**[Geoffrey O’Neill – A/Director, Curriculum]** Good afternoon and thank you for joining us for this webinar on Structured Workplace Learning Recognition for VET.

My name is Geoffrey O'Neill, and I'm currently the Acting Director of Curriculum here at the Victorian Curriculum and Assessment Authority. Joining me today in the webinar is Lauren Sayer, who's currently the Acting Executive Director for Curriculum, and Greg Cowan, the Acting Manager for the VET unit.

The purpose of this information webinar is to help you to understand and manage the changes to the Structured Workplace Learning Recognition for VET Study Design as part of the VCE. We intend to provide an overview of the new VCE Study Design and explain the changes to the Structured Workplace Learning Recognition in more detail. This webinar is being recorded and will be published in the coming days. Once we've had a chance to prepare the video edit, prepare the captioning and the transcript for that. I

'd like to start by acknowledging the Traditional Owners of the many lands each of us work, live and learn on, and are joining us on the webinar today right across Victoria. Today, I am joining you from the VCAA offices on the land of the Wurundjeri Woiwurrung people. I pay my respects, and our collective respects, to their Elders, past and present, and the Aboriginal elders who may be joining us today.

The primary focus of today's webinar is to provide you with additional information regarding the changes for Structured Workplace Learning from 2024. We understand many of you have questions around these changes. We hope that we will have answered many of these questions in the information we are prepared for today's webinar. You are welcome to ask questions using the Q and A function located on the bottom of your screen. We ask that you please ask these questions to All Panelists to ensure that we're able to see all the questions being received throughout the webinar.

It's likely we will not be able to respond directly to many of the questions during today's information webinar. But we assure you, your question will be received and it is logged against your email address that you have logged into this webinar with. If we do not respond to your question during the webinar, we'll follow-up directly with you in the following days after the webinar to respond to your query. We will also be using the questions received throughout this webinar to develop further FAQs and further advice for the implementation of this study design for 2024.

It's important to highlight right from the start the difference between Structured Workplace Learning and Structured Workplace Learning Recognition. The changes we are discussing in today's webinar are from the introduction of this new study design and impact on Structured Workplace Learning Recognition only. That is the credits students receive towards their VCE or VPC from the formal recognition of an SWL placement.

Structured Workplace Learning is an appropriate and valuable component of VCE VET programs and other vocational applied learning studies within the VM and VPC. Structured Workplace Learning involves on-the-job training in which students are required to master a designated set of skills and competencies related to VCE VET programs. Our VCE VET program publications include information related to Structured Workplace Learning appropriate to that program. In all cases, Structured Workplace Learning is strongly recommended for that VCE VET program.

Mandatory workplace requirements within a VCE VET qualification. For example, where a period of work placement is mandated for an award of the qualification or for where the assessment conditions from a unit of competency requires a statement regarding the requirement to demonstrate skills in the workplace are not impacted by this new study design. Such mandatory workplace requirements within the VCE VET qualification are part of that qualification and are assessed by the RTO.

So as I said, the focus for today's webinar is on the new study design, which is focusing on Structured Workplace Learning Recognition. Structured Workplace Learning Recognition is a valued program within the VCE, which includes the VCE VM. It's also a valued program as part of the VPC and previously, the VCAL. It provides students with the opportunity to experience, investigate, document, and reflect on on-the-job learning and workplace skills acquired through authentic work placement in an industry aligned with their VCE VET qualification or school-based assessment, sorry, school-based apprenticeship or traineeship, SBAT.

Since its pilot in 2017, its designer has helped thousands of students to apply the skills and knowledge they learn in their VET program in an industry environment. The Structured Workplace Learning Recognition program provides the formal framework and processes to enable students to integrate practical on-the-job experiences and learning in an authentic workplace with nationally recognised VET undertaken as part of their VCE or currently their VCAL. We are committed to ensuring Structured Workplace Learning Recognition continues to be part of our senior and foundation secondary qualifications, that being the VCE and the VPC.

