



CHC50121

Diploma of Early Childhood Education and Care

Student Guide

to Structured Workplace Learning
and Assessment



What is Structured Workplace Learning and Assessment?

Swinburne Open Education offers students a unique opportunity to study in an online environment to develop their skills and knowledge in their chosen field, at a time and pace that suits them.

Many of our courses require practical skills application to achieve competency. Structured Workplace Learning and Assessment (SWLA) offers students in these courses the opportunity to seek out a workplace where they can apply their learning in practical ways in order to expand on and demonstrate their skills.



Practical placement, also known as Structured Workplace Learning and Assessment (SWLA), is an important part of the course and provides you with the opportunity to apply the skills and knowledge you gain in a real workplace environment. This *Student Guide to Structured Workplace Learning and Assessment* provides you with a clear overview of the process, your role and support available to you. You will find additional information and all the documents that you need within the Learning Platform, including your Work Placement Plan, Portfolio and Logbook.



There is also a *Supervisor Guide to Structured Workplace Learning and Assessment* that is specifically tailored to your host organisation and Workplace Supervisor. You will need to ensure that you provide a copy of your *Supervisor Guide to Structured Workplace Learning and Assessment* to your nominated supervisor.



Note: As part of our continuous improvement process, procedures and supporting templates are subject to change.



Please consider the environment before printing this document.

Student Guide to Structured Workplace Learning and Assessment

CHC50121 Diploma of Early Childhood Education and Care

Contents

About Swinburne Open Education	4
About The Course.....	4
About Structured Workplace Learning and Assessment	5
Roles and Responsibilities	7
You, the student	7
The Swinburne Open Education Assessor	8
The Workplace Supervisor.....	9
Your Workplace – the Host Organisation	10
SWLA Performance.....	11
The SWLA Approval Process	16
The Workplace Assessment Process.....	16
SWLA Documents	17
Host Organisation Approval Form	17
Work Placement Plan	17
SWLA Portfolio	17
SWLA Logbook.....	17
SWLA Interview Questionnaire.....	17
SWLA Third-Party Report.....	18
Direct Observation	18
Frequently Asked Questions.....	18
What support can I get from Swinburne Open Education to find a Host Organisation for SWLA?.....	18
What requirements do I need to be aware of before I commence my SWLA?	18
How do I prepare for my first day of SWLA?	19
What support is available to me during SWLA?.....	19
What if I find the work is too hard and I don't feel confident in what I need to do?.....	19
What is workplace insurance? How do I get a copy?.....	19
What if I am injured?.....	19
What if I am going to be late or cannot go to work?	20
What happens if I withdraw from the course before I complete the workplace assessments?	20

About Swinburne Open Education

Swinburne Open Education is here to help Australians achieve their career aspirations and ensure they are prepared for future workforce needs. Our focus is offering quality courses that build the knowledge and skills that are needed in the workplace.

This is done by engaging with the sector to ensure that the course aligns to the needs of the workplace and that the learning delivered is current, relevant and valuable.

About The Course

The CHC50121 Diploma of Early Childhood Education and Care course includes the following order of studies.

MODULE	UNIT CODE	UNIT TITLE	UOC	Nominal Hours:
0	N/A	Introduction to Early Childhood Education and Care		
1	CHCECE041	Maintain a safe and healthy environment for children	Core	55
2	CHCECE050	Work in partnership with children's families	Core	70
3*	CHCECE044	Facilitate compliance in a children's education and care service	Core	110
	CHCECE049	Embed environmental responsibility in service operations	Core	73
	CHCECE053	Respond to grievances and complaints about the service	Elective	40
4	CHCPRP003	Reflect on and improve own professional practice	Core	120
5	Structured Workplace Learning and Assessment (SWLA) – 20 hours Study Period 1			
STUDY PERIOD TOTAL				468
6**	CHCECE046	Implement strategies for the inclusion of all children	Core	65
	CHCECE045	Foster positive and respectful interactions and behaviour in children	Core	60
7	CHCECE042	Foster holistic early childhood learning, development, and wellbeing	Core	200
8***	CHCECE047	Analyse information to inform children's learning	Core	75
	CHCECE048	Plan and implement children's education and care curriculum	Core	180

