

# SCHOOL TO WORK

## Structured Workplace

## Learning (SWL)

### How long do I have a student in my workplace?

Usually, employers commit to a minimum of one day per week for the school term (8-10 weeks). Alternatively, you can host a student over a one or two week block during the school holidays. The school's SWL coordinator/teacher must be available as a contact person for the student during the period of the arrangement. Students are required to undertake a minimum number of placement hours to complete their Vocational Education and Training (VET) course and/or senior studies. The total number of SWL days a student may undertake with an employer must not exceed 20 days during any school year.

### Do I have to pay the student?

Yes, a minimum of \$5 per day is required, however you can pay the student more if you wish. In-kind compensation (eg. a gift card or voucher) does not qualify as payment. If the student is under 18 years of age and the payment made to them is less than the tax threshold, the employer will not be obliged to make any withholding, collect tax file number declarations, issue payment summaries or report payment details to the ATO. If the SWL placement is with a Commonwealth department or a body established under a Commonwealth Act, no payment is required. If your business is a not-for-profit organisation, the student can elect to donate the whole of their payment back to your organisation. If the student is under 18 years of age, their parent/guardian must provide written consent to the donation.

### How much supervision is required?

The student must be given adequate support and directly supervised while undertaking work related activities.



### What days will the student attend the workplace?

The student will be required to attend placement a minimum of one day per week as nominated by the school, however the day can also be negotiated between the employer, school, and student.

### Once I decide to become a host employer, what happens next?

Once you have made the decision to become a host employer, one or more SWL opportunities at your business will be added to the [School to Work Portal](#). The CGLLEN Partnerships and Pathways Coordinator will consult with you to determine your terms and help you advertise an opportunity that SWL coordinators/teachers and students can view on the portal. You can choose to have your business name made private. In this case, the school's SWL coordinator/teacher will have to contact CGLLEN for information on your opportunity.

### What is the process once a student applies for a placement opportunity?

The CGLLEN Partnerships and Pathways Coordinator and the school's SWL coordinator/teacher will receive an email notification from the portal once a student applies for your opportunity. Either the Partnerships and Pathways Coordinator or the SWL coordinator/teacher will contact you to arrange a suitable time for you to meet the student at your workplace or, if required, at a location facilitated by CGLLEN. This will give you a chance to meet the interested student and speak to them about the placement opportunity you have to offer.

## What should be discussed when meeting with the student?

The initial meeting should be treated like a job interview for the student. It is an opportunity for you to let them know the hours of work, meal breaks, dress requirements and the expectations in the workplace. The student should explain what job tasks or activities are required to fulfil their course assessments for the duration of a placement. You can then decide if you would like to take them for placement and notify the school or CGLLEN of your decision.

Once an SWL placement for a student is confirmed, you should also provide information on what their first day will look like, including who their supervisor will be and what time they will be completing their workplace induction.

## What OHS training is the student required to complete before commencing SWL?

Every workplace has site and industry specific OHS requirements. Before a student undertakes an SWL program, it is vital they are made aware of the OHS procedures and practices at the workplace. Prior to their first day of placement with you, an SWL Arrangement form must be completed to acknowledge the student has completed OHS training as part of their studies.

## What hours should the student work?

The hours of work can be negotiated between you, the student and the school. You should try to ensure the hours reflect a true workday in your business as much as possible. Students are not permitted to work between 11pm and 6am. They are also not permitted to work beyond a time which is ten hours before the start time of the next SWL placement day, or a school day.

## Is the student covered by insurance?

Yes. Students undertaking SWL have the same status under WorkSafe as employees. All SWL students are covered under the Department of Education's WorkSafe Insurance Policy in accordance with Ministerial Order 55-Structured Workplace Learning Arrangements. If a student suffers a work-related injury or illness during their placement, the employer must contact the school (either the SWL coordinator/teacher or the principal) and the student's parent/guardian as soon as possible.

## How much paperwork is involved?

CGLLEN requires you to sign the SWL Host Employer Participation Agreement. This document briefly outlines all parties' responsibilities and indicates that you are happy for us to post an opportunity on the SWL Portal. The school will require you to sign an SWL Arrangement form and, if applicable, a Travel and Accommodation Arrangement form which the student will bring to the initial meeting. This is to be signed by the employer, the student, parent/guardian, and the school's principal. The student will be required to complete course work and, if applicable, complete a Workplace Learning Record and/or any applicable assessment tasks relevant to a VET course.

## Do I need any medical information?

Yes, you will need to know if the student has any condition (e.g. asthma or epilepsy) that could require treatment. Students should have a medical action plan and advise if they are taking any medication. This information must be kept confidential and should only be disclosed to another party if treatment is required for a known medical condition or in the case of a medical emergency.

## What if the placement is not working?

If you encounter any issues with the student or their work, you should contact the school to discuss your concerns. Employers are also able to contact the Partnerships and Pathways Coordinator at CGLLEN if they are having any issues or require any additional support.

*\* Adapted from the Structured Workplace Learning Manual, Melbourne (May-20 2016) © State of Victoria (Department of Education and Training) 2016 and Structured Workplace Learning Guidelines for Employers (March-23 2022) © State of Victoria (Department of Education and Training) 2022.*

## Further information and support

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Scan QR code to access the School to Work portal



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