



Gateway LLEN
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SCHOOL PARTICIPATION STRUCTURED WORKPLACE LEARNING PROGRAM

WHAT IS STRUCTURED WORKPLACE LEARNING

Nowadays, most schools include opportunities for students to undertake a vocational education and training (VET) program, as part of their Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL). This includes School-based Apprenticeships and Traineeships. VET programs are designed by industry and provide a clear line of sight to the knowledge and skills required in the workplace.

A key component of VET programs is structured workplace learning (SWL), on-the-job training during which a school student is expected to master a set of skills or competencies related to their VET program. Host employers supervise and instruct the students as they practice and extend the industry skills they have learned in their VET programs.

STRUCTURED WORKPLACE LEARNING OBJECTIVES

- Facilitate engagement between schools and host employers
- Identify local needs and industry priorities for appropriate SWL placements
- Increase the number of school students accessing appropriate SWL work placement opportunities
- Generate and identify new SWL workplace learning opportunities.

ROLES AND RESPONSIBILITIES

Gateway LLEN STRUCTURED WORKPLACE LEARNING STAFF SHALL:

- Work with host employers to develop, implement and evaluate their SWL work placement program
- Provide advice and support regarding procedures for SWL and School Based Apprenticeships and Traineeships
- Communicate SWL opportunities to local schools and students via the SWL statewide portal
- Inform the host employer about the required legal documentation to be provided to them by the school
- Provide support to the host employer during the SWL work placement as required
- Conduct post SWL placement evaluations with teachers, students and host employers
- Review all host employer and opportunity data and communications for accuracy and completeness before loading on to the SWL statewide portal.

HOST EMPLOYERS SHALL:

- Work collaboratively with *Gateway LLEN* staff to develop, implement and evaluate a SWL work placement program within their business
- Communicate established protocols for SWL work placements to staff
- Inform *Gateway LLEN* of any issues that may arise during the SWL work placement
- Read and understand Department of Education and Training protocols and guidelines for SWL work arrangements, prior to SWL work placements
- Meet applicant students for SWL placements and sign the Structured Workplace Learning Arrangement Form
- Provide a safe working environment, including a full induction for the student, based on company policy
- Ensure student is paid according to the agreement, as signed on the Structured Workplace Learning Arrangement Form
- Provide clear instructions, supervision and varied tasks for the student each day

SCHOOLS SHALL:

- Provide the student with appropriate SWL work placement readiness training
- Determine that the school student is suitable to undertake a SWL work placement
- Ensure that the student has met the employer prior to commencing the SWL work placement
- Ensure that the Structured Workplace Learning Arrangement Form has been completed and signed by the student, parent (if applicable), host employer and principal prior to the student commencing the SWL work placement
- Contact the host employer during the SWL placement, to support the student and host employer with any issues that may arise.
- Acknowledge and agree to abide by the DET Privacy and Data Collection Notice that can be found at: www.workplacements.education.vic.gov.au.

SCHOOL AGREEMENT

SCHOOL DETAILS

School name:

Type of school:

School address:

CONTACT DETAILS

	TEACHER	VET COORDINATOR
Name:		
Position:		
Mobile / Phone:		
Email:		

SCHOOL ACKNOWLEDGEMENT

As a person authorised to sign on behalf of my school:

I agree with the School roles and responsibilities of the Gateway LLEN Structured Workplace Learning Program, and (*tick relevant box*):

Name:

Signature:

Position:

Date: