**Structured Workplace Learning Information**

Structured workplace learning is an essential component of Vocational Education and Training (VET) in schools and forms a part of a student’s total education. QYIL works with schools and industry to provide worthwhile workplace learning experiences for both the employer and student. Students learn through experience and on-the-job training in a practical work environment, and through this they can develop valuable employability skills and gain a greater understanding of work ethic requirements.

Structured Workplace Learning (SWL) is no longer be funded by the School Business Community Partnership Brokers Program. The Queensland Government is allocating funds directly to schools as VET in schools funding for the SWL process in 2010. As QYIL is no longer funded to deliver SWL, we aim to continue to assist servicing schools through this process on a fee for service basis. Please discuss the schedule of fees for SWL with a QYIL Project Officer and negotiate the preferred dates of placement for your students.

**The service QYIL will provide for SWL placements:**

  A QYIL‘s staff member will attend the school 12 –13 weeks prior to the placement to explain the SWL process to school coordinators and students. Students are given advice on how to complete the SWL Registration form.

  A student induction and powerpoint presentation can be delivered by QYIL staff when the Registration Forms are being completed, or 1 to 2 weeks prior to the placement. Topics covered can include: Employer Expectations, Student Responsibilities, Employability Skills, Benefits to the Students, The Interview, OH&S and Intimidation and Harassment.

  Applications for industry specific and non industry specific placements are collected by the school coordinator and collected by QYIL at least 10 weeks prior to the placement. No forms are accepted by QYIL after the 8 week cut of date. The placements are organised and all relevant insurance paperwork is produced and returned to the school coordinator 2 weeks prior to the placement.

  A Microsoft Excel spreadsheet with all contacts and placement details is e-mailed to the Co-ordinator for monitoring purposes.

  Placement Officers will make one (1) initial phone call to check attendance on the first day of a week block

  Placement Officers will make follow up phone calls to employers and students whom have identified that they are interested in securing a school-based apprenticeship or traineeship. QYIL will assist in securing SATs.

**How Does SWL Benefit The Students?**

Through Structured Workplace Learning, students are given the opportunity to:

  Develop realistic career path alternatives

  Gain knowledge of employers’ expectations

  Gain knowledge, skills and attitudes that are relevant to and valued in the workplace before they leave school

  Receive nationally recognised industry credentials

  Complete Years 11 and 12 with credit towards further vocational education and training programs, Apprenticeships and Traineeships

  Gain points towards the Queensland Certificate of Education

  Gain confidence and better communication skills through learning in a working environment

  Apply the knowledge they learn in the classroom to the workplace situation

  Make contacts that can lead to future job prospects

  Gain skills in the workplace which will inform other areas of study

  Show evidence of their structured workplace learning and achievements in the form of log books and references from employers

**Some positive outcomes of the QYIL program to date:**

  A large majority of students have been offered paid work (full-time, part-time, apprenticeships and traineeships)

  Some students have decided against their original career choice since undertaking work placement

  Students have developed a network of employers for future employment

**What Do Employers Expect From A Work placement?**

Employers expect the student to meet the same standards as a paid employee, ie

  display a good attitude

  be prompt, punctual and well-groomed

  be willing to learn and accept guidance

  be committed to the industry, and not treat the placement as “work experience”

  have necessary skills regarding Work Place Health and Safety

Employers expect students to work industry hours. This is encouraged as it gives the student a realistic feel for what the industry is like. Employers understand, though, that students on day release cannot work night shift if they have classes the next morning. The insurance coverage is for 40hours per week. Where students are expected to work longer hours than this (as sometimes happens in the construction industry the insurance arrangements will need to be varied.)

**We are expecting quite a lot from our employers. We are asking them to give their valuable time to train our students. Work placement is far more structured than work experience, and therefore more time consuming. Employers do not want to waste their time training a student who does not want to be there.**

**What Are The Benefits To Employers?**

  An inexpensive way to train and prepare new employees

  An opportunity to develop existing staff

  The opportunity to be involved in student selection

  The opportunity to initiate staff training and improve induction procedures

  The use of an extra pair of hands for entry level tasks and routine jobs

  Access to a pool of trained recruits for paid casual or part-time work if needed

  The opportunity to raise the employer’s company image. Employers who use our services are recognised by the community as supporters of youth experience and employment

  An understanding of what it would be like to have a school-based trainee or apprentice

  A feel for how a school-based trainee or apprentice could be valuable to the organisation