



2019 Student Log & Assessment Book

Student name:

Date issued:

Employer signature:

Your **Student Log Book** is a valuable document as it provides:

- A record of the number of hours completed in structured work placement;
- The tasks undertaken during the structured work placement; and
- An individual record of your achievements that you can use to enhance future career advancement.

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
- You have listed all of the activities you have undertaken during your work placement. The activities should be entered daily

**Return your Log Book to Mrs Alarna Wills on
completion of your structured work placement.**

IT STARTS WITH A BROOM

by Jennifer Trybula, Tec-NQ

The Student's Perspective...

First day of work placement.
Look at me now!
I did my inductions.
Was introduced to the crowd.

I'm going to show them
I'm ready for this.
I can be a tradesman.
I won't be dismissed.

What's this I've been given?
They've shown me the broom.
I wanted equipment.
I wanted the tools.

Sweep the floors, they tell me.
That's not why I'm here.
I'm here to work.
I'm here for a career.

But I swept the floors
And swept them again.
My arms are tired
And the rubbish is binned.

In the process I watched
The work come and go.
The tradies intent on
Maintaining the flow.

The Employer's Perspective...

Welcome to work placement!
You're here to learn.
We're happy to have you.
Here, take this broom.

Take note of our workshop,
As you sweep and pass by.
Our tradesmen are working
To maintain supplies.
It took years to build
This business and learn
How to work these machines
and use them to earn.

This business has rhythm.
It maintains a flow.
The work is ongoing
We don't clean til it's slow.

There's much to gain
As you sweep and clean up.
You'll learn our system.
You'll show us your stuff.

We'll watch your good work
As we tool away.
We'll discuss how you did.
Did you help us today?

We started where you are.
There's no maid in this shop.
The tradies use tools.
The apprentices clean up.

We recruit apprentices
To learn and assist.
Give us good reason and
You'll be kept on our list.

We recruit when we're ready,
Put your resume through.
We'll remember your effort.
How you pushed the broom.



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Information for students & parents

Congratulations on starting your Structured Workplace Learning. This work placement is a required part of your education at Emerald SHS. Employers are not required to take students for work experience; in fact some employers may be hesitant to take on students. Please remember that these businesses are volunteering and they have committed time and money to training you with no financial gain. You must not abuse this privilege.

Before you begin work placement it is important that you understand the expectations of your behaviour, attendance, presentation and cooperation at the workplace. While on placement you must:

- Attend everyday at the hours directed by the employer. You may only take lunch breaks and other breaks as directed by the employer.
- Be punctual.
- Be polite and courteous to employers, employees and customers. A smile goes a long way.
- Participate fully by listening to and following instructions given. Ask questions when you need clarification.
- Keep information confidential. You must not gossip or speak about information that may be obtained during work placement outside of the workplace.
- Be prepared and dressed appropriately, with PPE (Personal Protective Equipment) if required.
- Follow the mobile phone policy of your workplace

Remember, you will not receive any form of payment as part of this work placement and as such should not ask the employer about any form of payment.

What if you are sick?: If you are sick it is essential that you contact the employer and state you are sick and you must also contact the school and explain your absence from Structured Work Placement.

Student Signature Date:/...../.....

Parent/Carer Signature Date:/...../.....



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Personal/School/Employer Details

Personal Information

Given Name	Surname	Date of Birth
Home Address		Home Phone & Mobile
Parent/Caregivers Name	Phone	Relationship to Student
Emergency Contact	Phone	Relationship to Student
<i>Please list any allergies/medical conditions or disability/special needs employer should know about:</i>		

School Contact Information

School: Emerald State High School
Address: Old Airport Drive Emerald
Contact person: Annette Carter - HOD VET
Alarna Wills – Work placement Coordinator
Telephone: (07) 4988 2222
Fax: (07) 4988 2200

Work Placement Details

Period of time: From: / / to... / /
Business name:
Address:
Phone:
Contact Person:
Contact Person's Position:



Information for employers/supervisors

The Student Log Book forms a permanent record of all duties performed by the student.

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

Workplace induction/orientation

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.

Structured work experience official recognition

Please complete this section as it will form part of the student's documentation of structured work experience.

General comments

This section is to be completed by all parties at the conclusion of the structured work experience.

Daily time sheet

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

Daily activity lists

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

Skills checklist

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



Workplace Induction/Orientation

Before placement

- Meet with the student, they will contact you prior to the placement
- Arrange with the students when and where they are to meet you on the first day and what time and where they will end the day
- Familiarise yourself with the Log Book and Work Experience agreement
- Plan some simple tasks that you can teach the student that they can get on with while you are busy

On the first day

- Conduct a site induction: discuss with the students any rules/preferences/policies you may have, in particular safety policies. Student and Employer to complete Workplace/Induction Checklist - Page on the next page. Larger companies may have formal induction processes
- Explain the work that you will be doing that day/week to the student
- Discuss the log book with the student

During the placement

- Have the same expectations of the students as you would of an apprentice/trainee
- Make time, at least once a day, to teach the student a new skill
- Select a simple task for the student to begin with
- Show the student how to do that particular task - you may need to demonstrate the task several times if it is complex
- Tell them why you do it this way and the problems that may be encountered
- Watch the student practice until he/she feels comfortable and you assess that they are ready to work on their own
- Correct poor technique and explain why good technique is important
- Let the student complete the task on their own - if possible a number of times
- Give encouragement and positive feedback
- If students are ill or unable to attend work on a day, students have been instructed to phone both you and the school to explain.

