

# Structured Workplace Learning Employer Information Pack



Thank you for your consideration in offering a SEDA College student a Structured Workplace Learning (SWL) opportunity in your workplace. The following information pack provides an overview of the SEDA College SWL Program and important information for you to consider before taking on a workplace student

## WHAT'S INSIDE

- Overview of the Structured workplace learning program:
  - Who is SEDA College?
  - What is structured workplace learning?
  - What activities are undertaken by students on placement?
  - When does SWL start and how long does it go for?
  - What are your responsibilities as an employer?
  - High risk placements
  - Do you need to pay a student?
  - Do you need to provide insurance?
  - Employer Working with Children Checks
  - How do we support you?
- Department of Education workplace guidelines for employers
- Sample SWL arrangement form

## Who is SEDA College?

SEDA College is a non-government secondary school that exists to engage, educate and empower young people. Our aim is to develop an engaging and caring learning environment which fosters the holistic growth of each young person, whilst providing a range of pathways to lifelong learning. For more information about SEDA College visit [www.scv.vic.edu.au](http://www.scv.vic.edu.au).



## What is Structured Workplace Learning?

Structured workplace learning provides students with the opportunity to integrate practical on-the-job experience and learnings in industry as part of their VCEVM program. It provides the context for:

- enhanced skill development
- practical application of industry knowledge
- assessment of units of competency
- achievement of some learning outcomes for VCEVM units, and
- enhanced employment opportunities.

SWL is also an opportunity for students to gain insight into an industry that they may be considering entering in the future. We encourage a discussion between yourself and the student around their interests, what they would like out of their placement and what you are able to offer, to ensure a good fit for you and the student and to assist in planning placement tasks.

More information on SWL for employers can be found at:

<https://www2.education.vic.gov.au/pal/structured-workplace-learning/resources>



## SWLR - What activities are undertaken by students on placement?

In addition to undertaking activities for industry exposure and student specific interests, students completing a placement within the sport and recreation industry are enrolled in a Sport and Recreation Certificate that provides credit towards their VCEVM education. To achieve credit they will complete structured workplace learning reflections (SWLR) on the following subject areas that relate to their VET training:

- managing workplace safety
- first aid
- plan, conduct and instruct sport sessions
- facilitate groups
- conduct foundation level coaching skills

Students' reflections are completed in class and will showcase their learning in the workplace. Evidence they may collect, with employer consent can include observations, descriptions of activities and tasks, conversations with employers and other staff, participation in meetings, workplace documents, research in the workplace, photos of equipment / processes / events, video of workplace activities.



## **When does SWL start and how long does it go for?**

Students complete their SWL placement one day per week during the school term on their allocated day, unless negotiated otherwise. It is requested that a minimum of six hours per week for the duration of 10 weeks is provided.

A longer placement period may be negotiated however under DET guidelines students are not permitted to complete more than twenty SWL days with one employer.

If a student wishes to extend their placement beyond the twenty days they will need to apply to the Principal for an exemption and complete a new SWL Arrangement Form. To allow time for processing this is to be completed at least five weeks prior to reaching the twenty-day limit.

Students will commence placement in term 1 after completing pre workplace training and once all documentation is finalised.



## **What are your responsibilities as an Employer?**

You have a legal obligation to provide a safe and healthy working environment for your employees and contractors. Students undertaking structured workplace learning are no different. They are owed the same duty of care, and you must take all the same steps to safeguard them during their structured workplace learning.

You must assess your workplace to determine which activities can be safely managed. Students should be given tasks which are interesting and which will give them an understanding of your business. However, you must take care NOT to place them at risk, and you must provide supervision at all times.

As part of the SEDA College Safe Schools Policy, you are required to hold a current Working with Children Check or VIT registration.



## Why does SEDA College require a Working with Children's Check?

SEDA College requires **ALL** SWL Employers OR Supervisors to have a current Working with Children Check (WWCC) or VIT teacher registration, where the student is under 18. If you don't have a current WWCC this is available at no cost to you by completing the volunteer application. If you are registered with the Victorian Institute of Teaching (VIT) you may provide your VIT number instead.

