**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](http://www.workplacements.education.vic.gov.au)

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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 VET/VCAL or Careers Coordinator at your home school.

Your home school will provide will receive an email, and they are able to hold the SWL Opportunity on your behalf. You **MUST** now contact your VET/VCAL or Careers Coordinator at your home school.

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 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 must 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).

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.

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

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