At the end of the placement

- Debrief the placement with both the student and the school
- Complete the relevant employer section of your logbook
- Add final comments to the record book and return to the student
- Verify the claims the student has made in the record book (Note: the student should have filled out the majority of the record book).
- Make some overall comments as to the students performance and their suitability for work in the industry
- Return the record book to the school or student
- Give some overall feedback to the student and school contact- this can be an informal chat with the student or school contact



Information for Students

Before your first day

Please tick as completed and employer to sign.

- ☐ Call your employer and find out:
 - ☐ Clothing requirements including shoes
 - ☐ Shift, what time do you start and finish
 - ☐ Where do you go and who do you report to on your first day
 - ☐ What will be their expectations of you and behaviour requirements.
 - ☐ What is their mobile phone policy.

On your first day

- ☐ Basic understanding of the activities undertaken by the organisation
- ☐ Basic understanding of the management structure of the organisation
- ☐ Knowledge of the safety requirements applicable to the job and workplace
- ☐ Knowledge of applicable procedures in case of accidents and emergencies
- ☐ Location of facilities, toilets, change rooms, lunch room, exits as applicable.
- ☐ 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

Name of organisation:

.....

Supervisor's name:

.....

Supervisor's signature:

.....

Date: / /



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Day 1 STUDENTS TO COMPLETE

Log of Activities

Day:	Date:
Start Time: Finish Time:	
Activities undertaken (<i>Refer to your Skills Checklist at back of booklet</i>):	
.....	
.....	
.....	
.....	
.....	
Student Initials: Supervisors Initials:	

(Please circle)

Presentation:	Good	Satisfactory	Poor
Communication:	Good	Satisfactory	Poor
Behaviour:	Good	Satisfactory	Poor
Initiative:	Good	Satisfactory	Poor
Work Ethic:	Good	Satisfactory	Poor

Employers Observations

General Comments:

.....

.....

Reflection

Day One - Where are you working?

1) What type of work does the company do? (Please specify - give examples)

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.....

.....

2) List three different types of positions and what these people do. Do they work casual, part-time or full-time?

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.....



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

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Day 2

Log of Activities

Day:	Date:
Start Time: Finish Time:	
Activities undertaken (<i>Refer to your Skills Checklist at back of booklet</i>):	
.....	
.....	
.....	
.....	
.....	
.....	
.....	
Student Initials: Supervisors Initials:	

(Please circle)

	Good	Satisfactory	Poor
Presentation:	Good	Satisfactory	Poor
Communication:	Good	Satisfactory	Poor
Behaviour:	Good	Satisfactory	Poor
Initiative:	Good	Satisfactory	Poor
Work Ethic:	Good	Satisfactory	Poor

Employers Observations

General Comments:

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Reflection



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Day Two - Skills and Career Paths?

- 1) What would you have to do in order to get a job here? For Example, what are the different ways of getting here? (Apprenticeship, TAFE, University)

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- 2) What personal qualities and skills are best for this type of work? Explain your answer?

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.....

- 3) What type of training is offered? Do they have a probation period for new employees?

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Day 3

Log of Activities

Day:	Date:
Start Time: Finish Time:	
Activities undertaken <i>(Refer to your Skills Checklist at back of booklet)</i> :	
.....	
.....	
.....	
.....	
.....	
Student Initials: Supervisors Initials:	

(Please circle)

Presentation:

Good

Satisfactory

Employers Observations

Poor

Communication:

Good

Satisfactory

Poor

Behaviour:

Good

Satisfactory

Poor

Initiative:

Good

Satisfactory

Poor

Work Ethic:

Good

Satisfactory

Poor

General Comments:

.....

.....

.....

Reflection



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Day Three - Responsibility?

- 1) What are the responsibilities of the employer at your workplace? (e.g. provide safe environment, provide instruction when needed etc)

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- 2) What are your responsibilities while at the workplace? (e.g. work in a safe manner, report any hazards, follow instructions)

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Day 4

Log of Activities

Day:

Date:

Start Time:

Finish Time:

Activities undertaken (*Refer to your Skills Checklist at back of booklet*):

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Student Initials: Supervisors Initials:

(Please circle)

Presentation:

Good

Satisfactory

Employers Observations

Poor

Communication:

Good

Satisfactory

Poor

Behaviour:

Good

Satisfactory

Poor

Initiative:

Good

Satisfactory

Poor

Work Ethic:

Good

Satisfactory

Poor

General Comments:

.....