The changes coming to the Structured Workplace Learning Recognition from 2024 were not something we wanted to do, especially announcing the changes so late in the year with limited time for schools and teachers to understand and implement the changes. We acknowledge and understand your disappointments and frustrations. We have had to make these changes as a requirement issued by the VRQA to ensure that we are meeting the minimum standards for registration. In 2022, the VCAA undertook a re-registration as an awarding body process with the Victorian Registration and Qualification Authority, the VRQA.

In December 2022, the VRQA advised that the VCAA's re-registration as an awarding body was re-registered, but imposed a restriction under the Education and Training Reform Act to restrict us from enrolling students in Structured Workplace Learning Recognition until we provided the VRQA with a study design for Structured Workplace Learning Recognition that demonstrated compliance with the minimum standards for registration under the Education Training and Reform regulations. This is why you could not enrol 2023 students into Structured Workplace Learning Recognition on VASS until late October this year.

Across 2023, we undertook a review to develop, we undertook a process to develop a VCE Study Design for Structured Workplace Learning Recognition. This study design was developed to ensure that we met the minimum standards for registration but also ensured the integrity and value of the existing Structured Workplace Learning program was maintained to continue to provide practical on-the-job experiences and learning in authentic workplace for students undertaking a VCE VET. This was not a formal review of a study that we would normally take for a VCE study, but rather a process to fit the existing Structured Workplace Learning Recognition program into a VCE Study Design shell. Consultation was not an option as we were under the direction of the VRQA to develop a VCE Study Design for Structured Workplace Learning Recognition that met the minimum standards for registration.

The VCAA worked closely with the VRQA across the year to ensure that the study design for Structured Workplace Learning Recognition that was being developed would demonstrate compliance with the minimum standards for registration. In late October this year, the restriction imposed by the VRQA was lifted after the study design submitted demonstrated compliance with the minimum standards and then the study design was accredited for VRQA. Once this restriction was lifted, this meant that students in 2023, having completed or planning to undertake work placement in Structured Workplace Learning Recognition can now enrol and be resulted in VASS in 2023 based on the current Structured Workplace Learning program arrangements.

From 2024, we are required to, students to undertake Structured Workplace Learning Recognition through enrolment and satisfactory completion of a newly accredited VCE Study Design. This change to Structured Workplace Learning Recognition arrangements with an implementation of a new VCE Study Design was required for us to ensure that Structured Workplace Learning Recognition continues to be part of our senior and foundation secondary offerings. This newly accredited VCE Study Design reflects and upholds the contemporary quality standards and ensures that we are able to continue to offer Structured Workplace Learning Recognition as part of our qualifications. Without meeting this requirement set out by the VRQA, we will not have been able to continue with Structured Workplace Learning in 2023, let alone beyond 2023.

We appreciate that schools, VCE providers and teachers will have a limited time to understand and manage these changes at this late stage of the year that this has been communicated. We did make a request to the VRQA for an extension of the implementation of the Study Design by 12 months to 2025. This request was made in recognition of the incredibly short timeline required for schools to implement and plan for this change for 2024. However, the VRQA determined that this is not possible and if we did not implement this accredited change to Structured Workplace Learning Recognition through a study design in 2024, we would not be able to have Structured Workplace Learning Recognition for any student in 2023 and beyond.

We have tried to minimise the changes to Structured Workplace Learning Recognition arrangements in the study design, bringing many of the key aspects, arrangements and processes of the current Structured Workplace Learning Recognition programs that we know, understand and value into the new VCE Study Design. To continue to to support schools to understand what these changes will mean for them, we have already published the new VCE Study Design and a series of frequently asked questions to support schools and providers. We are currently preparing support materials to offer teachers advice for planning, teaching and learning and assessment for this study design and these will be published in early 2024. Workplace Learning Records and Structured Workplace Learning, Workplace Learning Record assessment forms for 2024 are currently being finalised and will also be available for VCE providers in early 2024.

So from the beginning of 2024, for a student to receive a credit through Structured Workplace Learning Recognition, it must be delivered as a VCE Study Design called Structured Workplace Learning Recognition for VET. Structured Workplace Learning Recognition for VET provides students with the opportunity to experience, investigate and document, and reflect on on-the-job learning and workplace skills acquired through authentic work placements in an industry aligned with their VCE VET qualification or school-based apprenticeship or traineeship, SBAT.

