

Insert School Name

30970QLD Certificate I in Work Readiness

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

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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

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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

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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.14).

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

# Information for the employer

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The Student Log Book 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 application – structured workplace learning (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

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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

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## GENSWL101C: Participate in structured workplace learning

### 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.*

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

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

## 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

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Student name:

Company name:

Employer/Supervisor comments:

Signature: ..... Date: / /

Visiting Teacher comments:

Signature: ..... Date: / /

Student comments:

Signature: ..... Date: / /

# Daily time sheet

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Student name:

Company name:

DATE	Start a.m.	LUNCH BREAK	Finish p.m.	TOTAL HOURS	SPERVISOR'S INITIALS

Supervisor signature:

Date:                                    /        /





# Structured workplace learning reflection

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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.