VCE VET Programs SWL 2023

Structured Workplace Learning (SWL) Summary

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| Certificate Code | VCE VET Program/Certificate Title | Program Minimum Nominal Hours and VCE Units | SWLRequirements | Minimum SWL requirements for duration of VCE VET program |
| **VCE VET Agriculture, Horticulture, Conservation and Land Management** |
| AHC20116 | Certificate II in Agriculture | 360 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| AHC20416 | Certificate II in Horticulture |
| AHC210120 | Certificate II in Conservation and Ecosystem Management  |
| **VCE VET Animal Studies** |
| ACM20121 | Certificate II in Animal Care | 358 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Applied Fashion Design and Technology** |
| MST20616 | Certificate II in Applied Fashion Design and Technology | 360 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Applied Language** |
| 10949NAT | Certificate II in Applied Language  | 240 hrsUnits 1–2 | Strongly recommended | 40 hrs / 1 week |
| 10661NAT | Certificate III in Applied Language (continuing students only) | 320 hrsUnits 3–4 |
| 11074NAT | Certificate III in Applied Language  | 320 hrsUnits 3–4 |
| **VCE VET Automotive** |
| AUR20720 | Certificate II in Automotive Vocational Preparation  | 360 hrsUnits 1–4 | Strongly recommended | 160 hrs / 4 weeks |
| **VCE VET Building and Construction** |
| 22338VIC | Certificate II in Building and Construction Pre-apprenticeship | 540 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| CPC20220 | Certificate II in Construction Pathways | 360 hrsUnits 1–4 |
| **VCE VET Business** |
| BSB20120 | Certificate II in Workplace Skills  | 180 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| BSB30120 | Certificate III in Business | 360 hrsUnits 3–4 |
| **VCE VET Cisco** |
| CISCO V7 | Cisco CCNA v7 | 360 hrsUnits 3–4 | – | – |
| **VCE VET Civil Infrastructure** |
| RII20720 | Certificate II in Civil Construction | 450 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Community Services** |
| CHC24015 | Certificate II in Active Volunteering | 180 hrsUnits 1–2 | **Required**CHC Training Package stipulates Mandatory Workplace Requirements (MWR) of 20 hours to achieve this qualification | **40 hrs / 1 week** |
| CHC22015  | Certificate II in Community Services | 180 hrsUnits 1–2 |  | **40 hrs / 1 week** |
| CHC32015 | Certificate III in Community Services | 402 hrsUnits 1–4 | **Strongly recommended**CHC Training Package stipulates Mandatory Workplace Requirements (MWR) for specific UoCs*For example: CHCECE004* Skills must be demonstrated in a regulated education and care service | 80 hrs / 2 weeks |
| CHC30121 | Certificate III in Early Childhood Education and Care | 540 hrsUnits 1–4 | **Required**CHC Training Package stipulates Mandatory Workplace Requirements (MWR) of 160 hours to achieve this qualification, and for specific UoCs | **160 hrs / 4 weeks** |
| **VCE VET Creative and Digital Media** |
| CUA20220 | Certificate II in Creative Industries | 180 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| CUA31020 | Certificate III in Screen and Media | 385 hrsUnits 1–4 |
| **VCE VET Dance** |
| CUA20120 | Certificate II in Dance | 450 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| CUA30120 | Certificate III in Dance | 360 hrsUnits 3–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Electrical Industry** |
| 22499VIC | Certificate II in Electrotechnology (Pre-vocational) | 394 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| UEE22020 | Certificate II in Electrotechnology (Career Start) | 370 hrsUnits 1–4 |
| **VCE VET Engineering** |
| 22470VIC | Certificate II in Engineering Studies | 390 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Equine Studies** |
| 22513VIC | Certificate III in Equine Studies | 498 hrsUnits 1–4 | Strongly recommended *VU22681 Work effectively in an equine organisation* Assessment of unit must be assessed in an equine industry enterprise or simulated environment | 80 hrs / 2 weeks |
| **VCE VET Furnishing** |
| MSF20516 | Certificate II in Furniture Making Pathways | 370 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Hair and Beauty** |
| SHB20216 | Certificate II in Salon Assistant | 325 hrsUnits 1–2 | **Required**VCAA Reference Group endorsed SWLSHB Training Package mandates shifts/work periods for relevant UoCs*For example: SHBHBAS001, SHBXCCS003, SHBXIND001* | **40 hrs / 1 week** |
| SHB20121 | Certificate II in Retail Cosmetics | 530 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks  |
| SHB30121 | Certificate III in Beauty Services | 715 hrsUnits 1–4 |
| SHB30221 | Certificate III in Make-up | 555 hrsUnits 1–4 |
| **VCE VET Health** |
| HLT23215 | Certificate II in Health Support Services | 210 hrsUnits 1–2 | Strongly recommended | 40 hrs / 1 week |
| HLT33015 | Certificate III in Allied Health Assistance incorporating Certificate III in Health Services Assistance | 433 hrsUnits 3–4 | **Required**VCAA Reference Group endorsed SWLHLT Training Package stipulates Mandatory Workplace Requirements (MWR) for specific UoCs | **80 hrs / 2 weeks** |
| **VCE VET Hospitality** |
| SIT20316 | Certificate II in Hospitality | 195 hrsUnits 3–4 | Strongly recommended | 80 hrs / 2 weeks |
| SIT203122 | Certificate II in Hospitality | 360 hrsUnits 1–4 |
| SIT20416 | Certificate II in Kitchen Operations | 190 hrsUnits 3–4 |
| SIT20421 | Certificate II in Cookery | 350 hrsUnits 3–4 |
| **VCE VET Information and Communications Technology** |
| ICT20120 | Certificate II in Applied Digital Technologies | 295 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| ICT30120 | Certificate III in Information Technology | 360 hrsUnits 1–4 |
| **VCE VET Integrated Technologies** |
| 22586VIC | Certificate II in Integrated Technologies | 360 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Laboratory Skills** |
| MSL30118 | Certificate III in Laboratory Skills | 480 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Music**  |
| CUA20620 | Certificate II in Music | 180 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| CUA30920 | Certificate III in Music (Performance) | 410 hrsUnits 1–4 |
| CUA30920 | Certificate III in Music (Sound Production) | 390 hrsUnits 1–4 |
| **VCE VET Plumbing** |
| 22569VIC | Certificate II in Plumbing (Pre-apprenticeship) | 480 hrsUnits 1–4 | Strongly recommended | 80 hrs / 2 weeks |
| **VCE VET Small Business** |
| 22480VIC | Certificate II in Small Business (Operations/Innovation) | 390 hrsUnits 1–4 | Strongly recommended  | 40 hrs / 1 week |
| **VCE VET Sport and Recreation** |
| SIS20419 | Certificate II in Outdoor Recreation | 185 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| SIS20115 | Certificate II in Sport and Recreation | 201 hrsUnits 1–2 |
| SIS30115 | Certificate III in Sport and Recreation | 376 hrsUnits 1–4 |
| **VCE VET Visual Arts** |
| CUA20720 | Certificate II in Visual Arts | 200 hrsUnits 1–2 | Strongly recommended | 80 hrs / 2 weeks |
| CUA31120  | Certificate III in Visual Arts | 360 hrsUnits 1–4 |

