



CHC30121

Certificate III in 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.

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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	18
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?.....	20
What if I find the work is too hard and I don't feel confident in what I need to do?	20
What is workplace insurance? How do I get a copy?	20
What if I am injured?.....	20
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 CHC30121 Certificate III in Early Childhood Education and Care course includes the following order of studies.

MODULE	UNIT CODE	UNIT TITLE
0	N/A	Welcome to the children's education and care sector
1*	CHCECE055	Meet legal and ethical obligations in children's education and care
	CHCECE056	Work effectively in children's education and care
2	CHCPRT001	Identify and respond to children and young people at risk
3	HLTWHS001	Participate in workplace health and safety
4	HLTFSE001	Follow basic food safety practices
5	Structured Workplace Learning and Assessment [SWLA] – Group 1	
6**	CHCECE030	Support inclusion and diversity
	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
7	BSBSUS411	Implement and monitor environmentally sustainable work practices
8	CHCECE037	Support children to connect with the natural environment
9***	CHCECE031	Support children's health, safety and wellbeing
	CHCECE032	Nurture babies and toddlers
10	CHCECE033	Develop positive and respectful relationships with children
11****	CHCECE034	Use an approved learning framework to guide practice
	CHCECE035	Support the holistic learning and development of children
	CHCECE036	Provide experiences to support children's play and learning
	CHCECE038	Observe children to inform practice
12 *****	HLTAID012	Provide First Aid in an education and care setting
13	Structured Workplace Learning and Assessment [SWLA] – Group 2	

*Clustered units. Module name: 'Working in Early Childhood Education and Care'

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

***Clustered units. Module name: 'Care and nurturing'

****Clustered units. Module name: 'Supporting Children's Development'

*****Students will be required to complete the unit HLTAID012 Provide First Aid in an education and care setting externally and submit the awarded transcript to obtain credit transfer (CT).

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, 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 Swinburne Open Education.

About Structured Workplace Learning and Assessment

Structured Workplace Learning and Assessment (SWLA) is a compulsory part of CHC30121 Certificate III in 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 200 hours and is aligned to sixteen [16] units within the course. Work Placement is split into two [2] groups as follows:

MODULE	UNIT CODE	UNIT TITLE	LEARNING	ASSESSMENT	TOTAL SWLA HOURS
Group 1					
0	N/A	Welcome to the children's education and care sector			
1	CHCECE055	Meet legal and ethical obligations in children's education and care	21	9	30
	CHCECE056	Work effectively in children's education and care			
2	CHCPRT001	Identify and respond to children and young people at risk			
3	HLTWHS001	Participate in workplace health and safety			
4	HLTFSE001	Follow basic food safety practices			
5	Structured Workplace Learning and Assessment [SWLA] – Group 1				
Group 2					
6	CHCECE030	Support inclusion and diversity	119	51	170
	CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures			
7	BSBSUS411	Implement and monitor environmentally sustainable work practices			

8	CHCECE037	Support children to connect with the natural environment			
9	CHCECE031	Support children's health, safety and wellbeing*			
	CHCECE032	Nurture babies and toddlers*			
10	CHCECE033	Develop positive and respectful relationships with children*			
11	CHCECE034	Use an approved learning framework to guide practice			
	CHCECE035	Support the holistic learning and development of children*			
	CHCECE036	Provide experiences to support children's play and learning*			
	CHCECE038	Observe children to inform practice			
12	HLTAID012	Provide First Aid in an education and care setting			
13	Structured Workplace Learning and Assessment (SWLA) – Group 2				

*Units are linked to 160 hours of placement.

Key information

Are there any pre-requisites to commencing SWLA?

This course is only offered in Victoria. Before commencing placement, you will need to obtain a working with children check. 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.

Online pre-SWLA workshops

In specific courses with a high level of practical requirements, students will be encouraged to **attend online Pre-SWLA workshops**.

