



CPC40120

Certificate IV in Building and Construction (Building)

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 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.



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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 industry 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 CPC40120 Certificate IV in Building and Construction (Building) course includes the following order of studies.

MODULE	UNIT CODE	UNIT TITLE
1	N/A	Introduction and UP Building and Construction - Case study
2	CPCCBBC4007	Plan building and construction work
3	CPCCBBC4003	Select, prepare and administer a construction contract
4	CPCCBBC4002	Manage work health and safety in the building and construction workplace
5	CPCCBBC4009	Apply legal requirements to building and construction projects
6	CPCCBBC4001	Apply building codes and standards to the construction process for Class 1 and 10 buildings
7	CPCCBBC4053	Apply building codes and standards to the construction process for Class 2 to 9 Type C buildings
8	CPCCBBC4012	Read and interpret plans and specifications
9	CPCCBBC4010	Apply structural principles to residential and commercial constructions
10	CPCCBBC4014	Prepare simple building sketches and drawings
11	CPCCBBC4018	Apply site surveys and set-out procedures to building and construction projects
12	CPCSUS4002	Use building science principles to construct energy efficient buildings

13	CPCBC4004	Identify and produce estimated costs for building and construction projects
14	CPCBC4005	Produce labour and material schedules for ordering
15	CPCBC5019	Manage building and construction business finances
16	CPCBC4008	Supervise site communication and administration processes for building and construction projects
17	BSBPMG422	Apply project quality management techniques
18	BSBLDR413	Lead effective workplace relationships
19	CPCBC4006	Select, procure and store construction materials for building and construction projects
20	CPCBC4021	Minimise waste on the building and construction site

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 are included in the Work Placement Plan, Interview Questionnaire, Portfolio, Logbook and Third-Party Report documents.

Due to the range of tools and activities required to demonstrate, you may complete the SWLA requirements for these units at one or more work sites/workplaces.

About Structured Workplace Learning and Assessment

Structured Workplace Learning and Assessment (SWLA) is a compulsory part of CPC40120 Certificate IV in Building and Construction (Building), 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 80 hours in total and is aligned to five (5) units within the course. Work Placement is split into three (3) blocks as follows:

SWLA BLOCK	MODULE	UNIT CODE	UNIT TITLE	LEARNING	ASSESSMENT	TOTAL SWLA HOURS
Block 1	4	CPCBC4002	Manage work health and safety in the building and construction workplace	8.75	3.75	12.5
Block 2	11	CPCBC4018	Apply site surveys and set-out procedures to building and construction projects	21	9	30

Block 3	16	CPCCBC4008	Supervise site communication and administration processes for building and construction projects	10.5	4.5	15
	18	BSBLDR413	Lead effective workplace relationships	5.25	2.25	7.5
	19	CPCCBC4006	Select, procure and store construction materials for building and construction projects	10.45	4.5	15

Key information

Are there any pre-requisites to commencing SWLA?

Complete the general construction induction training program before commencing SWLA. Achievement of *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement. This is state/territory specific training that you will need to undertake outside of this course prior to commencing any structured work placement.

When do I undertake SWLA?

SWLA is aligned to five (5) units within the course. These units occur in Module 4, 11, 16, 18 and 19 in your order of studies.

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 Block 1, you must successfully complete Modules 2 and 3, then complete the learning and knowledge-based assessments for Module 4.

I am already working in the industry. Can I use my current employer for SWLA?

Possibly yes, however Swinburne Open Education will need to check that your current workplace and your Workplace Supervisor meet the requirements for supporting SWLA in relation to the course outcomes. In this instance, you still complete the Host Organisation Approval Form and submit for sign off.

Roles and Responsibilities

In order to be successful, SWLA requires the 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. general construction induction training/white card, police checks, or immunisations). You are also required to complete all workplace induction/orientation, and to comply with workplace policies and procedures (e.g. code of conduct, confidentiality, WHS).

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.

You, our student will:

- Agree to take part in SWLA as part of your course of study
- Complete the general construction induction training program before commencing SWLA. Achievement of *CPCCWHS1001 Prepare to work safely in the construction industry* meets this requirement
- Work with your proposed 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 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
- 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.

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. They are 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 to supervise and guide you.

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 proposed Workplace Supervisor against the specific requirements to determine whether they hold the appropriate level of experience/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
- Conduct the assessment of the evidence submitted by you against the requirements of the qualification
- 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.

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 have much to learn from the Workplace Supervisor's experience in industry.

NOTE: The Workplace Supervisor does not formally assess you, the student. The Assessor conducts the assessment.

The Workplace Supervisor possess the relevant experience and/or qualifications to support the student. This should include a minimum of 2 years' experience and/or a Certificate IV in Building and Construction 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 the Assessor in the development and ongoing adjustment of the Work Placement Plan, Interview Questionnaire process and 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, 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 Building and Construction [Building] industry course, the Host Organisation must provide building and construction services.

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 practice work-based skills and knowledge,
- Provide you with access to the necessary facilities, equipment and resources to complete the required activities and tasks,
- Support you to reflect on your workplace behaviour with the view to enhancing your workplace skills, knowledge and expertise,
- Be compliant with all applicable legislation, industry regulations and codes.

