

# Consuming an SWL Opportunity from the SWL Portal with a Student present: A Guide for School Staff

When a student is with you or has asked about SWL Opportunities, log into the SWL Portal to search for Opportunities.



To log into the SWL Portal go to: [goworkplacements.education.vic.gov.au/Teacher/Login](http://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.



Now that you're on the Opportunities page you can search for Opportunities by Industry, Course or Opportunity Code. If you wish to see Opportunities from other regions, use the drop down option next to **Search Within a Region** and select the desired one, or you can search through all regions by selecting the top option **LLEN Region**. Once the region is selected you will then select an Industry from the box below. To view all Industries select **Show All Industry Groups**.



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.



Once you have found an Opportunity for the student that you wish to consume, 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
- 1<sup>st</sup> 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](http://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](http://www.highlandslen.org/display.php?file=354)

VCAL students: [www.highlandslen.org/display.php?file=355](http://www.highlandslen.org/display.php?file=355)