To be eligible to participate in placement and attend an online Pre-SWLA Workshop, students are required to **complete the modules and assessments** leading up to the first block of placement in their chosen course. This ensures that students have the fundamental knowledge to participate in an online Pre-SWLA Workshop. The online Pre-SWLA Workshops are designed to help the student learn the practical components associated to the units they are studying. The workshops are designed to help induct students into the requirements of the workplace/industry they will be attending for placement. The workshop details the tasks a student will be required to complete within a real work environment. Students will be given opportunities to practise these activities and ask questions to help build their confidence before they commence placement. A Trainer and Assessor is present for the online workshop to provide guidance and facilitate demonstrations of the activities to be completed in a workplace environment.

Please note that the online Pre-SWLA Workshops are held on business days between the hours of 9 am to 5 pm AEST/DST. Students who attend these workshops must have a functioning microphone and web camera to attend. Students will need a clear area behind them to demonstrate activities and participate in the required tasks. Swinburne Open Education strongly recommend that all students attend a Pre-SWLA Workshop before commencing placement to help improve the quality of their work placement experience.

When do I undertake SWLA?

SWLA is aligned to sixteen (16) 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 Group 1, you must successfully complete the learning and knowledge-based assessments for Modules 1-4. The same applies to the Group 2: prior 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 once you have completed 50% of your course. See the Australian Children's Education and Care's Quality Authority's (ACECQA) [website](#) regarding actively working towards a qualification. If this happens, please inform your Assessor, so Swinburne Open Education is aware of this. The Assessor may contact the Host Organisation to ensure that you will be still 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 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.

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. Additionally, video/audio recordings and assessor observations through Zoom may also be required to observe your performance and to capture relevant evidence. 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 Swinburne Open Education 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 in 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, 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
- 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.

SWLA Performance

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

MODULE 1 (clustered):

- CHCECE055 Meet legal and ethical obligations in children's education and care
 - CHCECE056 Work effectively in children's education and care
- Identify and meet legal and ethical obligations relevant to the job role
 - Access, interpret and use information about employment and service procedures in children's education and care from **three (3)** different sources
 - Use effective planning, organisational and communication to complete **five (5)** different children's education and care daily work activities. This could include planned activities or being part of the daily routine of the day working alongside the team/staff.
 - Contribute to workplace improvements
 - Work collaboratively
 - Complete **one (1)** work activity in at least **four (4)** of the following areas of practice, demonstrating fulfilment of legal and ethical obligations:
 - health, safety and wellbeing
 - incidents, injury, trauma and illness
 - response to medical condition
 - emergency response
 - governance and leadership
 - physical environment
 - staffing arrangements
 - Develop appropriate responses to at least **three (3)** different legal or ethical issues or dilemmas relevant to the work role
 - Develop personal professional practice.

MODULE 2 – CHCPRT001 Identify and respond to children and young people at risk

- Implement work practices which support the protection of children and young people, including:
 - Complying with regulations, legislations and duty of care responsibilities
 - Employing child-focused work practices to uphold the rights of children and young people
 - Maintaining confidentiality
 - Providing appropriate responses in the protection of children and young people
- Read and interpret the procedures for reporting children at risk in line with organisational expectations and legislative requirements.

MODULE 3 – HLTWHS001 Participate in workplace health and safety

- Contribute to a workplace health and safety meeting or inspection in workplace
- Conduct a workplace risk assessment and recorded the results
- Consistently apply workplace safety procedures in the day-to-day work activities required by the job role
- Follow, implement and contribute to safe work practices in the workplace
- Follow workplace procedures for reporting hazards
- Follow workplace procedures for a simulated emergency situation

- Reflect on own safe work practices.

MODULE 4 – HLTFS001 Follow basic food safety practices

- Comply with personal hygiene standards as required by the food safety program and the services' policies and procedures
- Identify at least **four (4)** appropriate times for hand washing and followed correct hand washing procedures
- Cleaned and tidy work areas at least **two (2)** times to avoid contamination and pests
- Identify at least **two (2)** food items for disposal and follow food disposal procedures
- Identify, correct and report at least **two (2)** processes or practices that were not consistent with food safety program.