There are two units for the study design. Unit one is focusing on learning in the workplace. Unit two is focusing on developing in the workplace. Schools will need to ensure that their delivery arrangements are in line with the requirements outlined in the VCE Study Design. Unlike other VCE studies, students must undertake Unit one prior to undertaking Unit two.

This is a requirement unique to this study, because in Unit two, we are building on the student's previous Structured Workplace Learning Recognition placement and students are required in Unit two to compare their experiences in different workplace settings or context compared to Unit one and two.

The current Structured Workplace Learning Recognition program arrangements require 10 hours of classroom instruction. In 2024, with the introduction of this study design, this has increased to 20 hours for each unit to ensure students are provided with the opportunity to develop the key skills and key knowledge to meet the outcome requirements of the study design. When combined with 80 hours of Structured Workplace Learning Recognition placement, this gets us to our 100 hours per unit. That is the equivalent of other VCE studies, which is 50 hours of classroom, scheduled classroom instruction, and 50 hours of self-directed learning per unit. This is further explained in our FAQs. We acknowledge this increase from 10 to 20 hours could present challenges with the planned timetabling arrangements for schools in 2024. We have provided an FAQ on our website, which provides guidance for schools on how they could manage this.

School principals are the formal authorities for many important procedural and managerial requirements for the VCE, which includes the provision of the scheduled classroom instruction hours per unit. The scheduling of 20 hours of classroom instruction for Structured Workplace Learning Recognition for VET will vary depending on the school's timetable structure, lesson lengths, staffing availability, resourcing, and other factors. We also understand that such a short notification of this change the decisions you make for Structured Workplace Learning Recognition arrangements for 2024 may not be ideally what you would've planned for, and implemented if you had the opportunity to implement this over 12 months with the study design.

Students undertaking a VCE VET VE1 VCE VET program can complete only one unit of Structured Workplace Learning Recognition for VET per year, which provides the opportunity for student, for schools, provides the opportunity for schools to schedule and deliver the required 20 hours of scheduled classroom instruction across the academic year, not just limiting it to one semester. So for VE1 VCE VET program students, only one unit can be recognised each year for Structured Workplace Learning Recognition. So there's the opportunity for that 20 hours to be spread across the academic year, not just limited to one semester.

Providers need to carefully consider and document how this meets the provision requirements of 20 hours of classroom instructions per unit on the local decisions that they make. The FAQ documents outline some considerations that students could make, schools could make to support students to meet this scheduled classroom instruction of 20 hours through the use of common students study periods that might be blocked in through the VCE VET programs or reviewing their current delivery of timetabled VCE classes and using excessive hours beyond the 50 hours of scheduled classroom instruction delivery to dedicate towards the implementation of Structured Workplace Learning Recognition. We understand that there will be needing some flexibility in 2024 for schools to manage how this 20 hours of scheduled classroom instruction per unit is introduced from this study design, and this will be done through local school-based decisions in line with the requirements of the study design.

So what does this mean for our students and our schools for VCE VET VE1 students? Currently, the Structured Workplace Learning Recognition credit is limited to one unit per year with a maximum of three units in any VCE VET single program. But this is changing. From 2024, students undertaking a VCE VET program that is classified as a VE1, they can complete one unit of Structured Workplace Learning Recognition per year with a maximum of two units in any VCE program based on their reflections of different units of competency from the qualification that forms part of the VCE VET program that they're undertaking.

For students undertaking a school-based apprenticeship and a traineeship and SBAT, currently, there is a maximum of four units that is available for SWLR, Structured Workplace Learning Recognition over the term of a student senior secondary enrolment. However, this is changing also. Again, there is only a maximum of two units per VCE program available to these students. Students undertaken an approved SBAT, classified as a VE2, can complete two units per year, but only a maximum of two units in any VCE program based on their reflections on different units of competency.

So for those both our VE1 and VE2 students, there is a maximum of only two units available for their VCE program.

