

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:

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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.

Workplace induction/orientation

Please tick as completed.

- Basic understanding of the activities undertaken by the organisation.
- Basic understanding of the management structure of the organisation.
- Understanding of work behaviour requirements and expectations.
- Understanding of the required dress standard applicable to the job and workplace.
- Knowledge of the safety requirements applicable to the job and workplace.
- Knowledge of applicable procedures in case of accidents and emergencies.
- Location of workplace facilities (eg. toilets, change rooms, exits, etc.).
- Knowledge of start/finish times, work-break times, work routines.
- Knowledge of the procedures to follow and the person to notify in the event of non-attendance.
- Introduction to people with whom the student will be working directly.
- Knowledge of the person to consult in the event of problems occurring.

Company name:

Supervisor name:

Supervisor signature:

Student name:

Student signature:

Date of induction:

/ /

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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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 OUTPERFORM</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.