



## **Ministerial Order No. 55: Structured Workplace Learning Arrangement Form**

## **Ministerial Order No. 56: Work Experience Arrangement Form**

### **What are they???**

**Ministerial Order 55:** covers the delivery of structured workplace learning in Victorian secondary schools

**Ministerial Order 56:** covers the delivery of work experience in Victorian secondary schools.

Correctly filled in and signed by the student, the student's parent/guardian, the school Principal and the employer, it covers the student and the school for WorkCover and public liability.

### **Structured Work Placement**

Structured work placement is a key component of most VET in Schools programs. SWL allows students to acquire skills and knowledge in an industry setting. A SWL placement differs from work experience in the following ways:

- It is structured. Students will have specific tasks to undertake in order to demonstrate or reinforce competencies in a variety of designated skills.
- An appropriate Workplace Supervisor/Trainer must be assigned to teach or reinforce the designated skills.
- A logbook is used to record the student's achievements of competence in each skill.
- The work placement forms part of the student's formal studies and is recognised nationally.



## Work Experience

Work experience programs are very useful. They give a young person, usually in Year 10, the chance to experience work environments in a variety of industries, where they can observe and (under supervision) assist with tasks.

Work experience placements:

- Less structured than a VET in Schools placement.
- Little or no formal training provided on the job.
- No requirement for a designated Workplace Supervisor/Trainer.
- Does not form part of any formal, industry recognised training course.
- A simple 'evaluation' is the usual form of assessment and no logbook of achieved competence is needed.