The Child Safe Standards are compulsory minimum standards for organisations that provide services for children to help ensure the safety of children. The Working with Children Check assists in protecting children from sexual and physical harm by ensuring that people who work with, or care for, them are subject to a screening process. SEDA College has a Child Safety Policy that you will be provided with upon confirmation of the SWL placement.



## How do you apply for a WWCC?

If you don't have a current WWCC, submission of the application is available at no cost to you by completing the volunteer application, SEDA College should be listed as the volunteer organisation on your application. Please note that when you lodge your application you will be required to take a photo as part of your application which will be used for your WWCC card.

Please refer to the link to start an application. [WWCC Application](#)

The application process for the volunteer check can take 2 – 12 weeks so please ensure this process is completed as soon as possible.

Once your application is lodged you will receive an email with your WWCC number, you can provide this number on the arrangement form while your application and card are being processed.



## High Risk Placements

The Department of Education and Training deems some industries to be high risk for SWL students and therefore specific guidelines surrounding activities students can undertake need to be followed. These industries include, but are not limited to, trades and placements involving animals. Employers must consider these activities prior to entering into an arrangement. While in placement, these guidelines must be adhered to. SEDA College policy requires a staff member to conduct a workplace visit within the first 10 days of placement which provides the opportunity to ensure all OH&S requirements are covered. *If applicable refer to guidelines attached*



### Do you need to pay a student on placement?

SEDA College does not recommend payment for students on placement.



### Do you need to provide insurance for the student?

Once the *Structured Workplace Learning Arrangement* Form has been signed by the employer, student, parent/guardian and Principal of SEDA College the student is covered for WorkSafe Insurance and Public Liability Insurance by the Department of Education and Training.



### How do we support you?

Our commitment is to maintain open and regular communication with you to ensure a positive experience for both yourself and the student. At the commencement of the placement, the teacher will contact you to ensure you and the student have everything you need to facilitate a seamless experience.

On each designated Structured Workplace Learning (SWL) day, the teacher will contact you to confirm attendance via a shared link. Additionally, once per term, the teacher will contact you

to discuss the student's progress. This information will form a workplace learning report that will be shared with the student and their family, providing valuable feedback on their growth in the workplace.

Should you have any questions or concerns at any point, our team, including the student's teacher and pathways advisor, is readily available to offer support. Our aim is to make this experience enriching and beneficial for all involved.



## Where to from here?

The following information “*Structured Workplace Learning Guidelines for Employers*” and “*Sample Structured Workplace Learning Agreement Form*” originate from the Department of Education, and detail the terms of a contractual agreement, along with related arrangement information. Please take the time to review.

If you agree to place a student, the student will arrange a time either in person or over the phone to collect the work placement details. These details are listed on *Sample Structured Workplace Learning Arrangement form* located in this pack, in addition to collecting your working with children check or VIT number that will be verified by SEDA College.

This information will form the Structured Workplace Learning Arrangement form, a legal document that provides workplace insurance for the student for the duration of the placement. This documentation must be finalised prior to the student commencing in the workplace.

The nominated work place contact person will receive an email from SEDA College [swl@scv.vic.edu.au](mailto:swl@scv.vic.edu.au) with the Arrangement form for approval and electronic signature. Once completed, the Principal will review and sign. All signatories will receive an email with the final copy of the Arrangement form, the arrangement is now complete and the student may commence as per the dates set out on the form.



## Further information

If you require any further information about the SEDA College SWL program or would like to discuss a placement opportunity, please do not hesitate to contact the SEDA College Pathways Team at [pathways@scv.vic.edu.au](mailto:pathways@scv.vic.edu.au)

# DEPARTMENT OF EDUCATION - STRUCTURED WORKPLACE LEARNING GUIDELINES FOR EMPLOYERS



## Structured Workplace Learning guidelines for employers

### What is Structured Workplace Learning?

Structured Workplace Learning provides students with the opportunity to integrate on-the-job experience with secondary study as part of the VCE, the VCE Vocational Major or the Victorian Pathways Certificate.

