



July 2023

VCE/VM – Structured Workplace Learning (SWL) 2023

Dear Parents/Guardians

Our 2023 Year 11 VCE/VM students will need to complete a minimum of 200 hours of SWL by the end of the school year. The allocated block in Term 4 is Monday 23rd October to Friday 10th November. **SWL is a compulsory component of the VCE/VM program and must be completed to successfully obtain a VCE/VM Senior Certificate.**

Students can only start their SWL when:

- They have been signed off and are up to date on their coursework.
- 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 should be seeking a placement as soon as possible and will be required to hand in the fully signed SWL Forms on or before **Monday 2nd October 2023.**

Students who have not secured an SWL will be required to attend Lakeview College **from 9:00am – 11:00am on the days they do not have VET for further support.**

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