

Warning ! Do not use the back key at any time while in the website. To return to previous screen use the **Close** button within the window.

- 1 -



Western LCP Web Student

1. Go to www.wlcp.com.au
2. There are three tabs at the top right hand side of the screen select **Student login**
3. Log on as student.
 - Your teacher or web administrator has created a **user name** for you. Your user name is easy to remember. It is the first letter of your first or personal name followed by your family name, for example **Joseph Bloggs** will have the user name **jbloggs**.
 - Your teacher will also be able to tell you what the **generic password** is for your school. It is also easy to remember. It is part of your school name. For example the generic password for Lilydale Secondary School is **lilydale**. The first time you log in to the website you use the generic password for your school. You are then presented with a screen that asks you to create a **New Password** that is personal to you. Pick something that has at least 6 digits (letters or numbers) and confirm it by retyping in it in the box below.
 - If you ever forget your password ask your teacher to reset it. When they do this your password will return to your school's generic password. When you next log in you will be asked to change the generic password again. Hopefully to something you will remember this time!

Section One

4. Now that you are in the WLCP website you will be able to see that there are 4 tabs across the top part of the screen, **My Details**, **SWL Applications**, **My Applications** and **Log out**.
5. The **My Details** tab is already open for you. Within that screen there are an additional 3 tabs, **Details**, **Education** and **Guardian**. Good communication is vital during the planning, organising and completion of your work placement so it is very important that you complete this information.

Details

- Name, address, email, phone, specially your mobile so Western LCP can contact you after school hours. (Remember the first letters of your name and address are capital letters as are street names and suburbs!)
- Click on the calendar to select your **date of birth** (click on the inside arrows to move to the correct month and the outside arrows for the correct year).
- Your **Email** addresses is optional but very useful to us if you have one.
- Tick the **NESB** box if you are from non English speaking background and type in the language that your family speaks at home.

Tick the **Indigenous** box if you have Aboriginal or Torres Strait Islander heritage.
- Add any **Medical notes** that need to be taken into consideration for your placement to be successful.
- Select **Update Your Information** and it will prompt you to go to the next tab

Education

- ❑ Select your **Year/Level** from the drop down box
- ❑ Type in the name of your **Class** (if it has one) or the name of the teacher that takes the class for this area of your studies.
- ❑ Select your **Stream** or certificate of study from the drop down box. Select **VCE** if you're doing VET subjects as part of your VCE.
Select **VCAL** if you're doing a VET subject as part of your VCAL or if you are focusing on Work Education.
- ❑ Enter which **VET** course you are doing, (more than one may be entered.)
- ❑ Enter the certificate level of the VET course from **Highest Education**, click on **Update Your Information** and it will prompt you to go to the next tab.