	CHCECE043	Nurture creativity in children	Core	80
STUDY PERIOD TOTAL				660
9	BSBHRM413	Support the learning and development of teams and individuals	Elective	40
10	CHCDIV003	Manage and promote diversity	Elective	80
11	BSBTWK502	Manage team effectiveness	Core	60
STUDY PERIOD TOTAL				180
12	Structured Workplace Learning and Assessment (SWLA) – 280 hours Study Period 2			
TOTAL QUALIFICATION				1308

*Clustered units. Module name: 'Compliance in Childhood services'

**Clustered units. Module name: 'Behaviour and Inclusion'

***Clustered units. Module name: 'Planning and Curriculum'

IMPORTANT NOTES:

A summary of the workplace and assessment requirements is included in the **Roles and Responsibilities – Your Workplace** below. A full list of the workplace and assessment requirements for each unit is included in the Work Placement Plan, Interview Questionnaire, Journals, Portfolio, Logbook, Direct Observation Checklist and Third-Party Report documents.

Due to the range of activities required to demonstrate, you may complete the SWLA requirements for these units at one or more workplaces/regulated services, approved by SOE.

About Structured Workplace Learning and Assessment

Structured Workplace Learning and Assessment (SWLA) is a compulsory part of CHC50121 Diploma of Early Childhood Education and Care, facilitating the opportunity for our students to apply their skills and knowledge gained throughout the course in a workplace environment.

The Work Placement commitment is a total of 300 hours and is aligned to fifteen (15) units within the course. Work Placement is split into two (2) groups as follows:

MODULE	UNIT CODE	UNIT TITLE	LEARNING	ASSESSMENT	TOTAL SWLA HOURS			
Study Period 1								
0	N/A	Introduction to Early Childhood Education and Care						
1	CHCECE041	Maintain a safe and healthy environment for children	14	6	20			
2	CHCECE050	Work in partnership with children's families						
3	CHCECE044	Facilitate compliance in a children's education and care service						
	CHCECE049	Embed environmental responsibility in service operations						
	CHCECE053	Respond to grievances and complaints about the service						
4	CHCPRP003	Reflect on and improve own professional practice						
5	Structured Workplace Learning and Assessment (SWLA) – Study period 1							
Study Period 2								
6	CHCECE046	Implement strategies for the inclusion of all children	196	84	280			
	CHCECE045	Foster positive and respectful interactions and behaviour in children						
7	CHCECE042	Foster holistic Early Childhood learning, development, and wellbeing						
8	CHCECE047	Foster positive and respectful interactions and behaviour in children						
	CHCECE048	Plan and implement children's education and care curriculum						
	CHCECE043	Nurture creativity in children						
9	BSBHRM413	Support the learning and development of teams and individuals						
10	CHCDIV003	Manage and promote diversity						
11	BSBTWK502	Manage team effectiveness						
12	Structured Workplace Learning and Assessment (SWLA) – Study Period 2							

*Units are linked to 300 hours of placement.

Key information

Are there any pre-requisites to commencing SWLA?

Before commencing placement, you will need to obtain a working with children check. If you already have a working with Children Check, make sure it is still valid. Working with Children Checks usually expire within 5 years (check your state and territory requirements for more information). The screening process may vary depending on the different state/territory's legislation. You can find out more information about state/territory requirements [here](#). You may also need to have certain immunisation, depending on state/territory's requirements. Please ask your workplace supervisor what vaccines they require you to have prior to commencing. Please note that some immunisations such as COVID-19 need multiple injections to be administered over a specific time period before someone is deemed immune. It is important that you consult with your GP as soon as possible to avoid delays in starting work placement.

When do I undertake SWLA?

SWLA is aligned to fifteen (15) units of competency within the course. Prior to commencing SWLA, you must successfully complete a range of knowledge-based assessments relating to the skills and competencies that are to be applied and developed during your SWLA experience.

Prior to commencing SWLA Study period 1, you must successfully complete the learning and knowledge-based assessments for Modules 1-4. The same applies to the Group 2: prior to commencing SWLA, you must complete learning and knowledge-based assessments successfully for Modules 6-11. The last module of each group is dedicated to the submission of the workplace assessments and related documentation.