Currently, students enrolled in a VE3 VET can obtain a Structured Workplace Learning Recognition credit. From 2024, students undertaking a VET program that is not on the VCE VET list of qualifications and is classified as a VE3 are ineligible to complete this VCE study. In addition to this, a student who has not undertaken a VET is no longer able to be eligible for Structured Workplace Learning Recognition credit. The Structured Workplace Learning Recognition General has been removed and is no longer available in 2024. Therefore, no students can undertake Structured Workplace Learning Recognition units without a VE1 or VE2.

We have provided an FAQ on our website that provides guidance for how schools could support students impacted by these changes. Schools may consider enrolling affected students into VCE industry and enterprise Unit one and two, which provides Structured Workplace Learning opportunities in educational, community, or industry settings as part of the Curriculum offering in that study design. You may also look at other options through VET programs as well. We're acutely aware of the impact on schools and students from these changes, particularly those who are planning on obtaining credit through Structured Workplace Learning Recognition General. We are currently investigating for future years other ways to recognise general workplace learning hours to support schools. However, this will not be in place for 2024. This will be required to meet the minimum standards of registration and accredited by the VRQA, so we'll be working on that.

A change for 2024, is that the Workplace Learning Records that students complete for their Structured Workplace Learning Recognition placement is not the only assessment tool to determine a student has met the requirements for Structured Workplace Learning Recognition credit.

As we have moved to a VCE Study Design, it follows the VCE Study Design requirements that is the award of the satisfactory completion of a unit in Structured Workplace Learning Recognition for the VET, will be based on whether the student has demonstrated a set of outcomes specified for the unit within the study design. Teachers should use a variety of learning activities and assessment tasks, which will include the Workplace Learning Record to provide a range of opportunities for students to demonstrate the key knowledge and key skills for the outcome. The areas of study including the key knowledge and key skills listed for the outcomes should be used for course design and development of learning activities and assessment tasks.

Assessment, like all VCE Study Design should be part of a regular teaching and learning program and mainly completed within class within a limited timeframe. Students undertaking this study must maintain a Workplace Learning Record related to their Structured Workplace Learning Recognition placement for recording authentication and assessment purposes. But this is not the only assessment that students undertake. Suitable assessment tasks are outlined in the study design and will be explained later in the webinar.

Students can obtain credit for satisfactory completion of each unit only once. Students already with Structured Workplace Learning credits from before 2024 will not be impacted by these changes. These credits do stand as is. However, this study has been deemed an equivalent study towards VCE completion. And from 2024, the Structured Workplace Learning Recognition for VET Study Design replaces the existing Structured Workplace Learning Recognition credit arrangements. If a student undertakes an equivalent study of a unit they've already satisfactory completed or received a credit for, only one of these units or credits can count towards satisfactory VCE completion.

For example, if a student has one Structured Workplace Learning credit from prior to 2024, this will mean that the student will not be able to undertake unit one of the new study design as this will be deemed an equivalent unit. However, they can undertake unit two of the new study design from 2024. If a student already has two or more Structured Workplace Learning Recognition credits as part of their VCE program prior to 2024, they will not be able to undertake any further units of Structured Workplace Learning Recognition in the new study design. This has been explained in our frequently asked questions on our website.

So the study design, as we explained, is made up of two units, Unit one and Unit two. In Unit one, students investigate Structured Workplace Learning options and plan and participate in their first Structured Workplace Learning placement in an industry aligned to their VCE VET qualification matched to their individual skills and interests. Through Structured Workplace Learning Recognition, students gain practical experience, engaging meaningful work-related tasks, develop industry-specific knowledge and skills, and apply and consolidate knowledge gained from their VCE VET qualification. Structured Workplace Learning Recognition provides students with a greater understanding of the workplace and the industry culture. After completing their first Structured Workplace Learning Recognition placement, students will reflect on their observations and the activities that they were exposed to during their work placement. This reinforces the vocational training undertaken in VET units of competency and identifies differences in the practises and areas where further training or practical experience may be required.

Structured Workplace Learning allows students to learn and practise employability skills contextualised to their workplace setting, which are valued by the industry and employers. Students will discuss their employability skills and what they have learned in the workplace to reassess their career goals. In Unit one, students will begin to establish industry networks and build on relationships with their employers and staff, which is essential for career development and the transition from school to employment or further training.