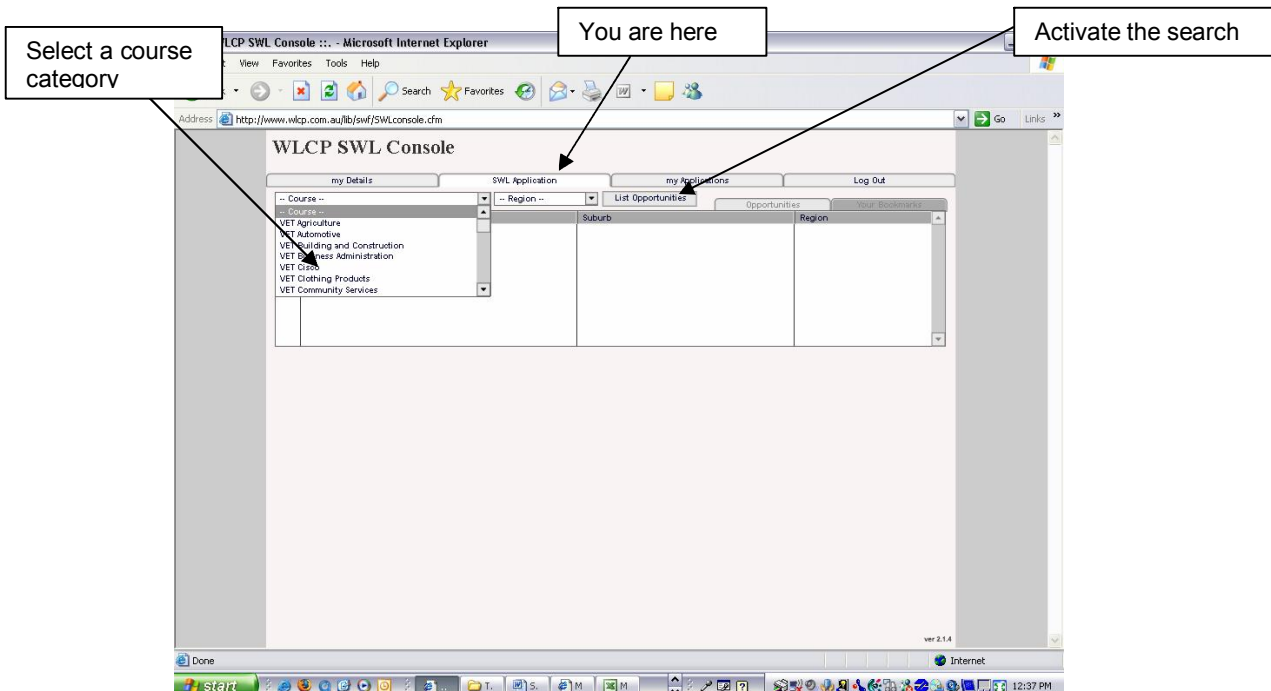
Guardian

- ❑ Enter the details of one of your parents or your guardian. These details will be used as an emergency contact for the employer. Add their phone number and, in the **Emergency Phone** box, enter a phone number that will be the most effective in contacting them should an emergency arise while you are on work placement (eg home, work or mobile). If this person doesn't have email, leave it blank.
- ❑ Select **Update Your Information**. If you have not completed all the details required you will be prompted to go back and do so. If you have completed your details successfully no message will appear and you will be free to move onto the **SWL Application** tab at the top of the screen.

SECTION 2

6. Select SWL Application

- ❑ Select a **Course** category from the drop down list. You are able to narrow your search to particular suburbs by selecting a **Region** however if you want to view all possible placements related to your course **not** selecting a region is a better option. To activate a search click on **List Opportunities**.



- A list of businesses will appear. To show the details of an opportunity with a particular business click on the business name. The lower half of the screen will then show you information about the placement opportunity. When reading this information please pay careful attention to the details provided and ask yourself “Can you get there?” “Do I have a pair of overalls” etc...
- Once you have found a business that interests you select **Bookmark this Opportunity** to add it to a list of possible placement applications. Continue searching and book marking opportunities until you are satisfied you have given yourself some suitable options then select the **Bookmark** list tab near the top right of the screen.

Note: It is recommended that you eventually make at least 3 applications with a maximum of five, so book marking several options now to choose from later is a useful thing to do.