Can I gain employment at the Host Organisation while completing SWLA?

You may be offered employment by the Host Organisation. See the Australian Children's Education and Care's Quality Authority's (ACECQA) [website](#) regarding actively working towards a qualification if employed as a Diploma trainer Educator. If this happens, please inform your Assessor, so SOE is aware of this. The Assessor may contact the Host Organisation to ensure that you will still be able to complete your workplace assessment tasks and that you will be covered by the employer's Workers Compensation insurance. It is important for Host Organisations to understand that even if you are employed for working with one specific age group, if the assessment task requires you to work with a different age group, the Host Organisation will need to accommodate for this requirement. It is recommended that while you are completing SWLA, you work on a part-time or casual basis to be able to focus on assessment tasks.

Roles and Responsibilities

In order to be successful, SWLA requires collaboration and support between the Student, Host Organisation, Workplace Supervisor and your Swinburne Open Education Assessor. This section provides details of the roles and responsibilities of each of these groups.

You, the student

Before you join a workplace, it is your responsibility to ensure that you have met any requirements of your workplace (e.g. working with children check, police check, immunisation). You are also required to complete all workplace induction/orientation, and to comply with workplace policies and procedures (e.g. code of conduct, confidentiality, workplace health and safety).

You receive this Guide and other relevant documentation relating to SWLA to ensure you are fully informed of the course requirements and SWLA process. You will use a Work Placement Plan (that we develop in conjunction with you and your Workplace Supervisor) that guides you in completion of your SWLA. You need to professionally accept and respond to feedback on your performance from the Workplace Supervisor, as well as from the Assessor. This feedback should be considered valuable in your professional development in your chosen career in early childhood.

You, the student will:

- Agree to take part in SWLA as part of your course of study
- Obtain a valid working with children check, police check and immunisation as required by the Host Organisation
- Work with your allocated Workplace Supervisor to complete the Host Organisation Approval Form and wait until it is approved by Swinburne Open Education, before you start your SWLA
- Work closely with your allocated Swinburne Open Education Assessor and your Workplace Supervisor to develop and adjust your Work Placement Plan and conduct scheduled Interview Questionnaire process
- Commit to completing the designated tasks and activities captured in the Work Placement Plan, Logbook, Journal and Portfolio
- Carry out all reasonable and lawful directions of the workplace and perform your work to the best of your ability
- Comply with all reasonable workplace rules and requirements governing safety and behaviour
- Attend the workplace on each day and time as agreed
- Dress in accordance with workplace guidelines
- Use the personal protective equipment provided to you to ensure you adhere to health and safety policies and procedures, such as wearing disposable gloves and masks where required
- Inform both the Supervisor and Assessor as soon as practicable if you are unable to attend work scheduled as part of your SWLA
- Promptly inform the Supervisor and Assessor of any accident, injury or incident that may occur
- Inform the Assessor and Supervisor of any necessary health information, including details of any known medical condition which may affect you and any medication or treatment which may be necessary
- Provide and receive feedback about your learning needs, objectives and performance to and from the Workplace Supervisor and your Assessor.

If for any reason the service does not allow you to use their resources, policies or procedures written evidence will be required and provided to the assessor to confirm this. You will then be able to use appropriate resources we have prepared.

The Swinburne Open Education Assessor

Our Assessor for this course has many years of experience working in industry and is your key contact at Swinburne Open Education. The Assessor is available to you at any time if you have questions or concerns.

Before you start your SWLA, the Assessor will use the information captured in the Host Organisation Approval Form to ensure that the workplace meets the specific requirements of the course and that the Workplace Supervisor has the appropriate level of experience and qualifications. Once approved, they will

then contact the Workplace Supervisor to introduce themselves, have a chat about the process and requirements and answer any questions they have.

