

STRUCTURED WORKPLACE LEARNING (SWL) Frequently Asked Questions - Employers

Q. DO I HAVE TO PAY THE STUDENT?

YES, a minimum of \$5.00 a day is required. There are exemptions in place for not-for-profit organisations, educational institutions and Commonwealth government departments.

Q. ARE THE STUDENTS COVERED BY INSURANCE?

YES, students are covered for WorkCover by the Department of Education and Training. The student will supply you with a Structured Workplace Learning Arrangement Form, which you will need to complete and sign along with the student, parent and school. Once this form has been fully completed coverage will be in place. These forms will also cover the student for Public Liability Insurance.

The student may also present you with a Structured Workplace Learning Travel & Accommodation Form, which may need to be completed if the student will be travelling in your car at any stage of the placement.

Employers need to receive a copy of the paperwork signed by all parties before commencement of the placement.

Q. HOW LONG DO I HAVE TO HOST A STUDENT IN MY WORKPLACE?

We like to have employers commit to at least a minimum of one day a week for one school term (approx. 10 weeks) or for a one week block (Mon-Fri).

New changes have just been introduced where a student must not exceed more than 20 days with any one employer during the school year (exemptions may apply).

Q. WHAT DAYS WILL THE STUDENT NEED TO ATTEND THE WORKPLACE?

The student may require one day per week over a term (approx. 10 weeks) or a one week block SWL placement. You can nominate which day/s or blocks of time you are available to host a student on.

Q. WHAT HOURS SHOULD THE STUDENT WORK?

The hours can be negotiated between you and the student, however, they should reflect a normal working day. Students are not permitted to work between 11pm and 6am.

Q. HOW MUCH SUPERVISION IS REQUIRED?

The student must be directly supervised at all times whilst on your work site.

Q. WILL THE STUDENT HAVE DONE ANY OH&S TRAINING BEFORE THEY START THEIR PLACEMENT WITH ME?

YES, all students will have undertaken OH&S training as part of their accredited course of study (VET in schools program) and/or have completed a unit called Work Related Skills, this will have included a Safe@Work general module and a module relevant to the industry area they are doing a SWL placement in.

Q. IF I DECIDE TO HAVE A STUDENT WHAT DO I HAVE TO DO NEXT?

Complete an Employer Participation Form outlining your business details and the type of SWL placement you can provide. This will be marketed to the local schools so an appropriate student can be matched to your SWL placement (no details identifying your business will be released at this stage).

Once a school believes they have a suitable student for your position they will log on to a secure site to access your contact details (only school coordinators have access to this). You will then receive a call from a school coordinator to discuss hosting their student.

Once you make the decision to host the student, the student will be instructed by the school to make contact with you to arrange a meeting and take along the appropriate paperwork to be completed before the placement can commence.

Q. CAN I MEET THE STUDENT BEFORE I COMMIT TO HOSTING THEM?

YES, students will contact you by phone to organise a time to meet with you. You can then decide if you would like to take them for work placement and the paperwork can be filled out at this meeting.

Q. WHAT INFORMATION DO I NEED TO GIVE AT THIS INITIAL MEETING?

This is an opportunity to let the student know your expectations, the hours of work, appropriate dress for your workplace, the name of the person who will supervise him/her and the required duties they will be undertaking.

Q. WHAT IF THE STUDENT IS NOT WORKING OUT OR MY WORKPLACE CONDITIONS CHANGE?

If the placement is not working out or your workplace has changed and you can no longer host the student, you should contact the school involved to discuss any issues and see if they can be addressed. If after this discussion you still want to cancel the SWL placement you may do so.

You should also notify the GRLLEN SWL coordinator.

Q. DO I NEED TO WRITE A REPORT OR ANYTHING?

In some instance students will have a log book that they will complete whilst out on SWL. The student will be asked to fill this out with their work hours and activities and you as the employer may be asked to sign it.

Q. HOW WILL THE SWL PLACEMENT BE MONITORED BY THE SCHOOL?

The school (or RTO/Training Provider) will be in contact with you at least once (site visit or phone call) during the placement. This allows everyone to monitor how the placement is going including raising any concerns or highlighting any achievements that may have occurred.

Q. DO I NEED TO INDUCT THE STUDENT INTO MY WORKPLACE?

YES, a short workplace induction must be provided to the student on their first day. This should include health & safety procedures, introduction to staff and an orientation of the workplace.