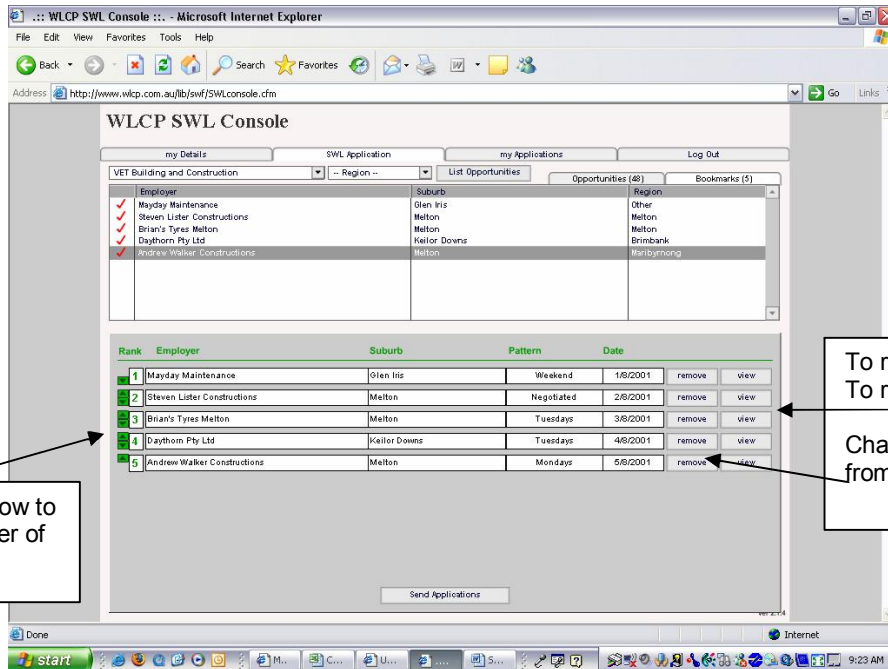
The screenshot shows the WDCP SWL Console interface. At the top, there are navigation tabs: 'my Details', 'SWL Application', 'my Applications', and 'Log Out'. Below this is a search area with a dropdown menu for 'Region' and a 'List Opportunities' button. The main content area displays a table of search results with columns for 'Employer', 'Suburb', and 'Region'. Below the table, there are input fields for 'Employer', 'Address', 'Suburb', 'Location', 'Area of Study', and 'Course'. At the bottom, there are tabs for 'Tasks', 'Safety', 'Dress', 'Attend', and 'Comments'. Callout boxes provide instructions: 'Your search will show you a list of businesses and their suburbs. Click on a business to show more details.' points to the search results table; 'Only open the Bookmark list when you have completely finished search for opportunities. If you close the list you will loose your choices' points to the 'List Opportunities' button; 'When you see an opportunity you are interested in bookmark it to view later from your Bookmark list.' points to the 'Bookmark this Opportunity' button; and 'Open each tab to view additional information' points to the bottom navigation tabs.

- You can now review your list of bookmarked opportunities.

Note: You should only open the bookmarks tab when you have completed searching for options as your bookmarked opportunities are not saved if you move out of the bookmark list.

Once you have decided which placements you want to apply for select it from the list. You will see that two additional boxes appear in the description.

1. Go to the **Placement pattern** drop down box and select the appropriate placement category: **One week block**, **Two week block** or one day a week on a particular day for up to eight weeks.
2. Click in the **Date required** box and on the calendar click on the 1st day of your placement, check you have the correct month and date. (On your 2nd, 3rd, 4th & 5th application, you need to click date twice)
3. At the bottom left of the screen click **select this application**. (You will note that the red **book marked** will now have changed to **selected**.)
4. Repeat this process for each of your choices.



5. You are now able to put your selections in order of preference by clicking the green arrows to the left.

- Once you are satisfied with your application select **Send Applications** at the middle bottom of screen.

SECTION 3

7. My Applications

- To view your list of applications and to follow their progress through the application process select the **My Applications** tab. The applications you have just made be listed with the status **requested**. This means that it is awaiting approval by your teacher.
- Once your teacher has viewed and approved an application it will appear with the status **Teacher approved**. Your application will then be processed by Western LCP and employers will be contacted to see if they are able to have you in their business for the dates you requested and the application status will now be **processing**.
- If the status changes to **Unsuccessful** your teacher or Western LCP has not been able to approve or arrange the placement. (Read the **Comments** tabs to check why)
- A status of **Placed** indicates that the application has been successful and Western LCP will send you a confirmation letter outlining employer details and relevant forms to be signed.
- You can revisit your applications at any time to see how things are going.

Note: If your application has not progressed from **requested** status it might be a good idea to remind your teacher about it so they can check it for approval.