



Building and Construction Workplacement Log Book

21844VIC Certificate II Building and Construction:

Bricklaying Stream

Carpentry Stream

Painting and Decorating Stream

School.....

Student name



Australian Government

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>Words of welcome</p> <ul style="list-style-type: none"> • Welcome the student to the organisation • Chat with employee to reduce tension. 	<input type="checkbox"/>	<p>Discuss job, content/job description</p> <ul style="list-style-type: none"> • Explain the basic duties and responsibilities of the job. Again show the importance of the job. • Explain dress code required. 	<input type="checkbox"/>
<p>Provide a tour of entire work area.</p>	<input type="checkbox"/>	<p>Explain the nature of the business and the importance of the functions the student will perform.</p>	<input type="checkbox"/>
<p>Introduction to co-workers and immediate supervisor.</p> <ul style="list-style-type: none"> • 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. • Introduce the student to their immediate supervisor, if it is someone other than yourself. • Make sure the student understands who they report to during the training period. • Identify who they can go to for help when they can not find the supervisor. 	<input type="checkbox"/>	<p>Explain problem solving or grievance procedure</p>	<input type="checkbox"/>
<p>Explain working conditions.</p>	<input type="checkbox"/>	<p>Fire and safety (explain as appropriate)</p> <ul style="list-style-type: none"> • Fire alarms and procedures • First aid locations • Safety and reporting procedures 	<input type="checkbox"/>
<p>Show the student:</p> <ul style="list-style-type: none"> • Where they do their work. • When they do their work: <ul style="list-style-type: none"> – starting time – finishing time – Pay, method of payment – break periods and location – meal period (canteen) – toilets/locker rooms – personal use of telephone – Staff entrance 	<input type="checkbox"/>	<p>General information:</p> <p>As appropriate, explain:</p> <ul style="list-style-type: none"> • Who and how to call if a problem develops and employee is going to be absent or late. • Available public transport. 	<input type="checkbox"/>
<p>Employee's Signature:</p> <p>Manager/Supervisor Signature:</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 Building and Construction this student will be studying a combination of the following units. There are three streams of study for this qualification: Bricklaying, Carpentry and Painting and Decorating. The student will be studying the fundamental or core units that are common to all streams as well as the units of the stream they have elected to study.

Code	Title	VCE VET Units 1 - 4
Common Modules taken over two years		
VBQM697	Workplace safety and industry induction	
VBQM698	Workplace procedures for environmental sustainability	
VBQM699	Basic first aid	
VBQM700	Building structures	
VBQM701	Calculations for the building industry	
VBQM705	Levelling	
VBQM704	Introduction to scaffolding	
VBQM706	Quality principles for the building industry	
VBQM707	Safe handling and use of plant and power tools	
VBQM708	Workplace documents and plans	
VPAU349	Work safely in the construction industry (CI Card)	
Carpentry Stream		
VBQM723	Introduction to demolition	
VBQM721	Installation of window and door frames	
VBQM714	Carpentry hand tools	
VBQM716	Basic setting out	
VBQM717	Sub floor framing	
VBQM718	Wall framing	
VBQM719	Roof framing	
VBQM720	External cladding	
Painting and Decorating Stream		
VBQM725	Painting and decorating hand tools	
VBQM726	Surface preparation	
VBQM729	Paint application	
VBQM727	Paint principles	
VBQM728	Colour theory and practice	

LIST OF COMPETENCIES

Code	Title	VCE VET Units 1 - 4
Bricklaying Stream		
VBQM709	Bricklaying hand tools	
VBQM713	Masonry blockwork	
VBQM710	Bricklaying basic skills	

COMPETENCY RECORD SHEET

VCE VET Common Modules

VBQM697 - Workplace safety and industry induction

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM698 - Workplace procedures for environmental sustainability

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM699 - Basic first aid

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM700 - Building structures

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM701 - Calculations for the building industry

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM705 – Levelling

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM704 - Introduction to scaffolding

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM706 - Quality principles for the building industry

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM707 - Safe handling and use of plant and power tools

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM708 - Workplace documents and plans

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

Carpentry Stream

VBQM723 - Introduction to demolition

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM714 - Carpentry hand tools

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM716 - Basic setting out

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM717 - Sub floor framing

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM718 - Wall framing

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM719 - Roof framing

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM720 - External cladding

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM721 - Installation of window and door frames

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

Painting and Decorating Stream

VBQM725 - Painting and decorating hand tools

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM726 - Surface preparation

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM729 - Paint application

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM727 - Paint principles

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM728 - Colour theory and practice

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

Bricklaying stream

VBQM709 - Bricklaying hand tools

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEET

VBQM713 - Masonry blockwork

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

VBQM710 - Bricklaying basic skills

Practical Evidence Report	
Tasks that student undertakes in work place	Supervisor Signature

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"/>	
Workplace Supervisor Signature: _____ Date: _____				

Further comments (optional)

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