



SWL

Structured Workplace Learning

Structured Workplace Learning (SWL) is on-the-job training that allows students to develop work skills and undertake industry experience.

Hosting a SWL placement student has many benefits for employers and student.

The Structured Workplace Learning Coordinator can work with you to develop a placement model that suits your business needs.

The online portal has been developed to provide teachers and students with a single point of reference to access available opportunities.

The placement is recorded on the SWL portal to provide students and schools with SWL placements opportunities. For further information visit:

www.workplacements.education.vic.gov.au

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 Northern Mallee Local Learning and Employment Network
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WHAT IS INVOLVED?

- Employers provide on-the-job training to assist students to develop key skills related to their study and your industry.
- Placements for Structured Workplace Learning can be undertaken in one-week blocks or one day per week.
- Students completing structured workplace learning are covered under the Department's WorkSafe Insurance policy.
- An employer and staff do not require a Working with Children Check if the student is 15 years of age and over.
- Minimum rate of payment for students undertaking structured workplace learning is \$5.00 per day. (some exemptions apply for certain employers)
- SWL portal allows student to select position - the school will be notified SWL coordination can then progress.
- Student and the employer must complete the SWL placement paperwork.

EMPLOYER RESPONSIBILITIES

- Provide a healthy and safe work environment.
- Complete a workplace induction with the young person.
- Assign a direct supervisor for the young person to ensure adequate supervision: The student must be supervised at all times.
- Notify the school ASAP if there is an accident or if the student does not attend a work placement day.

1

Finding the Portal:

Search for [SWL Portal](#)
Or type URL into browser

Search Google or type URL

www.workplacements.education.vic.gov.au

2

Searching for an Opportunity:

Once you have entered the site, click the [Start Search Now](#) button

 Start Search Now

- Search by your area (Mildura or 3500)
- Under Opportunity Type/Mode, select [SWL](#)
- Select your chosen industry from dropdown menu (e.g. construction)
- Click [Search Now](#)

Opportunities available will appear!

3

Selecting an Opportunity:

- Read the summary of the placement opportunity
- If interested, click on the [Opp ID](#)
- An [Opp ID](#) will look something like 'W105746 Electrical Tradesperson with Lower Murray Water'

4

SHARE with your teacher



Click '[Share with your Teacher](#)'

- Enter your first and last name
- Select your school from the dropdown list or if you can't find your school, select 'I can't find my school'
- Select your year level from the dropdown list
- Type in a friendly note for your teacher
- Click on [I am not a ROBOT](#) and verify the CAPTCHA picture.

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Follow up with your teacher or SWL Coordinator to discuss and finalise arrangements

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