



**VET Dance  
Workplacement  
Log Book**

Certificate II 21764VIC Dance

School.....

Student name .....



**Australian Government**  

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**Department of Education, Science and Training**

**Statement**

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**Acknowledgment**

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YouthNow is pleased to be able to provide the updated version of the log book.  
We hope it is a useful addition to your work placement.

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# CONTACT DETAILS

## Student Details

Name: .....

Address: .....

Home Telephone: .....

Emergency Contact name: .....

Emergency Contact Telephone: .....

## School Details

School: .....

Address: .....

Telephone: .....

Contact Person: .....

## Employer Details

Organisation: .....

Address: .....

Telephone: .....

Contact Person/Supervisor: .....

## Structured Workplace Learning support provided by

Program Coordinator: .....

Address: .....

Telephone: .....

Organisation: .....

## INTRODUCTION

Vocational Education and Training (VET) in Schools provide training both in the classroom and in the workplace. This logbook provides a record of the student's achievements and learning activities. Learning in a workplace environment reinforces the concepts that are taught, ensuring the student can perform the activity or function within an occupation to the standards of the industry or sector i.e. they have achieved competency.

SWL placements compliment the structured training undertaken at school. It provides the context for;

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competencies, as determined by the Training Organisation
- increase of opportunity for project based experience

This logbook demonstrates:

- how the student's skills are developing in the workplace
- an overview of what was achieved during the program.

When completed the log book provides a summary of all the skills acquired by the student during the program, so it can be used as evidence:

- for prospective employers
- when claiming advanced standing in further training programs.

## KEY DEFINITIONS

### **Competence:**

Describes performance that is normally required to produce a satisfactory result. It is the standard that you as an employer require of your employees.

### **Structured Workplace Learning:**

When students undertake specific studies in a Vocational area of their choice under a VET in Schools program they then have the opportunity to display these skills on the job with an employer.

### **Performance Criteria:**

These are statements that specify the standard of performance required.

*Should there be any other terms used in this logbook that you are unsure of please contact the Vocational Placement Officer listed at the front of this logbook*

## Guidelines for Employers and Supervisors

### **How do I use the log book?**

When a student has successfully completed a "Task", the Workplace Supervisor should **sign and date in the appropriate place**. It is recommended that you refer to the log book with the student every day or at least twice a week in order to focus the student on what they should be learning and to sign off any competencies that have been achieved.

Please date and sign next to **Task** in the log book if the student has the opportunity to practise that skill in your workplace AND you are satisfied that the student can do this at the level expected of a trainee in your organisation. Please provide the student with exposure to as many skills as possible, but note that there is no expectation that you will be in a position to cover everything in the log book.

### **What should I pay the student?**

You need to pay the student a minimum amount of \$5 per day, as stated on the Structured Work Place Learning Arrangement Form.

# STRUCTURED WORK PLACE LEARNING

## Orientation Checklist.

	Discussion Completed		Discussion Completed
<p><b>Words of welcome</b></p> <ul style="list-style-type: none"> <li>• Welcome the student to the organisation</li> <li>• Chat with employee to reduce tension.</li> </ul>	<input type="checkbox"/>	<p><b>Discuss job, content/job description</b></p> <ul style="list-style-type: none"> <li>• Explain the basic duties and responsibilities of the job. Again show the importance of the job.</li> <li>• Explain dress code required.</li> </ul>	<input type="checkbox"/>
<p><b>Provide a tour of entire work area.</b></p>	<input type="checkbox"/>	<p><b>Explain the nature of the business and the importance of the functions the student will perform.</b></p>	<input type="checkbox"/>
<p><b>Introduction to co-workers and immediate supervisor.</b></p> <ul style="list-style-type: none"> <li>• Introduce the structured work place learning student to the person who will be responsible for doing the training on the job if you will not be doing it yourself.</li> <li>• Introduce the student to their immediate supervisor, if it is someone other than yourself.</li> <li>• Make sure the student understands who they report to during the training period.</li> <li>• Identify who they can go to for help when they can not find the supervisor.</li> </ul>	<input type="checkbox"/>	<p><b>Explain problem solving or grievance procedure</b></p>	<input type="checkbox"/>
<p><b>Explain working conditions.</b></p> <p>Show the student:</p> <ul style="list-style-type: none"> <li>• Where they do their work.</li> <li>• When they do their work:                             <ul style="list-style-type: none"> <li>– starting time</li> <li>– finishing time</li> <li>– Pay, method of payment</li> <li>– break periods and location</li> <li>– meal period (canteen)</li> <li>– toilets/locker rooms</li> <li>– personal use of telephone</li> <li>– Staff entrance</li> </ul> </li> </ul>	<input type="checkbox"/>	<p><b>Fire and safety (explain as appropriate)</b></p> <ul style="list-style-type: none"> <li>• Fire alarms and procedures</li> <li>• First aid locations</li> <li>• Safety and reporting procedures</li> </ul>	<input type="checkbox"/>
		<p><b>General information:</b></p> <p>As appropriate, explain:</p> <ul style="list-style-type: none"> <li>• Who and how to call if a problem develops and employee is going to be absent or late.</li> <li>• Available public transport.</li> </ul>	<input type="checkbox"/>
<p><b>Employee's Signature:</b> .....</p> <p><b>Manager/Supervisor Signature:</b> .....</p>			

## Attendance Record Guidelines

### How do I keep track of the student's attendance?

Please keep a record of the student's attendance (See below)

Please phone your School contact in the event that the student does not attend on any particular day, even if the student has phoned you to let you know that they cannot attend.

