

**Ecole Sir John Franklin High School**

# **Work Education**

*Participating in a Structured Workplace Learning*

# **STUDENT LOG BOOK**

**Student name:**

---

**Date issued:**

---

**Company name:**

---

**Employer/Supervisor name:**

---

# Contents

<b>Student's personal details</b>	<b>3</b>
<b>Workplacement details</b>	<b>4</b>
<b>Information for the student</b>	<b>5</b>
<b>Information for the employer</b>	<b>6</b>
<b>Workplace induction/orientation</b>	<b>7</b>
<b>Required application – structured workplace learning</b>	<b>8</b>
<b>Structured workplace learning official recognition</b>	<b>9</b>
<b>General comments</b>	<b>10</b>
<b>Daily time sheet</b>	<b>11</b>
<b>Activity list</b>	<b>12-13</b>
<b>Structured workplace learning reflection</b>	<b>14</b>

## Student's personal details

---

Name: \_\_\_\_\_

Date of birth:            /        / \_\_\_\_\_

### Contact information:

School: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone and/or Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Emergency contact:

Name: \_\_\_\_\_

Relationship to student: \_\_\_\_\_

Telephone and/or Mobile: \_\_\_\_\_

## Information for the student

---

Your **Student Log Book or Journal or record of employment** is a valuable document as it provides:

- a record of the number of hours completed in structured workplace learning; and
- the activities you undertook during structured workplace learning.

There is the opportunity for you to reflect on your workplacement and record your thoughts – see **Structured workplace learning reflection** (p.14).

**Return your Log Book to your supervising counsellor (school contact) when you have completed your workplacement.**



# Information for the employer

---

The Student **Log Book or Journal or record of employment** forms a permanent record of the structured workplace learning component of Certificate I in Work Education, a nationally recognised training program.

It would be appreciated if you, the employer/supervisor, would complete the relevant sections which follow when appropriate.

## **Workplace induction/orientation (p.7)**

This section is to be completed by you, the employer/supervisor. It serves to verify that the student has been given site-specific information relating to the occupational health and safety issues relevant to your particular workplace.

## **Required Employee Evaluation (p.8)**

The required application for structured workplace learning is specified in the unit of competency *GENSWL101C: Participate in structured workplace learning*.

The unit comprises three (3) elements or essential outcomes:

1. Demonstrate responsible work practices
2. Complete allocated tasks to workplace standards
3. Demonstrate positive working relationships with relevant people.

For each element, there are a number of performance criteria which outline the required application students are expected to meet and are assessed against. These are listed on page 8 and provide the basis for any feedback that may be required by the school representative.

## **Structured workplace learning official recognition (p.9)**

Please complete this section as it verifies the student's participation in structured workplace learning.

## **General comments (p.10)**

This section is to be completed by all parties at the conclusion of structured workplace learning.

## **Daily time sheet (p.11)**

Please sign this record to verify that the information is true and correct. Students are required to bring the Log Book to work every day for verification.

## **Activity list (pp.12-13)**

Please sign this record to verify that the information is true and correct.



# Required application for structured workplace learning

ELEMENT	PERFORMANCE CRITERIA
1 Demonstrate responsible work practices	1.1 Responsible work behaviour in accordance with safe working practices is demonstrated.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	1.2 Working hours arrangements are complied with.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	1.3 Personal presentation standards are maintained.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
2 Complete allocated tasks to workplace standards	2.1 Task requirements are identified and confirmed in consultation with relevant person(s).
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	2.2 Conscientious work practices are demonstrated to complete task as instructed to meet workplace standards.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	2.3 Assistance is sought when necessary from relevant person(s).
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	2.4 Own work performance is monitored against workplace standards.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	2.5 Feedback on performance is responded to positively and used to improve work efficiency and productivity.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
3 Demonstrate positive working relationships with relevant people	3.1 Interaction with management, co-workers, customers or clients meets workplace standards.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>
	3.2 Work is undertaken cooperatively and productively in a team environment.
	<p style="text-align: center;">UNDERPERFORM <span style="float: right;">OUTPERFORM</span></p> <p style="text-align: center;">1 2 3 4 5 6 7 8 9 10</p>

# Structured Workplace Learning

## WORKPLACEMENT RECOGNITION

This is to verify that

has participated in \_\_\_\_\_ hours of workplace learning at

[Workplace Name and Location]

Employer/Supervisor Name:

Signature:

Date:

\_\_\_\_\_

/  /

# General comments

---

**Student name:**

**Company name:**

**Employer/Supervisor comments:**

Signature: ..... Date: / /

**Student comments:**

Signature: ..... Date: / /







# Structured workplace learning reflection

---

1. What do you feel you have gained from this experience?

2. What were the highlights?

3. What would you change if you could?

4. Other information you would like to add.