Our Assessor will:

- Review the proposed workplace/Host Organisation against the specified requirements to determine whether they are appropriate to host you
- Review your allocated Workplace Supervisor against the specific requirements to determine whether they hold the appropriate level of experience and qualifications to provide supervision and guidance to you
- Ensure you and the Workplace Supervisor understand the core learning objectives and approach of the SWLA
- Work in collaboration with you and your Workplace Supervisor to develop a realistic and relevant Work Placement Plan, and adjust this as you go if required
- Ensure that the type of activities you will undertake during SWLA are:
 - directly related to, and at the appropriate skill level, for the training outcomes of the course you are undertaking, and
 - useful for the vocation and employment outcomes of the course
- Explain the qualification requirements, assessment process, answer any questions or address any concerns from you or your Workplace Supervisor
- Provide timely and constructive feedback on your performance against the competency requirements
- Ensure all records associated with the SWLA are retained securely and copies are provided to both you and the Workplace Supervisor
- Conduct the assessment of the evidence submitted by you against the requirements of the qualification
- Conduct one or multiple workplace visits to directly observe your performance as per the specific unit requirements. Simulations may also be used in situations where special consideration is applied.

The Workplace Supervisor

The Workplace Supervisor's role is to provide guidance and support to you during your SWLA in a safe and reliable environment. You will gain a lot of knowledge from the Workplace Supervisor's experience in this profession.

NOTE: The Workplace Supervisor does not formally assess you. Their role is to support and mentor you. The Assessor from SOE will be marking the assessment.

The Workplace Supervisor possesses the relevant experience and qualifications to support the student. This should include a minimum of 2 years' experience and a Diploma of Early Childhood Education and Care or higher related qualification.

The Workplace Supervisor role is to:

- Read and confirm understanding of the Supervisor Guide to Structured Workplace Learning and Assessment, including these responsibilities
- Accurately and honestly complete sections of the Host Organisation Approval Form, which includes an agreement between the Workplace Supervisor and the student

- Provide full and accurate information relating to the specified resources and equipment required to be available in the workplace for assessment by the Assessor
- Discuss learning opportunities available, as well as the core objectives of SWLA with you and the Assessor
- Discuss and develop a plan with you and the Assessor regarding the type of activities you will undertake during SWLA to ensure they are:
 - relevant and directly related to, and at the appropriate skill level, for the training outcomes of the course you are undertaking, and
 - useful for the vocation and employment outcomes of the course
- Collaborate with you and/or the Assessor in the development and ongoing adjustment of the Work Placement Plan, Interview Questionnaire process and/or Third-Party Report (if appropriate), providing sufficient time and resources for you to complete the required tasks
- Provide you with an appropriate orientation/induction to the work environment including workplace health and safety and other key policies and procedures
- Provide a work environment that complies with relevant workplace health and safety and workplace relations legislation and standards
- Provide guidance and support to you in line with your learning and assessment tasks throughout the SWLA
- Sign off on your placement hours and performance of the tasks outlined in the Work Placement Plan, Journal, Portfolio, Logbook and Third-Party Report as agreed in the Assessor interview process
- Confirm whether you have met the standard considered acceptable in the workplace for the completed tasks
- Maintain confidentiality of any medical or other sensitive information that has been disclosed and disclose information to another party only if permission has been given, or in the case of a medical emergency
- Contact the Assessor as soon as practicable if you are absent, injured or become ill in the course of undertaking SWLA
- Contact your emergency contact person and the Assessor in the case of an emergency
- Contact and consult with the Assessor if they consider it necessary to modify or terminate the arrangement prior to the end of the placement
- Provide feedback on your performance in the workplace and ensure that you gain the most from your workplace experience.

Your Workplace – the Host Organisation

For the Early Childhood Education and Care industry course, the Host Organisation must be a regulated children’s education and care service in Australia.

Your workplace/Host Organisation will:

- Support your Workplace Supervisor to provide you with a meaningful learning experience
- Provide access and opportunity for you to experience a workplace where you can develop and practise work-based skills and knowledge
- Allow access to documentation including policies and procedures for students to use when completing assessments

- Provide you with access to the necessary facilities, equipment and resources to complete the required activities and tasks with the required age-group (if specified)
- Support you to reflect on your workplace behaviour with the view to enhance your workplace skills, knowledge and expertise
- Be compliant with all applicable legislation and regulations.

If for any reason the host organisation does not allow access to use their resources, policies or procedures written evidence will be required and provided to the assessor to confirm this. Students will then be able to use appropriate resources we have prepared for them.

