**Consuming an SWL Opportunity that has been**

**shared by a Student from the SWL Portal:**

**A Guide for School Staff**

Once you have received an email stating a student has shared an SWL Opportunity with you, log onto the SWL to view the Opportunity. At this point, the Opportunity can still be consumed by other students, so it is best to take the steps to consuming the opportunity ASAP.

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To log onto the SWL Portal, go to <https://goworkplacements.education.vic.gov.au/Teacher/Login> Your username will be your email. If you have forgotten your password, there will be an **I Forgot My Password….** button that can be clicked to reset it. (Note: You can only do one request per 24 hours).

Once logged in, there will be a menu bar at the top with Home, Opportunities, Placements and Guides listed. Click on the **Opportunities** button in the menu bar.

In the email that the student shared with you, there is a code next to **Opportunity Code**. To directly go to the Opportunity, copy and paste the code into the text box below **Find By Opportunity Code** (on the middle / right side of the page).

Before the Opportunity can be consumed, the student or school staff **MUST** contact Sarah Forte on either 0400 564 839 or swl@highlandsllen.org to advise of the proposed dates / structure the student would like to complete the Placement. Sarah Forte will then contact the employer to confirm the availability, and any other requirements the student must complete prior to commencing the placement.

Once confirmation has been sent to all parties, you can access the details on the Portal, by clicking the **Placement** button and **Host Details** button at the top of the menu tab.

Once the Opportunity has been consumed and confirmed with the employer, Sarah Forte will send out an email to the student, the school staff, the parent/carer and the employer, with all appropriate forms and paperwork attached. The paperwork will need to be completed well in advance of the commencement date. The student will need to contact the employer to confirm a suitable time to attend the workplace and have the paperwork completed, and also confirm any other requirements of the student (i.e. OHS induction, dress code, start and finish times etc).

The following three forms MUST be completed prior to commencement of the SWL Placement:

* SWL Arrangement Form
* SWL Travel and Accommodation Form
* Photograph Consent Form

The three forms will be emailed to all parties once the SWL Placement has been confirmed. Should you require another copy, these can be found using the following link:-

<https://www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx>

Also ensure the student has their Learning Record Book, available at -

VET/VCE & VCAL students completing SWL Placement: <https://www.highlandsllen.org/training/structured-workplace-learning/>

VET/VCE students completing SWLR: <https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/Index.aspx>



**Sarah Forte - Placement Specialist**

School-Employer Engagement

**M: 0400 564 839 | E:** **swl@highlanddsllen.org**