



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

Dale Harvey SWL Coordinator - m. 0467215213 | e. dale@nmlen.com.au
 and **Natika Mitselburg** Project Officer - m. 0488 115 202 | e. natika@nmlen.com.au
 Northern Mallee Local Learning and Employment Network
 p. 5021 3266 | 154A Ninth St, Mildura VIC, 3500

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.
- A Working with Children Check is **NOT REQUIRED** 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.
- When a student reads the employer requirements on the SWL portal and selects the placement the school will be notified to support the student and the employer to 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.

5

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

Dale Harvey SWL Coordinator - m. 0467215213 | e. dale@nmlen.com.au
Natika Mitselburg Project Officer - m. 0488 115 202 | e. natika@nmlen.com.au
Northern Mallee Local Learning and Employment Network
p. 5021 3266 | 154A Ninth St, Mildura VIC, 3500