MODULE 6 (clustered):

- CHCECE030 Support inclusion and diversity
- CHCECE054 Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures

- Use a process of reflection to explore impact of own values and biases in relation to practices with families and children, and discuss the reflection process with a workplace or learning supervisor on **two (2)** occasions
- Identify and use **three (3)** different opportunities to support inclusion and diversity with children in daily practice, including both routine and play experiences.
- Use reflection to identify own perspectives on Aboriginal and/or Torres Strait Islander peoples' cultures and discuss the reflection process and outcome with a workplace or learning supervisor on **one (1)** occasion
- Source information and collaborate to develop and report on **three (3)** ideas about how local Aboriginal and/or Torres Strait Islander peoples' cultures could be embedded into daily practice in culturally safe and sensitive ways
- Support **one (1)** experience with a group of children that encourages their understanding of local Aboriginal and/or Torres Strait Islander peoples' cultures
 - Assessor will conduct direct observation during SWLA 2 to assess specific skills identified by the unit requirements.

MODULE 7 – BSBSUS411 Implement and monitor environmentally sustainable work practices

- Implement and monitor at least **three (3)** environmentally sustainable work practices
- Identify current procedures, practices and compliance requirements in relation to environmental and resource sustainability in the workplace
- Engage and consult with relevant stakeholders to develop and implement sustainability improvements, encourage feedback and to report on outcomes
- Plan and organise work group activities to:
 - measure current resource usage
 - evaluate alternative solutions to workplace environmental issues
 - resolve workplace sustainability issues and generate ideas for improvements
 - evaluate and implement strategies to improve resource usage
 - comply with environmental requirements
- Apply continuous improvement approaches to enhance organisation's sustainability performance

- Apply change management techniques to support sustainability performance.

MODULE 8 – CHCECE037 Support children to connect with the natural environment

- On **three (3)** occasions support children’s knowledge, appreciation and understanding of the natural environment. At least one of these occasions must involve Aboriginal and/or Torres Strait Islander peoples’ use of the natural environment.
- Plan and implement **two (2)** opportunities that encourage children to engage positively with the natural environment, using one indoor and one outdoor opportunity
- Assessor will conduct direct observation during SWLA 2 to assess specific skills identified by the unit requirements.

MODULE 9 [clustered]:

- CHCECE031 Support children’s health, safety and wellbeing
- CHCECE032 Nurture babies and toddlers

- Follow all hygiene, health and safety procedures on **three (3)** different occasions for each of the following:
 - support a child to wash their hands
 - support one or more children during mealtimes
 - support a child with toileting
 - support a child with dressing or undressing
 - support a child to have their individual sleep needs met
- Demonstrate the principles of active supervision to supervise one group of children for a complete activity or play period, according to service procedures
- Respond appropriately to **three (3)** situations where health or safety of children may be compromised
- Promote physical activity and healthy and safe eating
- Minimise risks in the environment and support children to respond to risks
- Provide a safe and healthy environment.
- Complete each of the following at least once with two different **babies under 12 months** of age in a safe environment, using age-appropriate verbal and non-verbal communication and according to service and regulatory requirements:
 - change nappies
 - prepare bottle, bottle feed babies and clean equipment
 - prepare solid food and feed babies
 - respond appropriately to baby signs and cues
 - prepare and settle babies for sleep
 - monitor and encourage age-appropriate physical exploration and gross motor skills
- Complete each of the following at least once with two (2) different **toddlers aged between 13 and 23 months** in a safe environment, using age-appropriate verbal and non-verbal communication and according to service and regulatory requirements:
 - assist toddlers with toileting
 - assist toddlers during mealtimes
 - respond appropriately to toddler signs and cues
 - prepare and settle toddlers for sleep
 - monitor and encourage age-appropriate physical exploration and gross motor skills
- Document and reflect on the ways in which relationships are developed between educators and babies/toddlers in the workplace to support:

- own relationships with babies/toddlers
- Other educator relationships with babies/toddlers
- Assessor will conduct direct observation during SWLA 2 to assess specific skills identified by the unit requirements.

