

# CHAPTER 3

## Structured Workplace Learning [SWL]





# What is SWL?

## WORKPLACE LEARNING

Workplace learning occurs when your school assists you to undertake a learning program at a worksite without the direct supervision of a teacher. You will observe a variety of work as well as undertake supervised work appropriate to your age, maturity, competence and skill level.

Workplace learning provides you with valuable opportunities to develop vocational skills, knowledge and attitudes in the context of real work environments. Work placement aims to build on your school's work and career development programs as well as other course work and activities that assist you in your transition from school to work and/or further study.

Workplace learning is a chance for you to learn outside of the classroom. It can help you learn about what employers expect, what responsibilities workers have and can also help you to make decisions about your future career options.

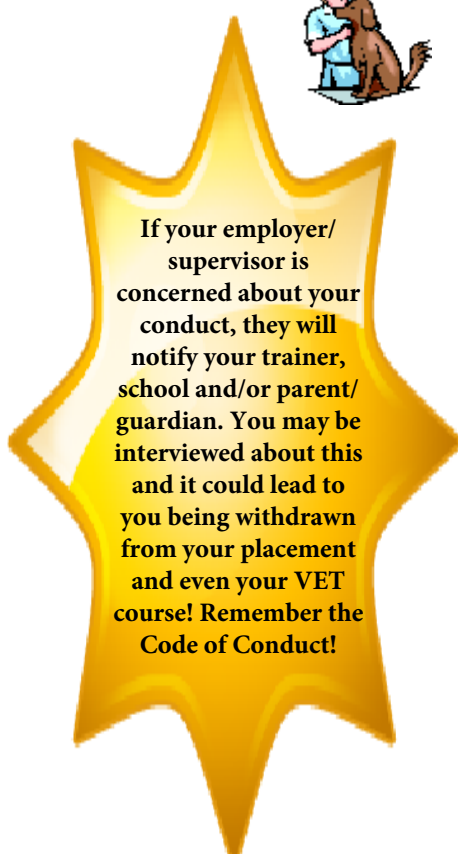
Workplace learning is undertaken as part of the school curriculum and is governed by the Workplace Learning Guidelines [DECD].

## Structured Workplace Learning (SWL)

This involves an integral link to the Vocational Education and Training (VET) program that you are undertaking. This program may be provided wholly on the job, by a teacher or trainer in a school, or by another training organisation. SWL is more than work experience because the logbook and journal you complete during your placement as well as the feedback from the employer/supervisor, will be part of your VET assessment. In fact, for some courses, you cannot complete the qualification without such placements and industry verification (or confirmation) of your competency. It can be **COMPULSORY** and failure to do it means you cannot get your full certificate!!! During your placement you will have the opportunity to put into practice what you have learnt in your VET course.

### Work Experience

This involves a short term industry placement, which aims to enhance your experience and understanding of the work environment informing your career development.

If your employer/supervisor is concerned about your conduct, they will notify your trainer, school and/or parent/guardian. You may be interviewed about this and it could lead to you being withdrawn from your placement and even your VET course! Remember the Code of Conduct!



# What are my rights and responsibilities with Workplace Learning?



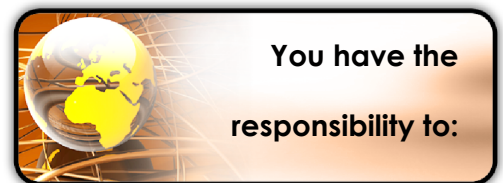
**NASSSA**  
TOGETHER FOR QUALITY EDUCATION, QUALITY FUTURES

*Your work placement may be your first experience of the world of the workforce! Doing a work placement (as with being an actual employee), means you have some responsibilities, but also some rights.*



😊 A workplace that allows you feel safe and be free from harassment, discrimination and bullying

😊 An induction to the workplace that includes site specific Work Health and Safety (WHS) procedures.



😊 Ensure you have a signed workplace agreement form returned to your school BEFORE you begin your placement. This covers you should any injury occur, under your school/DECD insurance policy (see Appendix)

😊 Be on time

😊 Notify your employer/supervisor and school VET Leader, if you cannot attend, or are going

😊 Notify your school VET Leader immediately, of any changes to arrangements, eg you being sent unexpectedly to a different work site

😊 Follow the employer's rules and regulations including WHS, privacy and confidentiality, as well as phone use

😊 Ensure you orient yourself to the workplace (HINT: The checklist in the Appendix must be completed and signed on your first day)

😊 Wear appropriate clothing for the particular workplace

😊 Present yourself clean and tidy and with a positive attitude

😊 Follow reasonable instructions

😊 Fill out your workplace journal/logbook