If the service also does not permit performance of one of more of the skills by individuals who are not staff members, those skills may be demonstrated through simulated activities and scenarios.

SWLA Performance

A summary of what is involved in SWLA for each unit is outlined below.

MODULE 1 - CHCECE041 Maintain a safe and healthy environment for children

- Examine existing service policies and procedures and support materials, and document how risks are addressed in each of the following areas:
 - health, safety and wellbeing
 - incidents, injury, trauma, and illness
 - infection control
 - medical conditions
 - administration of medication
 - emergencies and evacuations
 - drop off and collection of children
 - supervision
- Develop a risk management plan for an excursion, according to service policies and procedures and legislative requirements.

MODULE 2- CHCECE050 Work in partnership with children's families

- Work with **two (2)** different families, with at least **two (2)** communications per family, to support education and care using all the following:
 - active listening
 - collaborative discussion and decision-making
 - provision of clear verbal information
 - questioning
 - negotiation

MODULE 3– (Clustered)

- **CHCECE044 Facilitate compliance in a children's education and care service**
- **CHCECE049 Embed environmental responsibility in service operations**
- **CHCECE053 Respond to grievances and complaints about the service**

- Facilitate self-assessment and development of a quality improvement plan for **two [2]** quality areas in an education and care service
- Observe and document three examples of practices that demonstrate children’s understanding of environmental responsibility
- Design, implement and evaluate a plan to enhance **two [2]** aspects of environmental responsibility for an education and care service, including:
 - researching contemporary practice relating to environmental responsibility
 - reviewing service operations in line with contemporary practices
 - consultation with stakeholders
 - identifying opportunities for improvement
 - documenting outcomes of implementation
 - sharing outcomes and evaluation of plan implementation with supervisor.
- Follow service procedures to respond to at least **three [3]** different grievances or complaints about the service that collectively involve all the following:
 - a systemic issue
 - an emotive family member
 - response to a detailed written complaint
- Use all the following techniques:
 - active listening
 - assertiveness
 - questioning
 - effective non-verbal communication
 - negotiation
- Identify and document at least **one [1]** opportunity for improvement arising from the grievance or complaint.

MODULE 4 – CHCPRP003 Reflect on and improve own professional practice

- Undertaken a structured process to reflect on and improve own practice and created **one [1]** personal development plan that includes:
 - goals
 - timeframes
 - ways of measuring progress

MODULE 6- (clustered):

- **CHCECE046 Implement strategies for the inclusion of all children**
- **CHCECE045 Facilitate compliance in a children’s education and care service**
- Use critical reflection to evaluate **three [3]** different areas of practice in the service in terms of how they support inclusion and inclusive practices
- Promote inclusion in each of the following contexts on at least **one [1]** occasion:
 - curriculum development
 - interpersonal communication
- Develop, implement, and review a plan for support and inclusion for at least **one [1]** child.
- Facilitate self-assessment and development of a quality improvement plan for **two [2]** quality areas in an education and care service.

MODULE 7 – CHCECE042 Foster holistic Early Childhood learning, development, and wellbeing

- Identify and apply information from at least **two [2]** different credible sources about the following domains of early childhood development, and their interrelationships:
 - cognitive
 - communication
 - emotional
 - physical
 - social
- Plan and document **four [4]** experiences for children aged from birth to six years, that collectively incorporate:
 - routines
 - play
 - transitions
- Opportunities for development across each of the following areas:
 - cognitive
 - communication
 - emotional
 - physical
 - social
- Provide **two [2]** of the above **four [4]** experiences:
 - for individual children
- Provide **two [2]** of the above **four [4]** experiences:
 - on **two [2]** separate occasions for groups of children
- Use observation, collaboration, and critical reflection to evaluate the four experiences and document evaluation outcomes
- Perform the activities outlined in the performance criteria of this unit during a period of at least 280 hours of work in a regulated children’s education and care service in Australia.

