



Frequently Asked Questions

1. How long do I have to have a student in my workplace?

It is really up to you but normally employers commit to at least a minimum of one day a week for one school term (8- 10 weeks) – or for a week block or two. Having the student for the number of hours required by his/her course of study would be appreciated.

2. Do I have to pay the student?

Yes, a minimum of \$5.00 is required. You can pay the student more if you wish. (If you are a not-for profit organisation you are not required to do so – check SWL manual for specific wording if required)

3. What days will the student need to attend the workplace?

The student may require one day per week. The day will be nominated by the school. Or a one or two week block placement may be needed.

4. How much supervision is required?

The student must be given adequate support and directly supervised at all times while undertaking work related activities.

5. If I decide to have a student what do I have to do next?

Once making the decision to take a student, your information will be added to the statewide portal. The student or teacher will make contact with you to arrange a short interview where you can decide if he/she is a suitable fit for your workplace. You can choose to have your company name private with enquiries going to the LLEN.

6. What information do I need to give at the interview?

This is an opportunity to let the student know the hours of work, appropriate dress for your workplace, the name of the person who will supervise him/her and the required duties.

7. What hours should the student work?

The hours can be negotiated between you, the employer and the student however they should reflect a true work day.

8. Do I have to sign anything?

Yes. At this interview it is necessary for you to sign the Structured Workplace Learning Arrangement form, which the student will bring to the meeting. This is to be signed by the student, parent, school and you the employer. You **must** be given a copy of this signed form **before** the student begins the placement.



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9. Are the students covered by insurance?

Yes. The student is covered for WorkSafe Insurance by the Department of Education (State of Victoria). The student is covered by public liability insurance in accordance with Ministerial Order 1412 – Structured Workplace Learning Arrangements (replace Ministerial Order 55), see SWL Arrangement form. Student will bring this form for employer to sign.

10. Do I need to write a report or anything?

Students should have a log book for you to fill out while they are on placement, the student will be asked to fill this out with their work hours and activities and you as the employer will be asked to sign it for each day they are on placement.

11. What if the student is not working out?

If the placement is not working out you should contact the school to discuss it with them so any issues can be addressed.

12. Can I meet the student before I make a decision?

Students will contact you by phone to organise a time to meet, this is treated like a job interview. You can then decide if you would like to take them for work placement and the paperwork can be filled out at this meeting.

13. Will the student have completed OH&S units of their course?

YES, all students must have completed the OH&S units and/or the Work safe module relevant to the industry area they are doing a placement in PRIOR to starting in the workplace.

<http://www.education.vic.gov.au/school/students/beyond/Pages/swguide.aspx?Redirect=1>

Employers should also take them through their own OH&S procedures on the students first day.

14. Do I need to hold a Working with Children Check?

Supervisors of work experience or structured workplace learning students aged 15 years and over are not required to obtain a Working with Children Check. *SWL students are aged 15 years and over.*

15. Are students required to obtain a Working with Children Check if their structured workplace learning placement involves working with children?

The definition of 'work' under the *Worker Screening Act 2020* excludes an arrangement or agreement under Part 5.4 of the *Education and Training Reform Act 2006*. Work experience and structured workplace learning are therefore not considered child-related work and students participating in these arrangements are not required to obtain a Working with Children Check.