



Structured Workplace Learning

For Students

What is Structured Workplace Learning?

Structured Workplace Learning is an essential part of Vocational Education and Training (VET). Young people who do a VET program need to practise their skills to complete their qualification:

- in a real workplace
- under real working conditions
- supervised by someone who works in and knows the industry

Produced in partnership with
Peninsula Vocational
Education and Training (PVET)

Are YOU ready for work?



Structured Workplace Learning—What can you expect?

You will spend time in a workplace either one day a week or blocks of time over the school year. You will learn:

- how the industry works from the inside
- what skills you need to work in this industry
- whether this sort of work suits you
- what the opportunities are for future work



How do you organise a work placement?

- Talk to your VET Co-ordinator or Trainer for suggestions about possible placements and to obtain a copy of the Structured Workplace Learning brochure for employers
- Seek out a placement with a local employer then ask your VET Co-ordinator/Trainer for the Structured Workplace Learning Arrangement Form.

Meet your employer

When you meet your employer, listen carefully but make sure you ask the following:

- What skills can you learn in this workplace?
- What time do you start and finish? What breaks can you take?
- What to wear – do you need protective clothing or footwear?
- Where do you report on your first day and who do you ask to see?

Your employer **must** complete the required Structured Workplace Learning forms and you must return them to your VET Co-ordinator or Trainer or the placement cannot go ahead.

When you start your work placement you start as an adult—not as a student

You will learn new and sometimes different ways of doing the things you are learning in your VET course and you are treated as an adult, not a student:

- You arrive on time
- You take your breaks and return on time
- You ask questions until you understand what is required
- You don't use the employer's phones or internet for personal use
- You don't take or make personal calls on your mobile during work time

You are Ready for Work

You have the right attitude



You show respect, courtesy, honesty

- You are friendly and positive
- You are ready to give things a go
- You admit it when you can't do something and you ask for help
- You are open and honest about any barriers, such as physical and learning abilities, and your cultural needs if they relate to any aspect of your work placement
- You are willing to put your ideas forward

You dress for success



Your work "uniform" is neat and safe

- You dress to suit your job and your workplace
- You wear moderate make-up and jewellery
- You wear safe and sensible footwear – no thongs or platforms

You have high standards of personal hygiene



You are showered, shaved, shampooed....

- Your nails are clean and will not prevent you working
- Your hair is tied back
- You use deodorant and only light perfume or aftershave

You take responsibility



You are in charge of your work placement

- You make sure your log book or student record is completed
- You report in if you are going to be absent for the day
- You keep confidential all private information about your employer and workplace
- You give feedback on your work placement to your school or training organisation

You can deal with difficulties at work



You are part of a team even when the team is two people

- You talk about problems to your supervisor, not to others
- You are patient with people and never "lose it"
- You stay positive and focused on your own job
- You ask for help as soon as you think you need it

You know that someone's got to do it



You give it a go

- You will do the hard jobs as well as the easy ones because both are part of your training
- You will volunteer to do a job and gain new experience
- You take work seriously

You learn from what you do



You ask: How well have I done and what do I still need to learn?

- Get feedback from your employer on your performance
- Get feedback from your teacher or trainer and give them feedback on your experience
- Write a "Thank You" letter to your employer and give your feedback on your experience

Checklist

BEFORE your placement



1. Get the paperwork from your VET Co-ordinator:
 - Structured Workplace Learning Arrangements Form
 - Employer Brochure — Structured Workplace Learning in Your Workplace
2. Organise an interview time with your employer:
 - Date: Time:
 - Place:
3. At your interview you need to:
 - Give your employer the paperwork
 - Get him/her to read and sign the Structured Workplace Learning Arrangements form
 - Show him/her your logbook
 - Give him/her your emergency contact details
4. By the end of the interview you should know:
 - The correct dress code
 - Your hours of work each day
 - What tasks you will be required to do
 - Who to report to on the first day of your work placement
 - Who will sign your logbook
 - Who to contact if you are going to be late or absent during your placement
5. Return the signed paperwork to your VET Co-ordinator no later than one week before your placement starts
6. Take a copy for your records and make a copy for your Employer.

DURING your placement



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1. While on work placement:
 - Give your employer his/her copy of signed paperwork
 - Complete the Workplace Activities in your Logbook
 - Show it to your supervisor who will complete your report.
 2. Contact both your employer and your school if you are going to be late or absent during your work placement.
 3. On the last day of your placement thank the employer and the staff you have worked with for their time.
 4. Collect your report.

AFTER your placement



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1. Show your Logbook to your VET coordinator and your VET teacher/trainer.
 2. Write a thank-you note or card and send it to your employer.