

Consuming an SWL Opportunity that has been shared by a Student from the SWL Portal: A Guide for School Staff

Once you have received an email stating a student has shared an SWL Opportunity with you, log into the SWL Portal to consume the Opportunity. At this point the Opportunity can still be consumed by other students so it's best to do it ASAP.



To log into the SWL Portal go to: goworkplacements.education.vic.gov.au/Teacher/Login
Your username will be your email. If you have forgotten your password there will be an **I Forgot My Password...** button that can be clicked to reset it (Note: You can only do one request per 24 hours).



Once logged in, there will be a menu bar at the top with Home, Opportunities, Placements and Guides listed.
Click on the **Opportunities** button in the menu bar.



In the email that the student shared with you there is a code next to **Opportunity Code**. To directly go to the Opportunity, paste the code into the text box below **Find By Opportunity Code** (on the middle/right side of page).



Before an Opportunity can be consumed by the home school, the student or home school **MUST** contact the employer to confirm any interview requirements or other essential details.



To consume the Opportunity, click the orange **Use Opportunity** button (located at top right of page).
If you can't see this button, you are required to contact Highlands LLEN for further instructions as the employer has requested the LLEN manage the Opportunity.



Once you have **consumed the Opportunity** it will become an **SWL placement** and take you to the created placement. You can access this again by clicking the **Placement** button at the top in the menu tab.



In the SWL placement section there are further details that the student cannot see on the public side of the SWL Portal. You should communicate the following information to the student which is located under **Host Details** (on the top right):

- Attendance
- Safety Notes
- 1st Day

There may be further details under **Teacher Instructions**. Please check this.

The following two forms **MUST** be completed prior to commencement of an SWL placement:

- [SWL Arrangement Form](#)
- [SWL Travel and Accommodation Form](#)

The two forms can be found under the **Arrangement** heading on the following page:

www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx

Also ensure the student has their SWL Learning Record Book, available at:

VET/VCE students: www.highlandslen.org/display.php?file=354

VCAL students: www.highlandslen.org/display.php?file=355