### What is your 'duty of care' as an employer?

You have legal obligations to provide a safe and healthy working environment for your employees and contractors. Students undertaking Structured Workplace Learning are no different. They are owed the same duty of care, and you must take all the same steps to safeguard them during their Structured Workplace Learning.

You must assess your workplace to determine which activities can be safely managed. Students should be given tasks which are interesting, and which will give them an understanding of your business. However, you must take care NOT to place them at risk, and you must provide supervision at all times.

### Coronavirus (COVID-19)

Employers should continue to follow COVIDSafe practices in line with public health guidance and recommendations to reduce the risk of transmission of COVID-19 and protect the health, safety and welfare of Structured Workplace Learning students. This includes ensuring students familiarise themselves with the workplace's COVIDSafe Plan, if available, as part of their induction.

## What can you expect of the student?

Remember that young people cannot be expected to possess the judgement or maturity of older workers. You have a right to require the student to comply with workplace rules and procedures. First, though, you must explain those requirements and provide any necessary information, instruction and training. Don't assume a student will automatically know what's expected.

## The importance of planning

The most rewarding Structured Workplace Learning programs – and the safest – are those planned in advance. It's useful to draw up a timetable for students before they arrive, setting out proposed activities for each day and identifying the people who will supervise them at different times.

Even though your timetable may have to change, a planned program enables supervisors to prepare meaningful activities, and reduces the chances of exposing the student to risks resulting from unplanned activity.



# SAMPLE SWL ARRANGEMENT FORM

Structured Workplace Learning Arrangement Form  
Education and Training Reform Act 2006 – Ministerial Order 1412: Structured Workplace Learning Arrangements (Schools)

THE EDUCATION STATE

VICTORIA State Government

Department of Education

## STUDENT DETAILS

Surname First Name Birth Date // School Name and Address \_\_\_\_\_  
Postcode Telephone \_\_\_\_\_  
Structured Workplace Learning Coordinator Student Year Level \_\_\_\_\_  
Student qualification: \_\_\_\_\_  
 VCE Industry and Enterprise  VCE Vocational Major – Unit and code: \_\_\_\_\_  
 Victorian Pathways Certificate – Unit and code: \_\_\_\_\_  VCAL – Unit and code: \_\_\_\_\_  
\_\_\_\_\_  VET – Certificate name and code: \_\_\_\_\_

IN CASE OF AN EMERGENCY, THE EMPLOYER SHOULD CONTACT THE STUDENT'S PARENT OR GUARDIAN AND THE STRUCTURED WORKPLACE LEARNING COORDINATOR:

Name (Parent/Guardian) \_\_\_\_\_  
Address \_\_\_\_\_ Postcode \_\_\_\_\_  
Tel. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
Emergency contact (Name and Tel.) \_\_\_\_\_

PRIVACY INFORMATION: The information provided on this form is for the administration of Structured Workplace Learning Arrangements only and is not to be used for any other purpose. Health information will be provided if the Student has a medical condition or requires medication that may be relevant to their placement. This information must be kept confidential.

## WORK PLACEMENT DETAILS

Employer (business) name Tel. \_\_\_\_\_  
Business address Postcode \_\_\_\_\_  
Employer email address \_\_\_\_\_  
Type of industry Primary activity at workplace \_\_\_\_\_  
Student's work location address Postcode \_\_\_\_\_  
Workplace contact person Supervisor \_\_\_\_\_  
Activities the student will undertake (if insufficient space, attach separate sheet) \_\_\_\_\_  
Structured Workplace Learning hours \_\_\_\_\_ am / pm, to \_\_\_\_\_ am / pm; on  Monday  Tuesday  Wednesday  
 Thursday  Friday  
from (commencement date) to (completion date) Total number of days \_\_\_\_\_  
If insufficient space for dates and hours, please attach additional sheet.  
Rate of payment \$ \_\_\_\_\_ per day (\$5.00 per day minimum)

## EMPLOYER ACKNOWLEDGEMENT (Employer to sign)

I, [name of individual, or on behalf of the Employer if Employer is an incorporated body] agree that:

1. I understand occupational health and safety legislation and standards relevant to the conduct of my undertaking and will comply with these laws and standards with respect to the Student as if the Student were my employee.
2. I will identify all hazards relevant to the conduct of my undertaking and will assess and control all related risks. If I have not controlled all related risks I will inform the school of this fact prior to the Structured Workplace Learning Arrangement commencing.
3. I have read and understood the Department of Education Structured Workplace Learning Guidelines for Employers. I will ensure that required planning, induction, supervision and safe systems of work are provided for the Student to maintain a safe and healthy Structured Workplace Learning Arrangement at all times.
4. I will consider and take into account the competency, maturity and physical capabilities of the Student in relation to all activities they will undertake. The Student's program of activities will be planned and carried out with these considerations in mind.
5. I will nominate a Supervisor (or Supervisors) of the Student who will be responsible for ensuring that my obligations as the Student's Employer are carried out.

6. I will provide appropriate information, training, instruction and supervision to the Student in respect of occupational health and safety and will provide any equipment and/or clothing which is required to comply with my duty of care toward the Student.
7. I will ensure that the Structured Workplace Learning is undertaken in a non-discriminatory and harassment free environment.
8. I will permit access to the workplace and contact with the Student by the Principal or the Structured Workplace Learning Coordinator at any reasonable time during the Structured Workplace Learning Arrangement.
9. I will ensure that the Structured Workplace Learning Arrangement is not used as a substitute for the employment of employees or the engagement of contractors and the payment of appropriate wages or fee for services to employees or contractors respectively.
10. I will ensure that the maximum number of students in the workplace does not exceed one Student for every three employees.
11. If I have sought to engage more than the permitted number of Structured Workplace Learning Students, I confirm that direct supervision will be provided for all Students.
12. Where the Principal has disclosed any necessary health information in relation to the Student I confirm that I will maintain the confidentiality of that health information and only disclose this information to another party if treatment is required for a known medical condition or in the case of a medical emergency.
13. I will notify the Structured Workplace Learning Coordinator as soon as is possible if the Student is absent, injured or becomes ill in the course of undertaking the Structured Workplace Learning.
14. I will consult with the Principal if I consider it necessary to terminate the Arrangement before the specified time.
15. I will advise the Principal if the industry to which this Arrangement relates includes potential exposure of the Student to scheduled carcinogenic substances and/or other hazardous substances as defined in the *Occupational Health and Safety Regulations 2017*.
16. I acknowledge the requirement for the Student to be paid in accordance with section 5.4.9 of the *Education and Training Reform Act 2006*.

I understand and accept the responsibilities set out above. Following the Principal's review of these details, I understand that they will determine whether or not the Student will undertake the Structured Workplace Learning Arrangement proposed here.

Signature Date / / \_\_\_\_\_

#### STUDENT AGREEMENT

I, \_\_\_\_\_ agree to take part in this Structured Workplace Learning Arrangement and to:

- do all the reasonable and lawful activities the Employer asks me to, and to do my work to the best of my ability;
- follow all the reasonable workplace rules and requirements that relate to safety and behaviour;
- attend the workplace on each day at the agreed time;
- tell both the Employer and the Structured Workplace Learning Coordinator as soon as possible if I am unable to attend work;
- promptly inform the Employer of any accident, injury or incident that may happen;
- dress appropriately for the workplace;
- agree that no payment will be made to me if the placement is with a Commonwealth Department or a body established under a Commonwealth Act;
- where the placement is with an organisation that is engaged wholly or mainly in an educational, charitable or community welfare service that is not for profit and where I have determined that the whole of my payment will be donated back to the organisation, agree to donate payment back to that organisation;
- agree that prior to starting the placement, I will be undertaking occupational health and safety training that is part of my Accredited Course of Study (VET students), or I will complete the occupational health and safety program required by the Department of Education (non-VET students).

Students aged 18 years and over:

- I consent to the release of any necessary health information about me by the Principal to the Employer, for which the Principal is aware of and may disclose pursuant to the *Health Records Act 2001 (Vic)*.
- I also agree to inform the Employer of any necessary medical information, including details of any known medical condition which may affect me and any medication or treatment which may be relevant.
- I understand that I am responsible for my transport to and from the workplace.

