

STRUCTURED WORKPLACE LEARNING (SWL) Frequently Asked Questions - Students

Q. ARE THERE FORMS I HAVE TO FILL OUT BEFORE I GO OUT ON SWL?

Yes, there are two forms that you will need to fill out before you can start your placement. They are the SWL Arrangement Form and SWL Travel Form (if required). Both must be fully completed and signed before your placement begins. Your school will give you both of these forms - please make sure that they are the most current forms.

Q. IS THERE WORK I HAVE TO DO AT SCHOOL BEFORE I START SWL?

You should have completed your Safe @Work OH&S modules (if you are doing VCAL) or have started your OH&S unit as part of your VETis studies.

Q. WHERE DO I GET THE FORMS I NEED FOR PLACEMENT?

Your school will give you the forms that you need - see your VET or VCAL Coordinator to get a copy.

Q. DO I GET TO MEET THE EMPLOYER BEFORE I START?

Yes, you are required to meet your employer before you start your placement. Once you have the employer details you need to call them and make a time to meet them (they will be waiting for you to contact them). You must bring with you both arrangement forms.

Treat this meeting as a pre-placement interview and put your best foot forward when presenting yourself to your new employer. You never know if in the future the employer may be looking for a new employee or apprentice.

Q. WHAT SHOULD I ASK THE EMPLOYER AT OUR FIRST MEETING?

The initial meeting with an employer is a good time to ask any questions you have about the upcoming placement. You might like to clarify:

- *start & finish times*
- *if you have to bring your own lunch if on a worksite*
- *what to wear (do they have a uniform, preferred pants colour, protective clothing etc)*
- *ask about what type of duties you might be doing*
- *any special requirements you need to be aware of*
- *who to report to on the first day*
- *check the address of the worksite (if relevant)*

Q. WHAT DO I DO WITH THE FORMS ONCE I'VE SIGNED THEM?

Once you have signed the forms you need to get your parent/guardian and employer to sign and complete their sections of the SWL Arrangement Form and the SWL Travel Form (if required). You must then take them back to your school for the Principal to sign. Everyone has to have signed these forms before you can start your placement.

Q. DO I HAVE TO DO ANYTHING FOR SCHOOL WHILE I AM OUT ON SWL?

You may be asked by your school to complete a logbook whilst on placement. Ask your school coordinator if this is required.

Q. I FEEL LIKE MY EMPLOYER IS ASKING ME TO DO THINGS I SHOULDN'T BE AND I'M FEELING UNSAFE – WHAT SHOULD I DO?

Try and talk to your employer or a workmate that you feel comfortable with about your concerns (make sure you tell your school that you have had this conversation).

If you are concerned about approaching your employer directly you should talk to your school straight away. They will talk to you and your employer and try to sort the problem out. If it can't be sorted out the placement may be cancelled.

Q. WHAT IF I INJURE MYSELF AT WORK?

You should report any injury or near miss to your supervisor straight away. You should also let your school know.

Q. I DON'T THINK MY PLACEMENT IS WORKING OUT – WHAT DO I DO?

You should start by talking to your school coordinator about any problems and concerns you have about your placement. Make sure you talk to them early on as the problem might be able to be sorted out quite easily if caught early enough.

Q. WHAT DO I DO IF I'M SICK OR RUNNING LATE ON MY PLACEMENT DAY?

If you are sick on the day of your SWL placement you or a parent must ring your employer first thing in the morning and let them know that you won't be able to attend. You should let your school know aswell as they might be planning to visit you on that day.

If you are running late, ring your employer and let them know that you are on your way and give them an approximate time you will be there. Make sure you ring them before your actual start time.



Q. I ARRIVED AT WORK AND MY SUPERVISOR IS AWAY – WHAT SHOULD I DO?

You should ask another manager or workmate who to report to for the day.

Q. I HAVE BEEN TOLD I NEED TO BE AT SCHOOL ON ONE OF MY SWL DAYS – WHAT DO I DO?

If it is a mandatory school day you must give your employer plenty of notice that you will be away on that particular day. Don't just not turn up for placement or let them know the morning of your absence. Check with your school if you have any of these mandatory days each term and let your employer know.

Q. DO I HAVE TO WEAR WHAT MY EMPLOYER TELLS ME TO WEAR?

You should wear what your employer directs you to as it may be because of OH&S reasons (eg long pants, safety glasses etc) or because they have a set uniform colour. Certain clothes are not acceptable to wear for work purposes, you might like to discuss what you should wear with your employer at your first meeting.

Q. WHERE I WORK I SOMETIMES SEE PRIVATE AND CONFIDENTIAL DOCUMENTS, HOW DO I HANDLE THIS?

No matter where you work, at times you will hear or see details about people that should remain private and confidential. Some work placements might use sensitive information and have confidentiality agreements that you have to adhere to like any other employee.

Anything you hear or see must remain at the workplace. You must not go home and tell your parents, siblings or friends what you have heard or seen. This includes posting anything on social media, talking about your work placement back at school or sharing information with your casual employer