

# INFORMATION FOR SCHOOLS

What is Structured Workplace Learning (SWL)?

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Apprenticeship/Traineeship?



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**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](#)

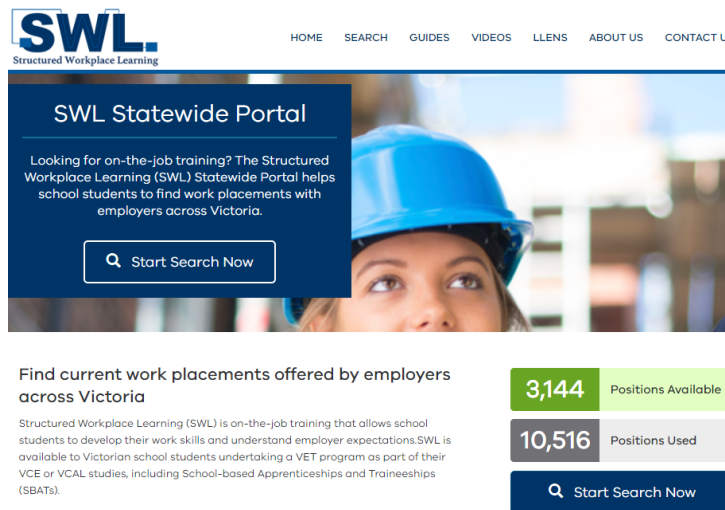
[SWL  
PROTOCOLS](#)

## HOW CAN BGKLEN HELP?

BGKLEN 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 BGKLEN.

## 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

3,144 Positions Available

10,516 Positions Used

Start Search Now

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).

## 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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