MODULE 10– CHCECE033 Develop positive and respectful relationships with children

- Communicate positively and respectfully during interactions with children between the ages of **birth and 6 years** that collectively include each of the following at least once:
 - group interactions
 - mealtimes
 - play opportunities
 - physical care routines
 - sustained individual interaction
 - situation where child is reluctant to participate
 - situation of conflict
 - times of transition – at least one of the following:
 - from one activity to another
 - from one location to another
 - during arrival at the service
 - document and reflect on observations about the ways in which relationships are developed in the workplace:
 - own relationships with children
 - other educator relationships with children
 - child to child relationships
- Assessor will conduct direct observation during SWLA 2 to assess specific skills identified by the unit requirements.

MODULE 11 (clustered):

- CHCECE034 Use an approved learning framework to guide practice
 - CHCECE035 Support the holistic learning and development of children
 - CHCECE036 Provide experiences to support children’s play and learning
 - CHCECE038 Observe children to inform practice
- Participate in the implementation of an approved learning framework, such as:
 - explain how the vision, principles and practices of the approved learning framework are demonstrated in the service
 - investigate and document at least **one (1)** example of how each of the aspects of the approved learning framework is reflected in the service
 - Document own involvement in at least **three (3)** examples of practice that support the implementation of the approved framework in the service
 - Reflect on use of the approved framework in the service and discuss the reflection process and outcome with a workplace or learning supervisor on **two (2)** occasions
 - Support the holistic learning and development of **two (2)** children of different ages by creating and implementing experiences that collectively provide opportunities for development in the following areas:
 - physical
 - social
 - emotional
 - cognitive
 - communication

- Set up and support play and learning opportunities according to service guidelines that include at least:
 - **three (3)** indoor experiences
 - **three (3)** outdoor experiences
- Across the play and learning opportunities, set up and support:
 - **one (1)** group experience
 - **one (1)** individual experience
 - **one (1)** experience that is run over multiple days
 - at least **two (2)** experiences for children aged birth to 23 months
 - at least **two (2)** experiences for children aged between two and six years of age
- Gather, document, reflect on, and use information about **three (3)** different children between the ages of birth and six years, one of whom must be under 23 months, to inform curriculum planning for each of the children. For each child:
 - gather information using at least **three (3)** different observation techniques
 - use at least **two (2)** secondary sources
 - communicate a perspective about:
 - ◆ aspects of child's development
 - ◆ individual interests and learning
 - explain links to approved learning framework
- Assessor will conduct direct observation during SWLA 2 to assess specific skills identified by the unit requirements.

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, including babies under 12 months and toddlers aged between 13 and 23 months
- 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
- 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, Zoom sessions, 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. Under special circumstances, the direct observations may be conducted through ZOOM.

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:

- This course is only offered in Victoria.
- **Pre-SWLA Workshops** - In specific courses with a high level of practical requirements, students will be encouraged to **attend online Pre-SWLA workshops**.

To be eligible to participate in placement and attend an online Pre-SWLA Workshop, students are required to **complete the modules and assessments** leading up to the first block of placement in their chosen course. This ensures that students have the fundamental knowledge to participate in an online Pre-SWLA Workshop. The online Pre-SWLA Workshops are designed to help the student learn the

practical components associated to the units they are studying. The workshops are designed to help induct students into the requirements of the workplace/industry they will be attending for placement. The workshop details the tasks a student will be required to complete within a real work environment. Students will be given opportunities to practise these activities and ask questions to help build their confidence before they commence placement. A Trainer and Assessor is present for the online workshop to provide guidance and facilitate demonstrations of the activities to be completed in a workplace environment.

Please note that the online Pre-SWLA Workshops are held on business days between the hours of 9 am to 5 pm AEST/DST. Students who attend these workshops must have a functioning microphone and web camera to attend. Students will need a clear area behind them to demonstrate activities and participate in the required tasks. Swinburne Open Education strongly recommend that all students attend a Pre-SWLA Workshop before commencing placement to help improve the quality of their work placement experience.

- ***Working with children check*** – You are required to obtain a working with children check. 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.