SWLA Performance

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

MODULE 4 – CPCCBC4002 Manage work health and safety in the building and construction workplace

- Access and interpret relevant government work health and safety (WHS) legislation and regulations
- Identify faults, problems and non-compliances and their impact on workplace safety by completing a workplace site audit, recording findings and recommending actions to address non-compliances

- Recommend safety systems allowing for ease of reporting safety issues, controlling hazards and maintaining worker safety and competence
- Review the effectiveness of educational programs to ensure all workers have been inducted and maintain safe work practices
- Monitor, review and document the effectiveness of control measures to determine changes and improvements as required.

MODULE 11 – CPCCBC4018 Apply site surveys and set-out procedures to building and construction projects

- Select and operate one [1] surveying device
- Select and operate one [1] levelling device
- Develop a topographic contour plan
- Calculate cut and fill quantities:
 - area and volume of land to be levelled
 - area of land to be filled
 - volume of fill required.

MODULE 16 – CPCCBC4008 Supervise site communication and administration processes for building and construction projects

- Develop a plan to supervise the administration processes for one building and construction project, including:
 - Creating a plan to implement, administer, maintain and monitor site quality control
 - Reading and understanding thoroughly the Site Safety Plan used on site
 - Outlining the communication systems that will be used on site
 - Outlining how systematic gathering of onsite information will be recorded
 - Developing a progress inspection checklist for at least two trades for a section of building.
- Conduct at least one [1] site inspection to evaluate safety, project progress and work quality for at least one section of a building
- Maintain a daily communications diary and key events.

MODULE 18 – BSBLDR413 Lead effective workplace relationships

- Access and analyse information required to achieve planned outcomes
- Collaborate with work team to develop and implement a work task strategy
- Apply techniques for resolving problems and conflicts, and dealing with poor performance according to organisational and legislative requirements
- Support colleagues experiencing difficulties fulfilling work requirements
- Manage conflict constructively within the organisation's processes and parameters of own role
- Monitor and communicate work progress to relevant internal and external stakeholders
- Seek and review feedback to improve workplace leadership.

MODULE 19 – CPCBC4006 Select, procure and store construction materials for building and construction projects

- Analyse reports, manufacturer specifications and other reference material regarding material technologies, sustainability and environmental efficiency
- Test and measure products against relevant industry standards
- Supervise and maintain systems to select, acquire and store project materials on site
- Consult workplace procedures regarding selecting and procuring alternative materials and seeking expert advice from manufacturers, architects, designers and engineers
- Check delivered materials are compliant with specifications, are not damaged and correspond with delivery order
- Maintain records of deliveries, damaged and inferior materials and variations to specified materials.

TOOLS AND EQUIPMENT

- Personal protective equipment (PPE)
- Workplace policies, procedures and quality control documentation
- WHS legislation and regulations
- Safety codes, standards and guidelines
- Safety signs
- First Aid kit
- Workplace incident data and incident reports
- Access to equipment and tools to control hazards in the workplace
- Current building and construction related legislation, regulations, standards and codes
- Access to workplace meetings
- Access to workplace personnel
- Access to relevant transmittal documents as part of workplace's communication with internal and external stakeholders, in line with workplace policies and procedures
- Workplace documents and resources [applicable to role]
- Manufacturer reports on materials
- Levelling devices and survey equipment
- Construction project plans and drawings, site plans and specifications relevant to projects
- Digital devices, applications and software relevant to the workplace
- Access to communications and recording systems relevant to the workplace

The SWLA Approval Process

The process to evaluate and approve a workplace for SWLA may vary slightly depending on whether you are currently employed in industry or not.

If you are currently working in an appropriate organisation under the guidance of an appropriately experienced/qualified supervisor, you may be able to complete your SWLA in your current workplace, however this will still need to be reviewed and approved by your Assessor before you commence course work.

Approval Process – If you are currently working in this industry.

1. Complete the Host Organisation Approval Form, providing required details about your 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.
2. Swinburne Open Education will review the details provided in the Host Organisation Approval Form and determine whether your workplace is suitable for hosting your structured work placement. This stage may include seeking further details if required to make a decision.
3. 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.**
4. 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.

Approval Process – If you are not currently working in this industry.

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.
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.

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 work site 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 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:

- **General construction induction training/White card** – You are required to complete the general construction induction training/White Card [[CPCWHS1001: Prepare to work safely in the construction industry](#)]. This is state/territory specific training that you will need to undertake outside of this course prior to commencing any structured work placement.
- **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 the nature of the work, many organisations will require that students have proof of being vaccinated against a range of diseases. Where current vaccination certificates are mandatory, students cannot commence their structured work placement without providing certified copies to the Host Organisation.
- **Confidentiality Agreement** – Organisations produce confidential information relating both to individuals and businesses. 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 clients/customers of 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 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 completing your structured work placement and associated workplace assessments with your current employer, you will be covered by your employer's Workers Compensation Insurance.

What if I am injured?

Students who are completing their structured work placement with their current employer will need 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.