MODULE 8 (Clustered)-

- **CHCECE047 Analyse information to inform children’s learning**
- **CHCECE048 Plan and implement children’s education and care**
- **CHCECE043 Nurture creativity in children**
- Gather, document, and analyse information about an individual child on **six [6]** different occasions using a minimum of **three [3]** different tools or methods
- Develop and document a perspective about the child’s:
 - overall development
 - knowledge
 - ideas
 - strengths
 - interests
 - social interactions
 - reactions to play environment
- Report on **two [2]** different critical reflection activities used to review own practice.
- Plan, document and implement a curriculum that incorporates development and learning for:
 - **three [3]** individual children
 - a group of at least **five [5]** children
- Include all the following in the above curriculum:
 - play experiences
 - routines

- transitions
- indoor activities
- outdoor activities
- at least **one [1]** experience that represents Aboriginal and/or Torres Strait Islander Peoples', their cultures, and languages
- Use collaboration and critical reflection to evaluate the implemented curriculum
- Document the evaluation process and outcomes for the implemented curriculum
- Perform the activities outlined in the performance criteria of this unit during a period of at least 280 hours of work in a regulated children's education and care service in Australia.
- Plan and implement at least **three [3]** experiences for children between the ages of birth and six years that collectively involve all the following:
 - construction
 - digital technologies
 - dramatic play
 - imaginative play
 - language and storytelling
 - movement
 - music
 - science, technology, engineering, arts and maths (STEAM)
 - visual art
- Document evaluation outcomes for each of the above planned experiences.

MODULE 9 – BSBHRM413 Support the learning and development of teams and individuals

- Contribute to, facilitate, and monitor learning and development for at least **one [1]** team and for at least **one [1]** individual
- Collect data on team and individual and team development needs
- Collaboratively develop learning plans to match skill needs of individuals and groups
- Coordinate learning opportunities
- Give and receive feedback during the implementation of learning plans
- Monitor and review workplace learning plan implementation plans.

MODULE 10 – CHCDIV003 Manage and promote diversity

- Researched diversity in at least **one [1]** workplace in terms of current performance and meeting of diversity objectives
- Used strategies to foster and promote diversity in work practice:
 - coaching and mentoring
 - communication
 - work planning
- Contributed to the development of workplace diversity policies and procedures for at least **one [1]** workplace.

MODULE 11 – BSBTWK502 Manage team effectiveness

- Manage the effectiveness of at least **one [1]** work team
- Provide feedback to encourage, value and reward others
- Model desired behaviour and practices
- Encourage and foster shared understanding of purpose, roles, and responsibilities
- Support team to meet expected performance outcomes including providing formal and informal learning opportunities as needed
- Develop performance plans with key performance indicators (KPIs), outputs and goals for individuals or the team which incorporate input from stakeholders
- Communicate effectively with a range of stakeholders about team performance plans and team performance
- Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.

TOOLS AND RESOURCES

- National Quality Framework:
 - Education and Care Services National Regulations
 - National Quality Standard
 - the relevant approved learning framework
- Children between the ages of birth and six years
- Service standards, policies and procedures for:
 - children's health and safety
 - food service and food safety program
 - collaboration with families and communities
 - educational program and practice
 - physical environment
 - relationships with children
 - inclusion
 - privacy and confidentiality
- Personal protective equipment (PPE) relevant to the workplace and job role
- Safety signs
- Workplace incident forms
- First Aid kit
- Food service facilities, equipment and utensils for handling, storing and disposing of food and beverages.
- Cleaning equipment
- Hand washing facilities and equipment
- Eating areas equipped with tables, chairs, utensils
- Indoor and outdoor play areas
- Sleeping and rest areas equipped with beds and linen
- Sun protection materials
- Educational resources/activities and other play equipment, including art and craft material
- Incident reports
- Access to families to be able to develop collaborative partnerships with families and communities including direct relationships with First Nations families and communities

- Educational program and practice, including (online) programming tools and observation-recording tools, Quality Improvement Plan (QIP) and other related documentation.
- Access to educators for collaboration and communication
- Workplace reference materials for environmental sustainability and practices
- Information technology for recording information.

