

## Tips for **Structured Workplace Learning (Work Experience)**

Structure Workplace Learning (SWL) is a component in your Applied Learning Course where you are required to undertake work experience at a workplace that best aligns with your future plans and or external VET. It provides you with hands on experience to apply all the skills and knowledge you've learned here at school and at your external VET. Below are some important things to note regarding SWL:

**ALL students are required to have a SWL.** However if you are in the Headstart program, and all paperwork has been signed off with your employer, you will not need to find an SWL as your apprenticeship will be apart of your SWL. Please see Ms Leslie, Mr Calleja-Bailey or Ms Maxwell if you are unsure about this.

**You may not start your SWL until all paperwork is completed.** Make sure you've collected SWL paperwork from the Careers Office, GP downstairs (next to GP2). Ensure that you and your guardian have completed the necessary sections. Ensure that your employer has completed their necessary sections. Once you have completed all of the above you need to hand in your paperwork to Ms Maxwell in the Careers Office who will then finalise everything in preparation for your commencement date.

**Your SWL is an actual job. You are expected to attend every Friday and must communicate with your employer if you will be absent.** Your SWL counts as an actual subject here at Lakeview. Similarly with attendance at Lakeview, you are expected to be at your SWL and must communicate any reason for absences with them.

**You are required to complete 200 hours of your SWL over 2 years (Yr11&Yr12). This must be recorded and signed by your employer each week as evidence that you have undertaken an SWL and actual worked those hours.** You can obtain a Log Book from Ms Maxwell in the Careers Office, GP Downstairs, and need to do so before commencement of your placement. Failure to do so may result in being at risk of failing the SWL subject. There will be a mid-year check of your log book to ensure it is being filled out correctly.

**Getting to and from your SWL.** You are responsible for organising your own way to and from your placement.

### **Finding a SWL**

You may not know where to start looking for an SWL. If so below are some tips you can utilise for finding a place:

- Ask your friends if they know a place that will take SWL students. Chances are they know someone in their family that owns a business or knows someone that they can direct you to.

- Ask your parents/guardians. Many who are already working may be able to get you into their work place and or know other family members who have their own businesses.
- Ask your outside community such as soccer/footy/volleyball clubs, churches, youth groups if they have a place or know someone that can take SWL students.
- Check google. There are a lot of businesses and companies that are willing to take students in.

You may also use the following website to find an SWL.

<https://workplacements.education.vic.gov.au/search/>

## What to say when asking to work at a workplace?

You may have never applied for a job/SWL before, so it can be daunting to ask if you can work at a specific SWL. Below are some tips and sentence starters you can use when asking for SWL's:

- Don't be afraid to call a business/company. The worst thing they can say is "no".
- You may be rejected for your first few calls. This is normal.
- Speak clearly!! DO NOT mumble your words
- If a workplace has said they will get back to you, don't be afraid to call back at a later time. Employers like to see confidence and it shows that you are keen to work.
- Don't discuss payment. You are at your workplace primarily to obtain experience not money.

Make sure to have your email and phone number ready in case they ask for your details.

Your email: \_\_\_\_\_

Your mobile number: \_\_\_\_\_

Below is a sentence template you can use when talking to someone on the phone or in person and asking for a workplace:

*Hello. My name is (your name) am I speaking to (name of business or owner?)*

*Thanks (name of person you are talking to) for taking my call.*

*I am a student at Lakeview Senior College undertaking year 11. The reason for my call is to apply for a work experience and I am interested in working for your company/business. I am required to undertake work experience once a week every Friday, would your company/business be interested in taking me for work experience during 2025?*

**Remember that you are required to have an SWL by week 5 of next year (2025). If you do not have an SWL by week 1 next year, you will be expected to attend SWL support at Lakeview every Friday until you find and SWL. Failure to do so may result in being directed to an alternative pathway.**