

Help for non-English speakers



If you need help to understand the information in this policy, please contact the General Office on (03) 9561 5811 or wheelers.hill.sc@education.vic.gov.au

VET Students: School Attendance

Students whose VET class falls in the afternoon on any school day will be required to attend their normal schedule school classes in the morning. Students can then exit the College at 12pm to attend their VET class. Prior to exiting school grounds students must sign themselves out at the general office. Note: if students need to exit earlier than 12pm to meet public transport timetabling they **MUST** make a time to see the Careers Coordinator, Ms Jakubicki, to negotiate the alternative exit time as this needs to be documented on their compass timetable. (*this policy is included in the VET letters that all students are sent in December*)

Structure Workplace Arrangements (SWL) for VCE VM Students 2024

At Wheelers Hill Secondary College students are required to be on campus/engaged in learning as much as possible during the school week. As of 2024 students will be able to undertake SWL placements within the following parameters -

1. Year 11 VCE VM Students

(School Days - Mon, Tue, Thur, Fri / Release school day- Wed)

Students whose VET class falls on a Wednesday will be able to undertake a Structured Workplace Arrangement during the last week of Term 1, 2 & 3. If students choose an SWL placement during the last week of these terms they are expected to catch up on the school work missed. It is strongly recommended that all students undertaking VET studies complete at least 40 hours of SWL during the year.

Students whose VET class does not fall on the school's release day (Wednesday) and falls on another day during the week, will be expected to undertake a weekly SWL every Wednesday and ensure that they catch up on school work missed whilst they are at TAFE. Please note that students and families are responsible for finding a work placement and liaising with Ms Jakubicki about its suitability. If students have not made arrangements to undertake an SWL on a Wednesday by the beginning of Term 1, 2024, they will be expected to attend Wednesday Study Periods and undertake online micro-credential courses (more information about these will be forthcoming.)

2. **Year 12 VCE VM**

([School Days - Mon, Tue, Fri](#) / [School Release Days -Wed & Thur](#))

Students have two school release days (Wed & Thur) and are expected to undertake VET studies and a weekly SWL that relates to their VET studies.

Please note that students and families are responsible for finding a work placement and liaising with Ms Jakubicki about its suitability. If students have not made arrangements to undertake weekly SWL on a Wednesday or Thursday by the beginning of Term 1, 2024, they will be expected to attend Wednesday/Thursday Study Periods at school to undertake online micro-credential courses (more information about these will be forthcoming) until they find themselves a placement.

If a student's VET class does not fall on any of the school release days, and falls on a Friday for example, they will need to ensure that they catch up on work missed. These students are expected to either arrange a two day per week SWL (Wed & Thur) or a one day per week SWL and attend the College on the alternative day to complete micro-credential training.

Please note that students MUST provide three (3) weeks notice to the Careers Coordinator on the SWL they wish to undertake. The SWL must be related to the VET studies the student is undertaking

SWL & DE Policy

As per the Department of Education's policy the number of SWL days for a student must not exceed:-

- 40 days during the school year and
- 10 days during each school term
- The total number of SWL days a student undertakes with an employer must not exceed 20 days during any school year

Additional days can be considered and approved on a case by case basis after consultation with the Careers Coordinator.

Policy last reviewed	December 2023
Consultation	Executive Team, Senior Sub School Leader and Careers Coordinator
Approved by	Executive Team, Senior Sub School Leader and Careers Coordinator
Review cycle	1 – 2 years
Approved by School Council	Not required
Next scheduled review date	November 2025