What is the difference between, SWL, SWL Recognition and Mandated Work Placement requirements?

VCE VET program publications contain information relating to the SWL requirements. In all cases, SWL is strongly recommended. The VCAA mandates SWL under the following situations:

* where a period of work placement is mandated for the award of the qualification, or
* where the Assessment Conditions from a Unit of Competency contains a statement regarding the requirement to demonstrate skills in a workplace.

The SWL requirements are expressed in hours and weeks, and where possible should be spread across the duration of VCE VET programs.

Structured Workplace Learning (SWL)

The VCAA has determined that Structured Workplace Learning (SWL) is an appropriate and valuable component of all VCE VET programs and provides students an opportunity to integrate on the job experience with secondary study. SWL can be delivered as part of either the: VCE, VCAL, VM, VPC and VCE Industry and Enterprise.

Schools must ensure they implement SWL policy and follow the guidance on the [Guidance tab](https://www2.education.vic.gov.au/pal/structured-workplace-learning/guidance), when planning for and conducting structured workplace learning arrangements, to ensure compliance with legislation.

SWL Recognition

Structured Workplace Learning (SWL) recognition provides the formal framework and processes to enable students to integrate their on-the-job experience and learning in a workplace with nationally recognised VET undertaken as part of the senior secondary certificate.

SWL experiences help students relate theory to a real world work environment while developing their skills. SWL recognition complements the training undertaken at the school and the Registered Training Organisation (RTO) and provides context for:

* enhancement of skills development
* practical application of industry knowledge
* assessment of units of competency/modules, as determined by the RTO
* increased employment opportunities.

More information on how SWL Recognition works is available on the [SWL webpage](https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/HowSWLWorks.aspx).

MWR - Mandatory Workplace requirements

Mandatory work placement has been included in several qualifications in various training packages for the purposes of workplace-based assessment.

Industry strongly supports the use of work placements in the community services and health sector to:

* strengthen the individual’s experience of the workplace.
* support future expectations of performance in the workforce.
* develop practice skills and application of knowledge within the workplace, promoting stronger embedding of learning.
* provide exposure to real workplace situations and circumstances which cannot be replicated in a learning environment or simulation.

Some of the units within the qualifications below require assessment in the workplace. Evidence of work placement must be collected as part of the performance evidence in the units in which the requirement appears. Evidence may include timesheets, logbooks, meeting minutes or other forms of workplace documentation.

Not every unit contains the requirement, in some qualifications it is one core and in others it can be more.

List of VCE VET programs that include mandatory workplace requirements:

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| **Code** | **Title** | **Workplacement hours** |
| CHC24015 | Certificate II in Active Volunteering | 20 Hours |
| CHC30121  | Certificate III in Early Childhood Education and Care | 160 hours |
| HLT33015 | Certificate III in Allied Health | 80 hours |
| HLT33115 | Certificate III in Health Services Assistance (for the specialisation Assisting in nursing work in acute care) | 80 hours |

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More information is available in the [Companion Volume Implementation Guide](file://VCAAFS01/vetnet.gov.au/Pages/TrainingDocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53)