school's insurance.
- Students completing placement in a not-for-profit organisation are expected to donate the whole or part of their payment back to the organisation.
- No payment is to be made to a student who is undertaking placement in a Commonwealth Department Body.
- Payment does not include payment in kind, E.g. gift card/voucher

### Child Safety Standards

Businesses are not required to have a Working With Children's Check. If a business decides to continue a student placement beyond 20 days, new SWL forms are to be signed along with the SWL exemption form.

[ARRANGEMENT FORM](#)

[EXEMPTION FORM](#)



## WHAT IS BGKLLEN'S ROLE?

BGKLLEN is 1 of 31 Local Learning and Employment Networks around Victoria. LLEN's are not-for-profit organisations 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. This gives students real industry experience, helps develop their skills and increases their chances of future employment.

Schools and students can access these opportunities by connecting with BGKLLEN.

## BGKLLEN SUPPORTS BUSINESSES BY:

- Taking the stress out of managing a placement program
- Finding a student who is the right fit for your business
- Supporting the business through the placement process
- Managing and monitoring placements
- Informing the business of post placement options, for example:
  - School based apprenticeship/traineeships
  - Headstart apprenticeship/traineeship
  - Part-time employment
  - Full-time employment
  - Full-time apprenticeship/traineeship

**"Very good initiative from BGKLLEN. Easy commitment and admin process and follow up.**

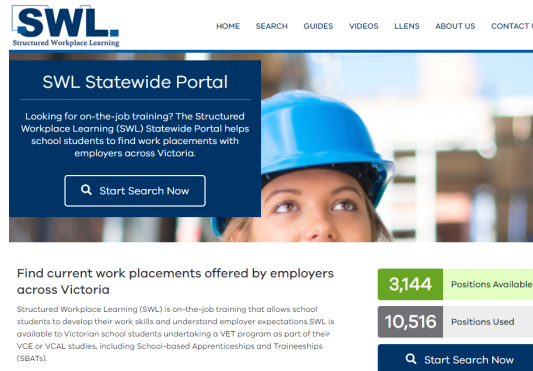
**This has been the most rewarding work experience activity we have ever participated in".**

**- Peter Walker, Sophisticat**



## HOW DOES BGKLLEN LINK STUDENTS TO YOUR BUSINESS?

Placement opportunities are accessible to students and schools on the state-wide Structured Workplace Learning portal. Just like SEEK, this portal allows students to see local opportunities, view employer expectations and requirements involved in a placement.



### Step 1.

With your input, BGKLLEN writes up an opportunity description that is uploaded to the SWL portal. To enable your opportunity to go up onto the portal, a Host Agreement Form is to be signed.

## HOST AGREEMENT

### Step 2.

Students express their interest in a placement opportunity via the portal, allowing BGKLLEN to begin the screening process.

### Step 3.

BGKLLEN contacts the business with student information, checking business capacity and availability to host a student.

### Step 4.

Once the business has confirmed their availability, BGKLLEN notifies a student to make contact with the employer to arrange a time for an interview.

### Step 5.

BGKLLEN supports business and tracks placement progress.

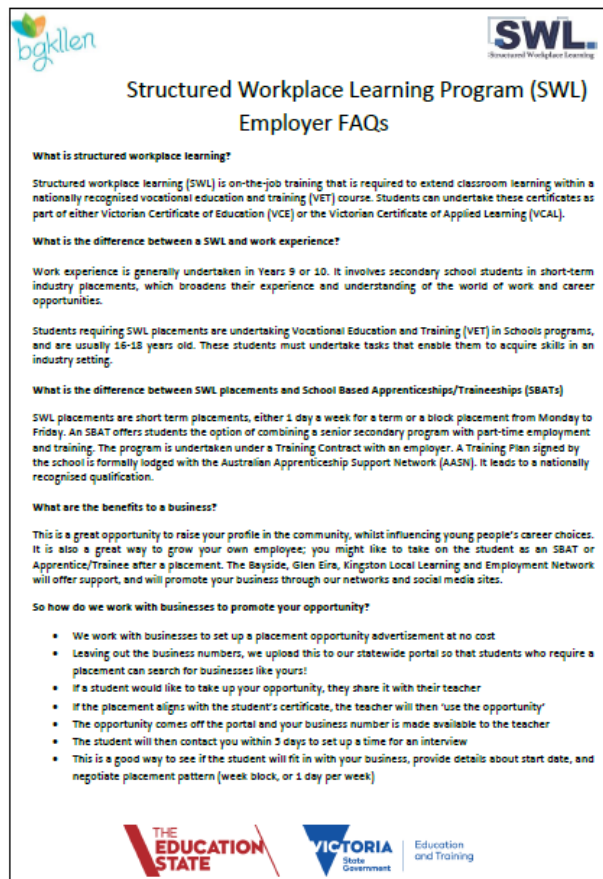
## WHAT ARE SCHOOL BASED & HEADSTART APPRENTICESHIPS?

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

For further information click on the FAQ's below.



The image shows a document titled "Structured Workplace Learning Program (SWL) Employer FAQs". It features the bgkllen logo in the top left and the SWL logo in the top right. The document contains several sections of text and a bulleted list. At the bottom, it includes logos for The Education State and the Victorian State Government.

**Structured Workplace Learning Program (SWL)  
Employer FAQs**

**What is structured workplace learning?**

Structured workplace learning (SWL) is on-the-job training that is required to extend classroom learning within a nationally recognised vocational education and training (VET) course. Students can undertake these certificates as part of either Victorian Certificate of Education (VCE) or the Victorian Certificate of Applied Learning (VCAL).

**What is the difference between a SWL and work experience?**

Work experience is generally undertaken in Years 9 or 10. It involves secondary school students in short-term industry placements, which broadens their experience and understanding of the world of work and career opportunities.

Students requiring SWL placements are undertaking Vocational Education and Training (VET) in Schools programs, and are usually 16-18 years old. These students must undertake tasks that enable them to acquire skills in an industry setting.

**What is the difference between SWL placements and School Based Apprenticeships/Traineeships (SBATs)**

SWL placements are short term placements, either 1 day a week for a term or a block placement from Monday to Friday. An SBAT offers students the option of combining a senior secondary program with part-time employment and training. The program is undertaken under a Training Contract with an employer. A Training Plan signed by the school is formally lodged with the Australian Apprenticeship Support Network (AASN). It leads to a nationally recognised qualification.

**What are the benefits to a business?**

This is a great opportunity to raise your profile in the community, whilst influencing young people's career choices. It is also a great way to grow your own employee; you might like to take on the student as an SBAT or Apprentice/Trainee after a placement. The Bayside, Glen Eira, Kingston Local Learning and Employment Network will offer support, and will promote your business through our networks and social media sites.

**So how do we work with businesses to promote your opportunity?**

- We work with businesses to set up a placement opportunity advertisement at no cost
- Leaving out the business numbers, we upload this to our statewide portal so that students who require a placement can search for businesses like yours!
- If a student would like to take up your opportunity, they share it with their teacher
- If the placement aligns with the student's certificate, the teacher will then 'use the opportunity'
- The opportunity comes off the portal and your business number is made available to the teacher
- The student will then contact you within 3 days to set up a time for an interview
- This is a good way to see if the student will fit in with your business, provide details about start date, and negotiate placement pattern (week block, or 1 day per week)

**THE EDUCATION STATE** | **VICTORIA** State Government | Education and Training

For more information please contact us:

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