

# INFORMATION FOR STUDENTS

What is Structured Workplace Learning (SWL)?

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How do I prepare for my placement?

What is a School Based/Headstart  
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 within the Vocational Major. The SWL program enables you to apply your 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 a minimum of 5 days) where you are placed with a local business that is aligned to your VET certificate. E.g. A student studying Certificate 3 Plumbing could be placed with a plumber.

## WHY IS THE SWL PROGRAM IMPORTANT?

SWL offers you a chance to develop skills specific to your VET certificate whilst giving you a chance to get a taste of the industry before leaving school.

The benefits of the SWL program to you are:

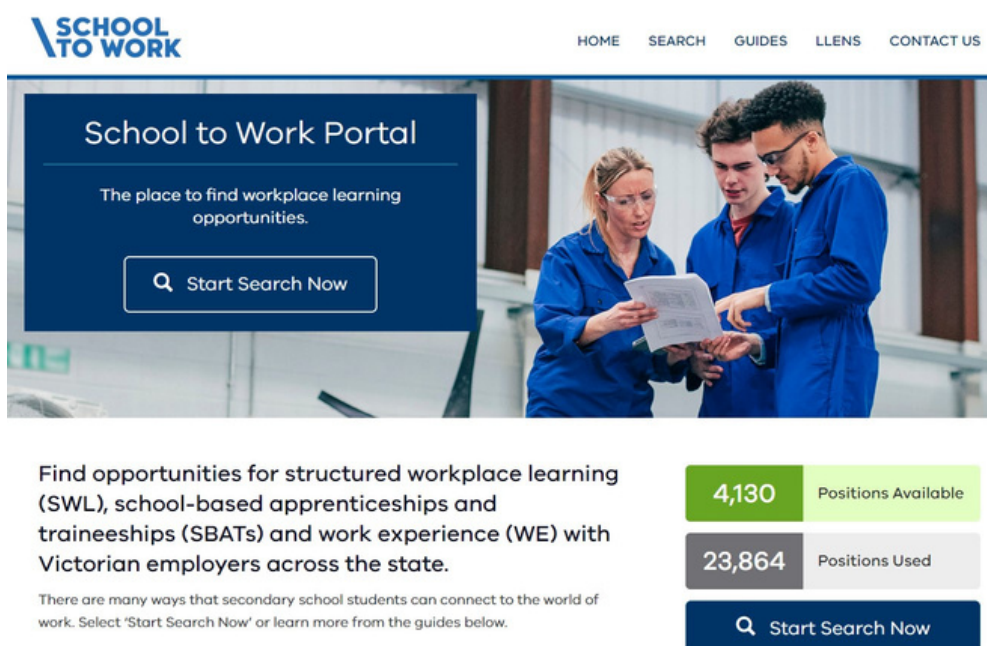
- Gain an insight into the industry aligned to your VET certificate
- Gain employability skills that can only be gained outside the classroom
- Build connections and networks within the industry you're interested in
- Potentially gain future employment
- Placement can contribute to overall school completion (depending on school)

## 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. The LLEN's 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.

## HOW DO I FIND AN SWL PLACEMENT?

Click the image below to start searching for placement opportunities locally and around Victoria. Instructions to use the portal can be found on the following page.



**SCHOOL TO WORK**

HOME SEARCH GUIDES LLENS CONTACT US

### School to Work Portal

The place to find workplace learning opportunities.

Start Search Now

Find opportunities for structured workplace learning (SWL), school-based apprenticeships and traineeships (SBATs) and work experience (WE) with Victorian employers across the state.

There are many ways that secondary school students can connect to the world of work. Select 'Start Search Now' or learn more from the guides below.

4,130	Positions Available
23,864	Positions Used

Start Search Now

## WHAT IS THE SWL PORTAL?

BGKLEN uploads local opportunities on the portal for teachers and students to read about and to express their interest.

### Step 1.

Ask your placement coordinator whether they are signed up to the SWL portal. If they are not, get them to contact BGKLEN.

### Step 2.

When you have found a placement you are interested in, press the 'Share with your teacher' button, so BGKLEN is notified of your interest.

### Step 3.

BGKLEN will then liaise with the business to organise the placement.

### Step 4.

Once the business has confirmed availability you will be notified and can organise an interview with the employer.

### Step 5.

BGKLEN will check in to see how you are going during your placement.

## HOW DO I PREPARE FOR MY PLACEMENT?

Be well prepared before calling a potential businesses and going for interviews. It is a great to have a resume prepared in case an employer asks for it.

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

- Your name, school, year level and VET certificate
- 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

\***Handy Hint:** smiling while you speak on the phone can really help to make you feel comfortable and sound positive

\***Handy Hint:** You may like to practice with a friend or family member what you are going to say when you call the business.

### Before the interview

- Research the industry and business to show you are interested and keen
- Ensure you have read the SWL portal description
- Ensure you meet the relevant work requirements E.g. Construction Card/ volunteer WWCC and can show them to the employer at the interview
- Prepare any questions you may have for the employer

\***Handy Hint:** Do not be afraid to ask questions - it shows initiative and motivation

- Remember that payment will be a minimum \$5.00 per day. Anything above this is a bonus!
- The payment is not a reflection of your work performance, but rather a reimbursement of expenses associated with the placement. E.g. travel

### During the interview

- When you first arrive remember to smile, give eye contact and a firm but friendly hand shake
- Find out placement location, hours, transport and work wear
- Take the SWL arrangement form with you

## 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](#)

## DURING THE PLACEMENT

Communication is key to a good placement. This involves:

- Letting the employer know if you're going to be late or can not make it that day (with a valid reason)
- Don't be afraid to ask questions if you don't understand how to do something. This shows your motivation to learn, and complete the task to the best of your ability
- Using appropriate language and manners in the workplace

If you're finding that the placement isn't right for you and would like to change, be confident to talk to your careers teacher and employer to let them know. This shows maturity, problem solving and positive decision making.

Take every opportunity that comes your way. It's a great chance to develop skills you won't get in the classroom!

## POST PLACEMENT

If you and your employer decide to continue the placement beyond 20 days, new SWL arrangement forms, as well as an exception form, must be signed by your employer, parents and principal.

## EXEMPTION FORM

**\*Handy Hint:** If you're finishing up your placement, it is a great idea to ask your employer for a reference for your resume.

You may also like to ask about possible employment options (e.g. School based or full-time apprenticeship/ traineeship, part time or full-time work).

Update your resume detailing your experience and skills gained from your placement.

**For more information please contact us:**

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