

MELTON CITY LIBRARIES

STRUCTURED WORKPLACE LEARNING (SWL) INFORMATION

About Melton City Libraries

Melton City Libraries is pleased to provide several different work placement options for students and young people to volunteer throughout the year. This allows young people the opportunity to work with professional library staff in a busy and vibrant environment and gain practical experience.

Libraries have traditionally been spaces where noise is kept to a minimum with people studying, reading, and borrowing books. They have now transformed into bustling community and learning hubs welcoming diverse community members. Our library branches have little ones singing and rhyming with parents/carers/grandparents at story time, young people socialising and playing on PlayStations, and more recently providing people a place to work remotely.

Structured Workplace Learning (SWL) Arrangement: Overview

Students can expect to undertake the following tasks if they wish to pursue their structured workplace arrangement at Melton City Libraries:

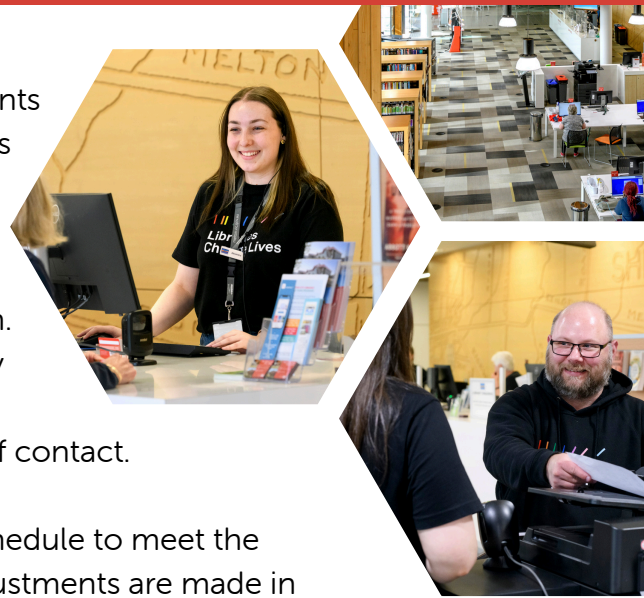
- check in returned library items and sort onto trolleys accurately.
- shelve books, DVDs, and magazines in alphabetic order.
- shelve patron holds in order alphabetically by surname.
- complete lists to locate specific library items on shelf.
- follow the schedule and manage time to complete the allocated tasks.
- provide patrons with technology assistance and navigating tasks such as printing, photocopying, scanning, and accessing online forms.



Following induction and training, it is expected that students undertaking SWL will be able to undertake the above tasks independently without direct supervision. Given the constraints on library staff for constant and active supervision of volunteers, it is important to consider whether working at the library aligns with this expectation. The student, however, will be assigned a dedicated library staff member to oversee their work, offer feedback and guidance, and serve as the primary organisational point of contact.

We can make reasonable adjustments to a placement schedule to meet the needs of students i.e., tasks and hours of work. These adjustments are made in consultation with the student and the relevant school/organisation whilst also taking into consideration the operational requirements of the library.

Melton City Libraries require proof of public liability insurance to cover the young person during their placement, as well as an agreement in place regarding the hours, days, and duration of the work placement program. We are unable to pay students/volunteers for their placement, with exception for those undertaking Year 10 Work Experience and Structured Workplace Learning through the Department of Education and Training.



Application Process

Every SWL request undergoes evaluation considering both availability and suitability. Priority is granted to individuals with a sincere passion for libraries, reading, literacy, and community engagement.

To apply for a Structured Workplace Arrangement position at Melton City Libraries please complete the webform on our website. To consider your application, we will require the following documentation:

- Cover letter outlining interest in undertaking SWL at the library.
- Completed Department of Education and Training Form.
- Resume outlining any other experience and at least one referee at current educational institution that can attest to the applicant's skills and current studies.

If you have any further questions about Structured Workplace Learning Arrangements at Melton City Libraries or require any clarification about our application process, please contact our Youth and Education Facilitators.