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

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

Student's personal details

Name:		
Date of birth:		T II
Contact information:		
School:		W II V
Address:		
Contact person:		
Position:		
Telephone and/or Mobile:	V	
Fax:		
Email:		
Emergency contact:		
Name:		
Relationship to student:		
Telephone and/or Mobile:		11.5

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.

Workplacement details

Period of time:	From:	1 1		To: /	1	
Company name:			w			
Address:						_3
Manager:						
Workplace supervisor:						
Contact person:						
Name:						
Position:						
Preferred contact	Telephone:					
mode:	Mobile:				ul III	

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

Plea	se 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.						
Col	mpany name:						
	Supervisor name:						
- "	Supervisor signature:						
	Student name:						
Stu	dent signature:						
Dat	e of induction: / /						

Required application for structured workplace learning

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

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:	Deter	,	,
Signature.	Date:	1	1
Student comments:			
Signature:	Date:	1	1

Daily time sheet

Student name:

Company name:

DATE	Start a.m.	LUNCH BREAK	Finish p.m.	TOTAL HOURS	SPERVISOR'S INITIALS
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Supervisor signature:		
Date:	1	1

Activity list

Student name:
Company name:

Activity list (cont.)

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Structured workplace learning reflection

4. Other information you would like to add.

1.	What do you feel you have gained from this experience?	
2.	What were the highlights?	
3.	What would you change if you could?	