I understand that the Principal will determine whether or not I will undertake Structured Workplace Learning.

Student's signature Date / / \_\_\_\_\_



**PARENT/GUARDIAN AGREEMENT AND CONSENT (Not required if the student is aged 18 years or over)**

I, \_\_\_\_\_ consent to my child taking part in this Structured Workplace Learning Arrangement and I:

- agree that they will be subject to the direction and control of the Employer and nominated Supervisor(s);
  - understand that all reasonable care for the health and safety of my child will be taken by the Employer and nominated Supervisor(s);
  - expect my child to follow all the reasonable workplace rules and requirements that relate to safety and behaviour;
  - understand that I am responsible for my child's transport to and from the workplace;
  - agree that no payment will be made to my child if the placement is with a Commonwealth Department or a body established under a Commonwealth Act;
  - give my consent to my child donating back payment where the placement is with an organisation that is engaged wholly or mainly in an educational, charitable or community welfare service that is not for profit and where my child has determined that the whole of their payment will be donated back to the organisation;
  - understand that I will be notified as soon as possible in the event of illness of or accident to my child, but where it is impracticable to communicate with me I authorise the person in charge at the workplace of the employer to consent to my child receiving such medical and surgical treatment (including the administration of an anaesthesia) as may be deemed necessary by a legally qualified medical practitioner, and administer such first-aid as is judged to be reasonably necessary;
  - attach details of any known medical condition which may affect my child, and any medication or treatment which may be relevant;
  - give my consent to the release of any necessary health information in relation to my child by the Principal to the Employer, for which the Principal is aware of and may disclose pursuant to the *Health Records Act 2001* (Vic).
- I understand that the Principal will determine whether or not my child will undertake Structured Workplace Learning.

Signature  Parent or  Guardian Date //

\_\_\_\_\_

**WORKSAFE INSURANCE AND PUBLIC LIABILITY INSURANCE**

The Student is covered for WorkSafe Insurance by the Department of Education (State of Victoria). The Student is covered by public liability insurance in accordance with Ministerial Order 1412 – Structured Workplace Learning Arrangements, for the arrangement taken out by the party indicated below (Principal to tick the appropriate box):

Department of Education  Non-Government school  Employer

**NOTE: PUBLIC LIABILITY INSURANCE**

Public liability insurance of at least \$10 million cover per event must be held or taken out, prior to the Student commencing Work Experience under the Arrangement:

- i. when an Arrangement is entered into by a Principal of a Government School in respect of a Government School student, by the Department of Education with the insured being the Student and the Employer.
- ii. when an Arrangement is entered into by a Principal of a Non-Government School in respect of a Non-Government School student – either:
  - a. by that School, with the insured being the School and the Student; or
  - b. by the Employer, with the insured being the Employer and the Student, if the Principal of that School has advised the Employer at least four (4) weeks prior to the Student commencing work experience that the School does not have public liability insurance as set out above.

**PRINCIPAL CONSENT**

I, \_\_\_\_\_ Principal of \_\_\_\_\_

enter into an Arrangement for the above named Student of this school to be engaged for the purpose of Structured Workplace Learning by the Employer named above in accordance with the provisions of the *Education and Training Reform Act 2006* and Ministerial Order 1412 – Structured Workplace Learning Arrangements, and on the basis of the information provided above and the Employer's acknowledgements. I confirm that I have informed the Employer as to whether this school holds public liability insurance. I will ensure that the above named Student is undertaking occupational health and safety training that is part of their Accredited Course of Study, or has completed the occupational health and safety program as required by the Department of Education prior to commencing the placement under this Arrangement. I confirm that if the Student, or if the Student is under 18 years of age, the Parent/Guardian of the Student, has provided their consent, any necessary health information in relation to the Student of which I am aware and may disclose pursuant to the *Health Records Act 2001* will be released by me to the Employer.

Principal's signature Date //

\_\_\_\_\_