

# Structured Workplace Learning



## Thinking of hosting a workplace student? Not sure what is involved?

The transition from school to employment has changed remarkably in recent years. Students are able to gain competencies in a work place environment which complement their classroom learning. Hosting a work place student has many benefits for employers as well as for the workplace student.

Benefits of hosting a  
workplace student



Work Placements  
What are they?



### Benefits of offering a work placement

- The prospect of recruiting new employees who are pre-skilled and immediately productive
- An opportunity to enhance the business's image in the community
- Developing in young people a realistic understanding of employer expectations, needs and entry level requirements
- Meaningful input into a young person's preparation for life after school
- The opportunity to pass on knowledge and skills
- Involvement in a direct industry/school links program
- Increased opportunities to become familiar with school courses and student performance standards
- The enhancement of staff morale and employee's training skills while working with students

### Work Placements—what are they?

There are 2 different types of work placements: Structured Work Place Learning and School Based Apprenticeships and Traineeships.

#### Structured Workplace Learning (SWL)

Structured Workplace Learning allows students to gain hands on skills related to the course they are studying at school. Employers provide training to assist students to master key competencies or skills. Placements for Structured Workplace Learning can be undertaken in one week blocks or on a one day per week basis.

#### School Based Apprenticeships and Traineeships (SBATs)

School Based Apprenticeships and Traineeships are the same as normal apprenticeships and traineeships except that they are completed part time whilst the young person continues their schooling, rather than being done full time. Government incentives, available to employers for taking on a full time apprentice or trainee, are also available for employers who take on a school based apprentice or trainee.



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## Employer Responsibilities



## Legal Matters

VCE

VCAL

VET

**FREE**

Service to Employers

## Employer Requirements and Responsibilities

Employers must:

- Provide a healthy and safe work environment
- Complete a workplace induction with the young person
- Assign a direct supervisor for the young person
- Ensure there is adequate supervision—the young person must be supervised at all times
- Notify the school ASAP if there is an accident or if the student does not attend on a designated work placement day.

## Cost to Employers

The Workplace Learning Coordinator provides FREE support, services and resources to employers and works with local schools to support students.

The minimum payment for students completing structured workplace learning is just **\$5 per day**.

School Based Apprentices and Trainees are required to be paid the relevant apprentice or trainee wage.

## Legal Matters

Students completing work placement are covered by Work Cover.

A Working With Children Check is NOT REQUIRED if the student is over 15 years of age.

If the student is under the age of 18 and paid less than \$112 per week, the employer is NOT required to withhold tax, collect a TFN declaration, issue a payment summary or payslip or report payment details to the ATO.

## Differences between VCE, VCAL and VET

### VCE

The Victorian Certificate of Education (VCE) is awarded to students who successfully complete their secondary education through the VCE program. In order to obtain their VCE, students must satisfactorily complete a minimum of 16 units of study, chosen from over 90 different subject areas available including English, Maths, Science, History and Languages. Students who complete VCE can receive an Australian Tertiary Admissions Rank (ATAR), which will allow them to apply for entrance to university.

### VCAL

The Victorian Certificate of Applied Learning provides a hands-on option that is equivalent to the VCE. Students completing VCAL gain practical work-related experience and at the same time study subjects such as literacy and numeracy to prepare them for the world of work. VCAL is similar to the old Tech School system.

The main difference between VCE and VCAL is that VCE is designed to prepare students for university, while VCAL prepares students who wish to obtain a trade, complete further study at TAFE, or commence full time work straight after finishing school.

### VET

Vocational Education and Training in Schools (VET or VETiS) allows students to study a particular job or vocation and gain industry qualifications. Examples of VET courses available locally include Building and Construction, Agriculture, Hairdressing, Community Services and Music. VET courses involve hands-on training and can be completed as part of either VCE or VCAL. VET courses are delivered by Registered Training Organisations (RTOs) and schools and students generally attend their VET course one day per week.



**Pathways to Employment**