



VCE/VM – Structured Workplace Learning (SWL) 2024

Dear Parents/Guardians

Our 2024 Year 12 VCE/VM 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.
- If students are continuing with the same employer in 2024 a new form will still need to be fully signed and handed into the Careers Office as soon as possible.
- Students have completed their Safe@Work Certificates and/or hold a Construction Induction Card (white card).

Students who have not secured a SWL as of 30/01/24 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 who have not secured a placement by 1/03/24 will be ineligible for a VCE VM certificate and alternate pathways will be discussed.

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 (only required if travelling between work sites during placement).

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