

Searching for an SWL Opportunity using the SWL Portal: A Guide for Students, Parents & Carers

Head to the SWL Portal by searching “SWL Portal” or
www.workplacements.education.vic.gov.au

Click **Start Search Now**

To search for SWL Opportunities complete the first three sections

1. **Where:** Enter a Town or Postcode
2. **Opportunity Type/Mode:** Select either SWL or SBAT
3. **Industry & Courses:** Select an Industry, Course or type a keyword

View available SWL Opportunities. Carefully read the details of the SWL Opportunities that you are interested in.

If you find an SWL Opportunity that you want, click the **Share With Your Teacher** button (right side of the Opportunity) and complete your details. This process expresses interest in the SWL Opportunity, it does not confirm it. An email will be automatically sent to the SWL organiser at your home school.

Your home school will receive an email and consume/hold the SWL Opportunity on your behalf. You **MUST** now contact your SWL organiser at your home school as soon as possible to ensure they received the email and to confirm your placement details.

Before an Opportunity can be confirmed by the home school, the student or home school must contact the employer to discuss any interview requirements or other essential details.

Meet with the SWL organiser at your home school as you **MUST** complete the following forms before placement begins:

1. Complete the “[SWL Arrangement Form](#)”
2. Complete the “[SWL Travel and Accommodation Form](#)”

You will also receive an “**SWL Learning Record Book**” and make a plan to start your SWL placement

The two SWL forms can be found under the **Arrangement** heading on the following page:

www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx

Enjoy your SWL Placement

Key Terms: SWL: Structured Workplace Learning

SBAT: School Based Apprenticeships and Traineeships

Opportunities: Potential placements

Home School: Where you are enrolled and attend daily