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Reflection



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Day Four - Team Work?

1) When was a time you have worked as part of a team while on work placement?

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2) What skills did you use during this time (communication, helping others etc)?

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3) What would you do if you did not understand a task or instruction given to you?

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.....

Day 5

Log of Activities

Day:

Date:

Start Time:

Finish Time:

Activities undertaken (*Refer to your Skills Checklist at back of booklet*):

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.....
.....

Student Initials: Supervisors Initials:

(Please circle)

Presentation:

Good

Satisfactory

Employers Observations

Poor

Communication:

Good

Satisfactory

Poor

Behaviour:

Good

Satisfactory

Poor

Initiative:

Good

Satisfactory

Poor

Work Ethic:

Good

Satisfactory

Poor

General Comments:

.....
.....
.....

Reflection



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Day Five - General Pros/Cons

1) Is this career for you? Explain your answer?

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.....

2) What was the highlight of your time on work experience?

.....

.....

3) What did you not like about your experience?

.....

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Skills Checklist for Certificate II in Skills for Work and Vocational Pathways

EMPLOYER TO COMPLETE

Student Name:	
Employer/Supervisors Name:	
Trainer/ Assessor Name:	
Units of competency	FSKOCM07, FSKRDG10, FSKWTG09, BSBWHS201, FSKOCM06, FSKLRG09
Task/s	Students are to undertake work placement under the direction of their supervisor and in accordance with work placement policies and procedures.
Conditions	Real-life work place experience

During the structured workplace learning did the student:		YES	NO	N/A	DATE
FSKOCM07 – Interact Effectively with others at work					
Element: 2. Participate in interactions with others at work					
2.1	Use oral communication strategies to communicate effectively				
2.2	Use appropriate grammar, vocabulary and pronunciation				
2.3	Use appropriate non-verbal communication strategies				
Element: 3. Review own performance					



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STRUCTURED WORKPLACE LEARNING

During the structured workplace learning did the student:		YES	NO	N/A	DATE
3.1	Seek feedback on effectiveness of interaction with others at work				
FSKRDG10 – Read and respond to routine workplace information					
Element: 2. Interpret information in routine workplace texts					
2.1	Use navigation skills to locate relevant information				
2.2	Identify and interpret workplace terminology in texts				
2.3	Use reading strategies to locate and interpret relevant information				
2.4	Use critical reading skills to interpret information				
Element 3. Confirm understanding and respond to routine workplace texts					
3.1	Check that information in routine workplace texts has been correctly understood				
3.2	Use information to respond appropriately				
FSKWTG09 – Write routine workplace texts					
Element 2 Draft routine workplace texts					
2.1	Use drafting strategies to write routine workplace text				
2.2	Use appropriate layout and organisation				
2.3	Use appropriate grammar and vocabulary				
2.4	Use appropriate writing conventions				
Element 3 Review and finalise routine workplace texts					
3.1	Review text				
3.2	Revise and finalise text				
BSBWHS201 – Contribute to health and safety of self and others					
Element 1 Work safely					



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

During the structured workplace learning did the student:		YES	NO	N/A	DATE
1.1	Follow provided safety procedures and instructions when working				
1.2	Carry out pre start systems and equipment checks according to workplace procedures				
1.3	Follow workplace procedures for responding to emergency incidents				
Element 2 Implement work safety requirements					
2.1	Identify designated persons to whom queries and concerns about safety in the workplace should be directed				
2.2	Identify existing and potential hazards in the workplace, report them to designated persons and record them according to workplace procedures				
2.3	Identify and implement WHS procedures and work instructions				
2.4	Identify and report emergency incidents and injuries to designated persons according to workplace procedures				
2.5	Identify WHS duty holders and their duties for own work area				
3. Participate in WHS consultative processes					
3.1	Contribute to workplace meetings, inspections and other WHS consultative activities				
3.2	Raise WHS issues with designated persons according to organisational procedures				
3.3	Take actions to eliminate workplace hazards and reduce risks				
FSKOCM06 – Use oral communication skills to participate in workplace teams					
Element 2 Interact effectively in workplace teams					
2.1	Use oral communication strategies				
2.2	Use appropriate grammar, vocabulary and pronunciation				
2.3	Use appropriate non-verbal communication				
FSKLRG09 – Use strategies to respond to routine workplace problems					
Element 1 Plan to respond to workplace problems					
1.1	Identify routine workplace problems				



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING

Feedback from Employer/Supervisor, areas for Improvement:

Employer/Supervisor Signature: _____ Date: _____

Feedback from Teacher, areas for Improvement:

Teachers Signature: _____ Date: _____

Feedback from Student:

Student Signature: _____ Date: _____



Year 10 Work Experience

STRUCTURED WORKPLACE LEARNING