

Structured Workplace Learning Policy

1. Introduction

Djerriwarrh Community College (the College) is an independent specialist senior secondary school based in Melton. We deliver the Victorian Pathway Certificate (VPC) and VCE Vocational Major Certificate (VM) for students aged 15-19 years.

Structured Workplace Learning (SWL) provides students with the opportunity to integrate on-the-job experience with secondary study as part of the VPC and VCE VM.

Structured workplace learning provides students with the opportunity to:

- integrate practical on-the-job experience and learning in workplaces with nationally recognised Vocational Education and Training (VET) undertaken as part of the VCE, the VCE Vocational Major or the Victorian Pathways Certificate
- undertake work placement to complement an applied learning program as part of the VCE Vocational Major or the Victorian Pathways Certificate
- demonstrate the practical application of work-related skills as part of VCE Industry and Enterprise.

Structured workplace learning provides the opportunity for:

- enhanced skill development
- practical application of industry knowledge
- assessment of units of competency
- achievement of some learning outcomes
- enhanced employment opportunities.

2. Purpose

This policy outlines the requirements for the College in planning for and implementing Structured Workplace Learning (SWL) placements for students.

3. Scope

This policy applies to all students and staff at the College.

4. Definitions

LLENs	Local Learning and Employment Networks
OHS	Occupational health and safety
SWL	Structured Workplace Learning Provides students with the opportunity to integrate on-the-job experience with secondary study.
VCE	Victorian Certificate of Education
VCE VM	Victorian Certificate of Education Vocational Major
VET	Vocational Education and Training
VPC	Victorian Pathways Certificate

5. Responsibilities

The principal is responsible for overseeing the implementation of this policy.

6. Communication

This policy is communicated to staff and the wider school community through the following methods:

- It is published and accessible via the College's SharePoint site and the school website.
- Key responsibilities and expectations are discussed at staff induction.
- Updates to the policy are communicated via staff briefings and email, with opportunities provided for feedback or clarification.

7. Policy

7.1 SWL arrangements

All structured workplace learning arrangements must comply with [Ministerial Order 1412 – Structured Workplace Learning Arrangements \(PDF\)](#). All SWL arrangements must also comply with the College's SWL Procedure.

Structured workplace learning arrangement form

The [Structured workplace learning arrangement form \(PDF\)](#) must be completed and signed before the structured workplace learning commences. It must be signed by:

- the employer
- the student
- the parent/carer of the student – if the student is under 18 years of age
- the principal

The principal must ensure a copy of the signed arrangement form is provided to each party. The principal must retain the original copy.

Variations or amendments to the arrangement form must be made in writing and must be signed by the employer, student, parent/carer (if the student is under 18 years of age) and the principal.

Structured workplace learning travel and accommodation form

The department's [Structured workplace learning travel and accommodation form \(PDF\)](#) must be used if:

- it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement, including travel to-or-from the workplace
- the student is required to stay in accommodation other than their normal place of residence while undertaking structured workplace learning.

This form must be signed by:

- for travel – both the employer and the parent/carer – or the student if they are aged 18 years or over
- for accommodation – the parent/carer – or the student if they are aged 18 years or over.

7.2 School to Work Statewide Portal

The department's School to Work (S2W) Statewide Portal provides students and teachers with a single, easy to navigate, information and referral point for work-based learning opportunities offered by a diverse range of employers.

Searching on the portal can be done by:

- location
- industry
- VET certificate.

For work-based learning opportunities including work experience and structured workplace learning, refer to the statewide [School to Work Portal](#).

The Local Learning and Employment Networks (Victorian LLENs) are funded to deliver the S2W Program and facilitate student access to work-based learning placements tailored to local priorities and employment opportunities. Our nearest LLEN is [Future Connect](#).

7.3 Occupational health and safety

The principals must be satisfied that a student is either undertaking or has completed occupational health and safety (OHS) training prior to commencing structured workplace learning as follows:

- where a student is undertaking SWL as part of a VET program within the VCE including the VCE Vocational Major, or the Victorian Pathways Certificate – the principal must be satisfied that the student is undertaking, or has completed the OHS training unit of competency within the VET program
- where a student is undertaking SWL which is not related to their VET program within the VCE including the VCE Vocational Major, or the Victorian Pathways Certificate – the principal must be satisfied that the student has completed an OHS program required by the department as follows:
 - if the student is undertaking VCE Industry and Enterprise – they must complete [safe@work](#)
 - if the student is undertaking structured workplace learning to complement an applied learning program as part of the VCE Vocational Major or the Victorian Pathways Certificate – they must complete [safe@work](#).

7.4 Child Safe Standards

The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools PDF](#) provides the framework for child safety in schools.

The Child Safe Standards require schools to put in place systems and processes to help prevent harm to students in all school environments, including workplace learning environments where students undertake:

- work experience
- SWL
- school community work/volunteering
- and school based apprenticeships and traineeships.

8. Review

This policy is regularly reviewed for overall effectiveness and to ensure compliance with all child protection related laws, regulations and standards.

9. Associated documents and legislation

Associated policies and procedures	Djerriwarrh Community College SWL Procedure
Other associated documents Internal	Djerriwarrh Community College Child Safety and Wellbeing Policy Djerriwarrh Community College Child Safe Risk Register
Relevant legislation	Education and Training Reform Act 2006 (Vic) Ministerial Order 1412 – Structured Workplace Learning

	Arrangements (PDF) Ministerial Order 1472 – Structured Workplace Learning and Work Experience Arrangements (PDF) Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in school (PDF)
Other associated documents External	

10. Issuance and approval

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