

Insert school name

QLD30981 Certificate II in Workplace Practices

GENSWL101C:
Participate in Structured Workplace Learning

STUDENT LOG BOOK

Student name:

Date issued:

Company name:

Employer/Supervisor name:

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Student's personal details

All details are to be printed clearly in ink.

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:

Workplacement details

All details are to be printed clearly in ink.

Period of time: From: / / To: / /

Company name:

Address:

Manager:

Workplace supervisor:

Nominated contact person:

Name:

Position:

Preferred contact mode: Telephone:

Mobile:

Information for the student

Your **Student Log Book** 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.

It is **your responsibility** to:

- show your Log Book to your employer/supervisor every day to verify that you have completed your time sheet accurately; and
- keep a list of all activities you have undertaken in the workplace and have the list signed-off at the end of your workplacement.

There is the opportunity for you to reflect on your workplacement and record your thoughts – see **Structured workplace learning reflection** (p.12).

Return your Log Book to your supervising teacher when you have completed your workplacement.

Information for the employer

The Student Log Book forms a permanent record of the structured workplace learning component of Certificate II in Workplace Practices, 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 application – structured workplace learning (p.8)

The required application for structured workplace learning is specified in the unit of competency *GENSWL201C: Participate in structured workplace learning 2*.

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

1. Comply with workplace policies and procedures
2. Work effectively to complete allocated tasks
3. Work harmoniously and productively with others.

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

GENSWL201C: Participate in structured workplace learning 2

ELEMENT

Elements describe the essential outcomes of a unit of competency.

PERFORMANCE CRITERIA

Performance Criteria describe the required performance needed to demonstrate achievement of the element.

- | | |
|---|---|
| 1 Comply with workplace policies and procedures | <ul style="list-style-type: none">1.1 Routine workplace practices are complied with consistently.1.2 Work tasks are undertaken safely at all times in accordance with workplace health and safety policies and procedures.1.3 Interaction with all people in the workplace complies with anti-discrimination and workplace harassment policies and procedures.1.4 Personal presentation standards are appropriate for job role and workplace location. |
| 2 Work effectively to complete allocated tasks | <ul style="list-style-type: none">2.1 Tasks are undertaken and completed with a positive attitude.2.2 Organisation skills are used to manage and complete tasks to workplace standards within designated timelines.2.3 Advice and feedback are responded to positively in order to improve workplace performance. |
| 3 Work harmoniously and productively with others | <ul style="list-style-type: none">3.1 Workplace communication standards are applied to achieve effective and purposeful exchange of information.3.2 Contribution to and participation in a work-based team environment is effective and appropriate. |

The performance criteria are the minimum requirement that a student is expected to meet while on workplacement.

Please use these as a basis for any feedback that may be required by the school representative.

Structured Workplace Learning 2

WORKPLACEMENT RECOGNITION

This is to verify that

has participated in hours of structured workplace learning at

[workplace name and location]

Employer/Supervisor Name:

Signature:

Date: / /

General comments

Student name:

Company name:

Employer/Supervisor comments:

Signature: _____

Date: / /

Visiting Teacher 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.