Please ensure that you do not have the student working at times other than outlined on the Structured work place learning Agreement Form, as the student is only covered by WorkCover for the times specified on that form.

### How often should I look at the log book?

It is recommended that you refer to the log book with the student every day or at least twice a week in order to focus the student on what they should be learning and to tick off any competencies that have been achieved.

(You may like to photocopy this to have it with you, as the student may need to refer to their log book frequently)

Day	Date	Arrival Time	Lunch Break	Departure Time

## LIST OF COMPETENCIES

For a Certificate II qualification in Dance this student will be studying a combination of the following units. The units are fundamental or core units that the student must complete.

Code	VCE VET units 1 - 2
Core	
HLTFA1A	Apply basic first aid
VBQU065	Develop a basic level of physical condition for dance performance
VBQU066	Develop basic dance techniques
CUECOR02B	Work with others
CUFSAF01B	Follow health, safety and security procedures
CUVCOR11A	Source information on history and theory and apply to own area of work
Code	VCE VET units 3 - 4
CUEIND01B	Source and apply entertainment industry knowledge
VBQU067	Prepare self for a dance performance
VBQU068	Refine basic dance techniques
VBQU069	Apply basic dance techniques for performance



## COMPETENCY RECORD SHEET

### VCE VET units 1 -2

#### HLTFA1A Apply basic first aid

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Assess the situation		
2. Apply basic first aid techniques		
3. Communicate details of the incident		

#### VBQU065 Develop a basic level of physical condition for dance performance

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Apply nutrition principles to the requirements of a dancer		
2. Identify physiological elements of dance		
3. Apply basic techniques to improve strength		
4. Apply basic techniques to improve flexibility		
5. Apply basic techniques to improve stamina		

## VBQU066 Develop basic dance techniques

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Explore dance techniques		
2. Participate in personal warm-up and class preparation		
3. Apply basic dance techniques		
4. Develop combinations of dance techniques within specified exercises		
5. Demonstrate safe cool down exercises		

## CUECOR02B Work with others

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Participate in the work/group process		
2. Contribute to the flow of information and ideas		
3. Deal effectively with issues, problems and conflicts		

**CUSFAF01B Follow health, safety and security procedures**

<b>Practical Evidence Report</b>		
<b>Elements of Competency</b>	<b>Tasks that student undertakes in work place</b>	<b>Supervisor Signature</b>
1. Follow workplace procedures on health, safety and security		
2. Deal with emergency situations		
3. Maintain personal safety standards		
4. Provide feedback on health, safety and security		

**CUVCOR11A Source information on history and theory and apply to own area of work**

<b>Practical Evidence Report</b>		
<b>Elements of Competency</b>	<b>Tasks that student undertakes in work place</b>	<b>Supervisor Signature</b>
1. Collect information on history and theory		
2. Apply information to own area of study		

## VCE VET Units 3-4

### CUEIND01B Source and apply entertainment industry knowledge

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Source and apply information on the structure and operation of the entertainment industry		
2. Source and apply knowledge of industry employment obligations and opportunities		
3. Seek information on new technology		
4. Seek opportunities to update industry knowledge		

### VBQU067 Prepare self for a dance performance

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Rehearse for performance		
2. Prepare to meet the required level of concentration and focus in performance		
3. Prepare physical appearance		
4. Apply techniques to overcome the effects of performance anxiety		

## VBQU068 Refine basic dance techniques

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Explore <i>artistic expression</i> in dance techniques		
2. Participate in personal warm-up and class preparation		
3. Incorporate artistic expression into basic dance techniques		
4. Develop sequences illustrating specific technical and expressive requirements		
5. Perform safe cool down exercises		

## VBQU069 Apply basic dance techniques for performances

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Participate in personal warm-up and class preparation		
2. Rehearse dance		
3. Perform dance		

## Student's Demonstrated Qualities and Attributes

One of the benefits of structured work place learning is that the student learns the importance of key qualities and attributes that are essential for success in any job.

The workplace supervisor is asked to provide feedback about the student's performance in the following areas:

Quality/Attribute	Employer Assessment of Student Performance			Comments, if explanation is necessary
	Consistent and reliable	Needs some prompting	Requires further training	
Clarifies instructions to ensure can proceed with task correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible- will do what is required at the time, tries to fit in with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicates in an appropriate manner with others in the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displays initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate personal presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctual and reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workplace Supervisor Signature:</b> _____ <b>Date:</b> _____				

Further comments (optional)

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