The SWLA Approval Process

1. Find a structured work placement with a Host Organisation under the guidance of an appropriately experienced/qualified Workplace Supervisor. The information above provides detailed information as to what constitutes an appropriate Host Organisation and Workplace Supervisor.
2. Complete the Host Organisation Approval Form, providing required details about the proposed workplace, its facilities and resources and the details of your proposed Workplace Supervisor. Provide a copy of the **Supervisor Guide to Structured Workplace Learning and Assessment** to your proposed Workplace Supervisor.
3. Swinburne Open Education will review the details provided in the Host Organisation Approval Form and determine whether your proposed workplace is suitable for hosting your structured work placement. This stage may include seeking further details if required to make a decision.
4. Swinburne Open Education will provide you with an approval outcome. It may take up to 14 days from submitting the Host Organisation Approval Form. It is important to note that you are not to start your structured work placement or any associated Assessments until you have received this approval.
5. Your allocated Assessor will contact you and arrange a time to review the structured work placement process and develop your Work Placement Plan. The Plan includes details of the practice activities and assessment components required during your placement.

The Workplace Assessment Process

Your Assessor will conduct the assessment against the requirements of the relevant Units of Competency for the structured work placement completed.

The process includes:

1. You complete the required activities and tasks as detailed in your Work Placement Plan.
2. As you complete your evidence capture/assessment submissions, your allocated Assessor will formally conduct the assessment process via a combination of workplace visits, work samples, interview process and other form of evidence.
3. Your Assessor will deem your assessments as either 'Satisfactory' or 'Not Satisfactory' in line with Assessment Grading Schedule.
 - a. If your assessments are deemed 'Satisfactory', and you have successfully completed all your other relevant assessments, you will be deemed 'Competent' for the Units of Competency associated with the units structured work placement and you may proceed to the next Module.
 - b. If your Workplace Assessments are deemed 'Unsatisfactory', you will be required to provide new or further evidence in line with the assessment re-submission procedures.

SWLA Documents

This section provides an overview of each of the documents that support your structured work placement experience and how they are to be used. All of these documents are available to you in the Learning Platform.

Host Organisation Approval Form

Provides details relating to the workplace that is proposed to host your structured work placement experience and the nominated Workplace Supervisor. You must complete all sections of this form and return it to Swinburne Open Education for review and approval before you commence any structured work placement activity or assessment. You can submit the form via the Learning Platform. Swinburne Open Education will review the details in the form and determine whether the proposed workplace and supervisor meet the specified requirements. This approval process will take up to 14 days.

Work Placement Plan

Your Assessor will work with you and your Workplace Supervisor to develop your Work Placement Plan (the Plan). The Plan details the activities you will be required to undertake and evidence of performance required for assessment.

The Work Placement Plan is signed off by yourself, your Workplace Supervisor and your Assessor when you are all confident that the plan is achievable.

During your structured work placement, your Assessor will be available to review your progress against the Plan and make adjustments if required.

SWLA Portfolio

Your SWLA Portfolio will capture evidence of the tasks/activities set out for you during your work placement.

This evidence may include, for example:

- Photographs
- Recordings
- Completed documents
- Short answer questions and answers.

SWLA Logbook

Your SWLA Logbook tracks the hours that you have worked against the tasks that you need to complete. This record is signed off by your Workplace Supervisor as additional evidence that you have completed the tasks and time requirements as set out in the Work Placement Plan.

SWLA Interview Questionnaire

Your SWLA interview questions are completed during your final check in with your assessor. You do not need to submit this document. The assessor will ask you and your supervisor the questions found in this document and submit this assessment on your behalf.

SWLA Third-Party Report

Your SWLA Third-Party Report will capture confirmation by workplace supervisors that they have observed the student demonstrate specific skills and knowledge during the Structured Workplace Learning and Assessment (SWLA) process. The supervisor can choose to either complete this document or have the assessor capture the evidence in the final interview.

Direct Observation

For specific units, as indicated in the SWLA Performance section, the Assessor will have to conduct one or multiple workplace visits, as reasonable, to observe you in the workplace, demonstrating specific skills.

Additionally, simulations may be also organised at the Host Organisation to enable the Assessor to observe and assess specific skills required by the units of competency. To conduct the direct observations, the Assessor will organise a time suitable for the Host Organisation, Workplace Supervisor and yourself.

Frequently Asked Questions

What support can I get from Swinburne Open Education to find a Host Organisation for SWLA?

