



**VCE VET  
Interactive Digital Media  
Workplacement  
Log Book**

**Incorporating  
Program 1 - CUF20107 Certificate II in Creative Industries  
(Media)**

**Program 2 - CUF30107 Certificate III in Media**

School.....

Student name .....



**Australian Government**  
**Department of Education, Science and Training**

**Statement**

“©Commonwealth of Australia March 2002.

This work is Commonwealth copyright. It may be reproduced in whole or in part for study or training purposes, subject to the inclusion of an acknowledgment of the sources and no commercial usage or sale. Reproduction for the purposes other than those indicated above requires the written permission of the Department of Education, Science & Training. Requests and enquiries concerning reproduction and copyright should be addressed to the Assistant Secretary, Enterprise & Career Education Branch, Training and Youth Division, Department of Education, Science & Training, GPO Box 9880, CANBERRA CITY, ACT, 2601.”

**Disclaimer**

“The views expressed herein do not necessarily represent the views of the Commonwealth Department of Education, Science & Training which accepts no responsibility for their accuracy”.

**Acknowledgment**

“This product was funded by the Commonwealth Department of Education, Science & Training under the Enterprise and Career Education Foundation Limited Program”.



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.

## Table of Contents

Contact Details	Page 4
Introduction and Guidelines for Employers and Supervisors	Page 5
SWL Orientation Checklist	Page 6
Attendance Record	Page 7
List of Competencies	Page 8 - 10
Competency Record Sheets	Page 10-20
Student's Demonstrated Qualities and Attributes	Page 21

# 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 qualification in Interactive Digital Media this student will be studying a combination of the following units. Some of the units are fundamental or core units that the student must complete and others will be the electives this student has chosen to study.

Code	Title	VCE VET units 1 - 2
<b>Program 1</b>		<b>CUF20107 CERTIFICATE II IN CREATIVE INDUSTRIES</b>
<b>Core</b>		
BSBCRT101A	Apply critical thinking techniques	
CUFIND201A	Develop and apply creative arts industry knowledge	
BSBOHS201A	Participate in OHS processes	
BSBWOR203A	Work effectively with others	
<b>Specialist elective units. 2 are selected</b>		
CUFCAM201A	Assist with a basic camera shoot	
CUFDIG201A	Maintain interactive content	
CULLB307C	Use multimedia	
ICPMM296A	Create and test a CD-ROM/DVD	
CUFAIR201A	Develop techniques for presenting information on radio	
CUFPOS201A	Perform basic vision and sound editing	
CUFRES201A	Collect and organise content for broadcast or publication	
CUERP03B	Apply a general knowledge or props construction	
CUFRP201A	Repair, maintain and alter props	
CUESCE05B	Apply a general knowledge of scenic art	
CUFSCE201A	Prepare and prime scenic art cloths	
CUFSCE202A	Apply set construction techniques	
CUESOU07B	Apply a general knowledge of q\audio to work activities	
CUSSOU04A	Record sound	
CUSSOU09A	Mix sound sources	
CUFSOU204A	Perform basic sound editing	
<b>Electives. 2 may be selected (or two more from the previous list)</b>		
BSBCRT301A	Develop and extend critical and creative thinking skills	
BSBCUS201A	Deliver a service to customers	
BSBDES201A	Follow a design process	
BSBDES202A	Evaluate the nature of design in specific industry context	
BSBDIV301A	Work effectively with diversity	



Code	Title	VCE VET units 1 - 2
<b>Program 1</b>	<b>CUF20107 CERTIFICATE II IN CREATIVE INDUSTRIES</b>	
<b>Electives. cont.</b>		
BSBFIA301A	Maintain financial records	
HLTFA201A	Provide basic emergency life support	
MEM18001C	Use hand tools	
MEM18001C	Use power tools/hand held operation	
MEM05012C	Perform routine manual arc welding	
MEM05001B	Perform manual soldering/desoldering – electrical/electronic components	
ICAU2006B	Operate computing packages	
BSBINM201A	Process and maintain workplace information	
CUFLGT101A	Apply a general knowledge of lighting to work activities	
CUETGW15B	Handle physical elements safely during bump in/bump out	
BSBWOR202A	Organise and complete daily work activities	

Code	Title	VCE VET units 1 - 2
<b>Program 2</b>	<b>CUF30107 CERTIFICATE III IN MEDIA</b>	
Compulsory Units		
BSBCRT301A	Develop and extend critical and creative thinking skills	
CUFIND301A	Work effectively in the screen and media industries	
BSBOHS201A	Participate in OHS processes	
CUFDIG303A	Produce and prepare photo images	
<b>Electives 2+ may be selected</b>		
CUFANM303A	Create 3D digital models	
CUVCOR08A	Produce drawings to represent and communicate the concept	
CUFSOU301A	Prepare audio assets	
CUFCMP301A	Implement copyright arrangements	
CUFDIG303A	Maintain interactive content	
ICAU3126B	Use advanced features of computer applications	
CUFRES201A	Collect and organise content for broadcast of publication	
BSBDES201A	Follow a design process	

