

## STRUCTURED WORKPLACE LEARNING PROCESS GUIDE 2010

### FOR PLACEMENTS IN DUBBO, MUDGEES AND BROKEN HILL – ORGANISED BY OUR SWL COORDINATORS:

<b>What we need from you:</b>	<b>When?</b>
Dates you want students to be placed	Term 4 of previous year
Class lists	Start of year
WSC Student registration Form for each student	Start of year
Placement Request Form completed for each group of students	6 weeks before placement

<b>What we can do for you:</b>	<b>When?</b>
Schedule your student placements and add to our SWL calendar	Start of year
Conduct work readiness sessions	Prior to placement
Organise placements with employers	At least 4 weeks from placement
Complete SPR and Brief for each placement	4 weeks from placement
Send employer placement confirmation	4 weeks from placement
Phone employer to ensure student attendance	Within 48 hours of placement start

### FOR SCHOOL ORGANISED LOCAL PLACEMENTS:

<b>What we can do for you:</b>	<b>When?</b>
Schedule your student placements and add to our SWL calendar	Start of year
Conduct work readiness sessions	Prior to placement
Provide all necessary forms and documents	Via our website <a href="http://www.wsc.edu.au">www.wsc.edu.au</a>
Assist with completion of forms	Contact WSC to discuss your needs

**To ensure accurate data collection and continued funding for SWL in Western NSW Region we ask that you provide WSC with a copy of each completed Student Placement Record.**