So within Unit one, we have two outcomes. Outcome one is focusing on setting up the student for their Structured Workplace Learning Recognition placement. So, on completion of this unit, students should be able to investigate the Structured Workplace Learning options related to the VET qualification they're undertaking, be able to describe their individual skills, interests, and transferable skills and career plan, and explain the workplace health and safety practises for that workplace. In this area of study for the outcomes, students will begin to understand the nature of the industry they've chosen, its sub-sectors and the range of occupations related to their chosen VCE VET qualification. They explore the different types of workplaces available for Structured Workplace Learning placement.

Students develop a learner profile which identifies individual skills and interests, skills gained from formal and informal learning, and they start their planned career path and aspirations. Students develop strategies to investigate and identify Structured Workplace Learning opportunities, participate in a job interview or meeting with the host employer to confirm placement arrangements, and complete the required and appropriate workplace health and safety requirements in which the student is undertaking the Structured Workplace Learning placement. In Outcome two, this is when the students is undertaking their Structured Workplace Learning 80-hour placement.

On completion of this unit, the student should be able to describe the skills they have acquired to the workplace learning experience, and how these relate to the VET units of competency and the changes they would make to improve their employability skills. In this area of study for the outcome, students undertake at least 80 hours of Structured Workplace Learning placement for Structured Workplace Learning Recognition. They develop an understanding of the employer's expectations regarding what employees should be able to do in their roles. Students negotiate with their teacher and host employer to determine specific work tasks, workplace routines, and appropriate hours for the work placement. They'll be exposed to different workplace processes and activities, work alongside colleagues and in groups, work with clients and customers problem solve and develop and refine their skills. They'll practise asking questions, obtaining information, locating resources, building relationships, listening, observing, planning, participating, and completing workplace activities amongst many other things. They discuss their learning and their performance in the workplace and reflect on how their work placement will impact on their future career goals.

To support the determination of an S and N for the outcomes, schools will be able to determine a School-based Assessment to be able to assess the student's ability to meet those outcomes. So suitable assessment for this unit may be selected from the following that's on the screen. Structured questions, a gap analysis on employability skills, an oral presentation, a written report, video or podcast, interview, a workplace work-based project, or a workplace journal or blog. They're just some of the suitable tasks that may be considered, but there are other ones that the schools might consider as well that best meets their needs.

In Unit two, students will undertake another Structured Workplace Learning placement and compare the differences between the workplace setting and the context of Unit one. In Unit two, students plan and participate in their second Structured Workplace Learning placement in an industry aligned with their VCE VET qualification to consolidate their knowledge, skills, and experience in the workplace. As I said, students compare their experiences across both placements in different workplace settings or contexts to develop their readiness for future career pathways. Through their second Structured Workplace Recognition placement, students will build on their practical experience, engaging meaningful work-related tasks, develop industry-specific knowledge and skills, and apply and consolidate knowledge gained from the VET qualification they're undertaking. Through the exposure of multiple workplace settings, through both Structured Workplace Learning Recognition placements, students will gain a greater understanding for the workplace and the industry cultures. In Unit two, students will also establish industry networks and build relationships with employers and staff, which is essential for career development and the transition from school to employment or further training.

So in Unit two, Outcome one, On completion of this unit, students should be able to identify and describe the different types of workplaces their chosen VET qualification can lead to and apply industry and workplace-specific knowledge and transferable skills to a different workplace setting or context to participate in the second Structured Workplace Learning Recognition placement. In this area of study for the outcome, students consolidate their understanding of the nature of the industry, its sub-sectors and the range of occupations related to their chosen VET qualification. Students compare and consolidate strategies to investigate and identify Structured Workplace Learning Recognition opportunities and again, participate in a job interview or meeting with a host employer to confirm placement arrangements.

In Outcome two, again, Outcome two is focusing on the placement itself and the 80 hours of Structured Workplace Learning Recognition that's undertaken. On completion of this unit, students should be able to apply industry and workplace-related knowledge and transferable skills to a different setting or context, make comparisons with the settings and describe changes they would make to improve the employability skills and explain future career goals. Students will continue to develop their employability skills by asking questions, obtaining information, participating in meetings and workplace activities, receiving and giving feedback and reflecting on their work placement. Students also compare and evaluate the consolidation of their employability skills across both Structured Workplace Learning Recognition placements in different workplace settings or contexts. Of course, students evaluate their learning and performance in the workplace and the impact that work placement has had on their future career goals.