You are required to find a workplace for your structured work placement. Resources to assist you in finding a Host Organisation are available in the Learning Platform.

If you have been unable to secure a suitable workplace for your structured work placement and require additional support locating a Host Organisation, the Student Support Team can assist you sourcing and securing a workplace. You can lodge a request for assistance through the Learning Platform or by contacting the Call Centre.

What requirements do I need to be aware of before I commence my SWLA?

There may be a number of requirements that your Host Organisation needs you to comply with in order to undertake structured work placement. You need to confirm these with the workplace. These may include:

- **Working with children check** – You are required to obtain a working with children check. Working with Children Checks are usually valid for 5 years however this is dependent on the state/territory in which you reside. The screening process may vary depending on the different states/territories' legislation. You can find out more information about state/territory requirements [here](#).
- **National Criminal Record Check/Police Check** – You may be required to undertake a Criminal Record Check (CRC) at your own cost. This may take some time to arrange so where it is required, we recommend you apply early.
- **Vaccination against infectious diseases** – Depending on your state/territory's requirements, you may also need to have certain immunisation. Where current vaccination certificates are mandatory, students cannot commence their structured work placement without providing certified copies to the Host Organisation. Please note that some immunisations such as COVID-19 need multiple injections to be administered over a specific time period before someone is deemed immune. It is important that you consult with your GP as soon as possible to avoid delays in starting work placement.
- **Confidentiality Agreement** – Organisations produce confidential information relating both to individuals and services. Any matters of a confidential nature (including information relating to staff, clients, and/or the organisation's policies and practices) must not be divulged or passed on to any unauthorised person.

Before commencing structured work placement, students may be required to sign a legally binding confidentiality agreement.

How do I prepare for my first day of SWLA?

Knowing the following information about your Host Organisation and their expectations can help you feel more comfortable when you start your structured work placement.

Do you know:

- Where you have to go on your first day?
- How to get to the Host Organisation and how long it will take?
- What time you need to start?
- What your hours of work are?
- Who you will report to, and who your Workplace Supervisor is?
- What to wear? Are there dress standards or a uniform?
- Who are the key stakeholders the Host Organisation?
- What to do if you are absent?

At your induction into the Host Organisation, be prepared to describe the learning you have undertaken in your course to date and indicate your willingness to follow the guidance and direction of your Workplace Supervisor. You may also find it helpful to go over your notes and learning material, so you feel confident of your current knowledge base.

What support is available to me during SWLA?

Support is available through your allocated Swinburne Open Education Assessor. You can contact your Assessor through the Learning Platform.

What if I find the work is too hard and I don't feel confident in what I need to do?

Talk to your allocated Assessor or Workplace Supervisor and let them know what you are feeling. Learning new things can be difficult initially, however with time, practice and support your skills and confidence increase. For any ongoing concerns, discuss with your Assessor.

What is workplace insurance? How do I get a copy?

The Certificate of Currency for Student Insurance covers you for any mandatory and voluntary structured work placement that you may need to undertake as part of your course. The Certificate of Currency covers you in the event of an accident whilst undertaking voluntary unpaid structured work placement. You can request a copy of the Certificate of Currency by contacting your Assessor.

If you are gaining employment during the structured work placement, you will be covered by your employer's Workers Compensation Insurance after your employment commences.

What if I am injured?

You are required to follow the policies and procedures of the workplace.

If you are injured while completing your structured work placement with a Host Organisation as an unpaid volunteer, contact your Assessor who will support you to complete an Accident and Incident Form. While undertaking your structured work placement, you are covered by Swinburne Open Education insurance.

What if I am going to be late or cannot go to work?

You will need to contact your Workplace Supervisor and advise them, then make suitable arrangements to complete any additional hours to make up the missed time. The Workplace Supervisor has been advised to inform Swinburne Open Education if you fail to attend without providing notification.

What happens if I withdraw from the course before I complete the workplace assessments?

As noted in this Student Guide, the assessments completed as part of structured work placement relate to a number of Units of Competency within your course. If you choose to withdraw from the course before you complete all the assessments your Assessor will be able to advise you whether the assessment tasks completed at the time of course withdrawal are sufficient for you to be awarded a Statement of Attainment for any of the Units of Competency from the course.