



VCE/VM – Year 12 Structured Workplace Learning (SWL) 2023

Dear Parents/Guardians

Our 2023 Year 12 VCAL students will have Wednesdays set aside to complete a Structured Workplace Learning (SWL) placement. All students will need to complete a minimum of 200 hours of SWL by the end of the school year. **SWL is a compulsory component of the VCE/VM program and must be completed to successfully obtain a VCE/VM Certificate.**

Students can only start their SWL when:

- The SWL arrangement documents have been completed and signed by the student, parent/guardian, employer and principal
- They have completed their Safe@Work Certificates and/or hold a Construction Induction Card (white card).

Students who have not secured a SWL will be required to attend Lakeview College on their designated SWL day from 9am-11am. Assistance to secure a placement will be provided during that time.

Students have been given the SWL documents to be completed by employers this includes; a letter and documents explaining SWL for employers, SWL arrangement forms (to be signed), travel with employer forms (if applicable) and sample induction and job description forms.

If you have any further questions, please contact Jo Maxwell via email on joanne.maxwell2@education.vic.gov.au or at the College during school hours.

Regards,

Shayne Rule
College Principal

Jo Maxwell
Vocational Pathways Coordinator