Again, to determine the satisfactory completion of these outcomes, schools will develop School-based Assessments to assess whether the student has met these outcomes. Suitable assessments for this unit may also include those that were listed before, and those on your screen, including structured questions, a written report, a comparative report, comparing their two different workplace settings or contexts, an oral presentation, video or podcast, interview, work-based project, workplace journal or blog posts, or any other assessment deemed suitable by the school in order to determine that the student has met the satisfactory completion requirements for the outcome standard.

The Workplace Learning Record continues to be a key part of Structured Workplace Learning placement. Structured students will undertake this study, who undertake this study must maintain a Workplace Learning Record related to the Structured Workplace Learning Recognition placement for recording authentication and assessment purposes. However, this is not the only assessment that students will undertake. They will be undertaking others to determine whether they have met the outcomes of the study design as previously mentioned. Workplace Learning Records and Structured Workplace Learning Recognition, Workplace Learning Record assessment records, lots of records there, form will be available from 2024 and available to VCE providers in early 2024. Classroom teachers of the VCE Study Design for Structured Workplace Learning Recognition for VET are responsible for, to determining whether the student has demonstrated the said outcomes specified for the unit within the study design to award satisfactory completion for that unit in the study design. Classroom teachers should be using a variety of learning activities and assessment tasks to provide opportunities for students to demonstrate the key knowledge and key skills for the outcomes. We recommend that schools work closely with their VET trainers and teachers and vocational learning experts when assessing a student's submitted Workplace Learning Record. However, the S and N decision for an outcome and the VCE unit for Structured Workplace Learning Record, sorry, Structured Workplace Learning Recognition for VET Study Design is not made solely on the Workplace Learning Record itself. It is made by the classroom teacher based on the outcomes listed in the Structured Workplace Learning Recognition study design.

As I mentioned, we are currently preparing Support Materials to offer advice for planning, teaching, and learning and assessment for this study, and this will be published in early 2024. We also refer you to the Department of Education's Structured Workplace Learning Policy, which sets out the requirements for schools in planning and implementing structured work-based learning placements for secondary school students. We have developed a series of frequently asked questions which are published on our website. These will be updated regularly to reflect the questions we are receiving from you.

As I said at the start of this webinar, it is likely we will not be able to respond directly to all of your questions we've received during this information webinar. All questions we've received are logged with your email address and we'll follow-up with you in the coming days if we've not responded to your question. And we'll also use these questions received during today's webinar to further develop frequently asked questions and further advice for the study based on the questions we've received. This webinar has been recorded and will be published in the coming days, as I said, once we've had a chance to prepare the video edit captions and transcript. Thank you for joining us in this afternoon for this information webinar.

As I said at the start, we are committed to ensuring Structured Workplace Learning Recognition continues to be part of our senior and foundation secondary qualifications. I wish to reiterate that these changes coming to Structured Workplace Learning Recognition from 2024 was not something we wanted to do, especially announcing this change so late in the year with limited time for schools and teachers to understand and manage these changes at this late stage of the year. We acknowledge and understand your disappointment and frustrations. We hope that the information in this webinar has helped you to understand and manage the changes for Structured Workplace Learning Recognition as part of the VCE from 2024.

As I've mentioned, we will continue to develop frequently asked questions and develop further advice for the study based on the questions we received. So please refer to our website, where we'll publish further support materials and update frequently asked questions right up until the start of 2024 and beyond.

We'd like to thank you for your continued support of our students in our schools and VCE and VPC providers and helping to ensure that our young people have a bright future ahead of us. It's a really important role you play with us to achieving these for our young people and it's really truly appreciated. So thank you.

Should you have any questions related to Structured Workplace Learning Study Designs that hasn't been answered during today's webinar or answered on our website in our FAQs or study design and resources that are published, please contact the VCE Curriculum unit at the email address on the screen.

I'd like to thank you again for joining us this afternoon and wish you all the very best.

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