Code	Title	VCE VET units 3 - 4
<b>Program 2</b>	<b>CUF30107 CERTIFICATE III IN MEDIA</b>	
CUFANM301A	Create 2 D digital animations	
CUFWRT301A	Write content for a range of media	
BSBDES302A	Explore and apply the creative design process to 2D forms	
CUFDIG302A	Author interactive sequences	
CUFDIG301A	Prepare video assets	
CUFDIG304A	Create visual design components	

## COMPETENCY RECORD SHEET

### VCE VET units 1 -2

### CUF20107 CERTIFICATE II IN CREATIVE INDUSTRIES

#### BSBCRT101A - Apply critical thinking techniques

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Examine the value of curiosity and questioning		
2. Develop the habit of asking questions and wondering why		
3. Contribute to answers as well as questions		

## COMPETENCY RECORD SHEET

### CUFIND201A - Develop and apply creative arts industry knowledge

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Source and apply industry information		
2. Identify industry laws and regulations		
3. Update and maintain industry knowledge		

### BSBOHS201A - Participate in OHS processes

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Work safely		
2. Implement workplace safety requirements		
3. Participate in OHS consultative processes		
4. Follow safety procedures		

## COMPETENCY RECORD SHEET

### BSBWOR203A - Work effectively with others

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Develop effective workplace relationships		
2. Contribute to workgroup activities		
3. Deal effectively with issues, problems and conflict		

### Specialist Elective 1

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

## COMPETENCY RECORD SHEET

### Specialist elective 2

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

### Elective 1

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

## COMPETENCY RECORD SHEET

### Elective 2

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

### VCE VET units 1 -2

### Program 2

### CUF30107 CERTIFICATE III IN MEDIA

### BSBCRT301A - Develop and extend critical and creative thinking skills

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Develop a questioning mindset		
2. Generate ideas and responses		
3. Challenge, test and re invent ideas		
4. Enhance creative thinking skills		

## COMPETENCY RECORD SHEET

### CUFIND301A - Work effectively in the screen and media industries

<b>Practical Evidence Report</b>		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Communicate effectively with others		
2. Take responsibility for own personal development		
3. Perform own job role effectively		
4. Participate in quality improvement activities		

### BSBOHS201A - Participate in OHS processes

<b>Practical Evidence Report</b>		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Work safely		
2. Implement workplace safety requirements		
3. Participate in OHS consultative processes		
4. Follow safety procedures		

## COMPETENCY RECORD SHEET

### CUFDIG303A - Produce and prepare photo images

<i>Practical Evidence Report</i>		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Use scanner to capture photo images		
2. Use digital camera to create photo images		
3. Edit photo images		
4. Prepare photo image assets		

### Elective 1

<b>Practical Evidence Report</b>		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		



## COMPETENCY RECORD SHEET

### Elective 2

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

### Elective 3

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

## COMPETENCY RECORD SHEET

### CUFANM301A - Create 2 D digital animations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify animation requirements		
2. Generate and assess ideas		
3. Plan approach		
4. Produce animations		

### CUFWRT301A - Write content for a range of media

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare to write content		
2. Draft content		
3. Finalise content		

## COMPETENCY RECORD SHEET

### BSBDES302A - Explore and apply the creative design process to 2D forms

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Source information on 2-dimensional design		
2. Explore the creative design process for 2-dimensional forms		
3. Communicate concepts or ideas through application of design processes to 2-dimensional forms		

### CUFDIG302A - Author interactive sequences

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan use of authoring tool		
2. Prepare to use authoring tool		
3. Produce interactive sequences		
4. Check functionality of interactive sequence		

## COMPETENCY RECORD SHEET

### CUFDIG301A - Prepare video assets

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify video assets		
2. Prepare video assets		
3. Package video assets		

### CUFDIG304A - Create visual design components

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Clarify work requirements		
2. Generate and assess ideas		
3. Plan approach		
4. Produce visual design components		
5. Finalise visual design components		

## COMPETENCY RECORD SHEET

### Elective 1

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		

### Elective 2

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

## 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	
<b>Clarifies instructions to ensure can proceed with task correctly</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Attention to detail</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Flexible- will do what is required at the time, tries to fit in with others</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Communicates in an appropriate manner with others in the team</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displays initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Appropriate personal presentation</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Punctual and reliable</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Organised</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workplace Supervisor Signature:</b> _____ <b>Date:</b> _____				

Further comments (optional)

.....

.....

.....

.....  
.....