



**Applied Fashion Design
and Technology
Work Placement logbook**

**LMT21707 - Certificate II in Applied Fashion Design and
Technology**

and selected units of competency from

**LMT31707 - Certificate III in Applied Fashion Design and
Technology**

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Student Name.....
School.....



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 this updated version of the log book.
We hope it is a useful addition to your work placement.

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Student Details

Name:
Address:
Home Telephone:
Emergency Contact:
Emergency Contact Telephone:

School Details

School:
Address:
Contact:
Telephone:

Employer Details

Organisation:
Address:
Telephone:
Fax:
Contact Person/Supervisor:
Title:
SWL Placements Dates:
Hours of Work:

Structured Workplace Learning Support provided by

Program Coordinator:
Phone:
Address:
Fax:
Email:
Mobile.....
Phone:

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.

Guidelines for Employers

Vocational Education and Training (VET) in Schools provides 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 work environment reinforces the concepts that are taught, ensuring the student can perform the activity or function within an occupation to the standards of the Furniture industry.

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 anything that has been performed well.

Please date and sign in the "Employer Assessment" column 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.

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

Please keep a record of the student's attendance in the space provided in the log book.

Please phone the program coordinator 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 Workplace Learning Agreement Form, as the student is only covered by WorkCover for the times specified on that form.

What should I pay the student?

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

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> <p>Show the student:</p> <ul style="list-style-type: none"> Where they do their work. When they do their work, That is, <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>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>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. Public transport. 	<input type="checkbox"/>

Student Trainee's Signature:

Manager/Supervisor Signature:

Attendance Record

The employer may like to photocopy this record to keep with them, as the student may need to refer to their log book frequently

Day	Date	Arrival Time	Lunch Break	Departure Time

Comments

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LIST OF COMPETENCIES

For the Certificate II in Applied Fashion Design and Technology this student will be studying the following units.

Code	Title	VCE units 1 - 2
LMTGN2001B	Follow defined OH&S policies and procedures	
LMTGN2002B	Apply quality standards	
LMTCL 2001B	Use a sewing machine	
LMTFD2001B	Design and produce a simple garment	
LMTFD2005B	Identify design process for fashion designs	
LMTCL2004B	Sew components	
LMTCL2010B	Modify patterns to create basic styles	
LMTCL2011B	Draw and interpret a basic sketch	
LMTGN2009B	Operate computing technology in textiles, Clothing and Footwear workplace	
LMTGN2003B	Work in the Textiles, Clothing and Footwear industry	

Code	Title	VCE units 3 - 4
LMTCL2003B	Identify fibres and fabrics	
LMTCL3001B	Identify fabric performance and handling requirements	
LMTCL3002B	Prepare and produce sewn garment	
LMTCL3003B	Perform garment repairs and alterations	
LMTCL3006B	Assemble bra or swimwear	
LMTCL3007B	Embellish garment by hand or machine	
LMTCL3009B	Develop patterns from a block using basic patternmaking principles	
LMTFD3001B	Market design products to local outlets	
LMTFD3003B	Prepare design concept for a simple garment	
LMTFD3004B	Draw a trade drawing for fashion design	
LMTGN3002B	Organise and plan own work to achieve planned outcomes	

COMPETENCY RECORD SHEET

VCE VET units 1 -2

LMTGN2001B Follow defined OH&S policies and procedures

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify and follow workplace practices for hazard identification and risk control		
2. Apply OHS practices to own work		
3. Contribute to participative arrangements for management of OHS		

LMTGN 2002B Apply quality standards

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Work within a quality system		
2. Assess own work		
3. Assess quality of materials, component parts or final products		
4. Investigate causes of quality deviations		
5. Complete documentation		

LMTCL 2001B Use a sewing machine

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare work pieces		
2. Prepare for machine use		
3. Identify poor machine performance		
4. Sew work pieces		
5. Assess quality of sewn pieces		

LMTFD2001B Design and produce a simple garment

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Design garment		
2. Prepare for garment production		
3. Produce garment		
4. Complete production process		

LMTFD2005B Identify design process for fashion designs

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify design process		
2. Identify elements and principles of design		
3. Prepare workstation		
4. Identify characteristics of colour and prepare colour chart		

LMTCL 2004B Sew components

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare Components		
2. Prepare workstation		
3. Identify poor machine performance		
4. Sew components		
5. Complete work		

LMTCL 2010B Modify patterns to create basic styles

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify pattern components		
2. Prepare to modify patterns		
3. Modify and finalise pattern		

LMTCL2011B Draw and interpret a basic sketch

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare drawing tools, equipment and workstation		
2. Identify basic design styles		
3. Use template to draw sketches		
4. Interpret sketch		
5. Complete work		

LMTGN2009B - Operate computing technology in Textiles, Clothing and Footwear workplace

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Determine work requirements		
2. Use technology		
3. Select and use program features		

LMTGN2003B- Work in the Textiles, Clothing and Footwear industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify key industry representatives		
2. Identify relevant legislation and guidelines		
3. Identify production processes and supply chains		
4. Describe workplace processes		
5. Learn skills for productive work		
6. Manage own work		

COMPETENCY RECORD SHEET

VCE VET units 3 - 4

LMTCL2003B- Identify fibres and fabrics

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify fibres and fabrics		
2. Describe fabric construction processes		
3. Describe qualities of fabrics		
4. Determine uses of fabrics		

LMTCL3006B- Assemble bra or swimwear

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare workstation		
2. Prepare for assembly of bra or swimwear		
3. Identify poor machine performance		
4. Assemble bra or swimwear		

LMTCL3001B- Identify fabric performance and handling requirements

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify fibres and fabrics		
2. Identify fabric performance characteristics		
3. Identify fabric handling requirements		
4. Identify cleaning and labelling requirements		

LMTCL3002B- Prepare and produce sewn garment

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for garment construction		
2. Prepare work pieces		
3. Prepare workstation		
4. Identify poor machine performance		
5. Sew garment		
6. Complete work		

LMTCL3007B- Embellish garment by hand or machine

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Interpret design brief or specifications		
2. Select appropriate machine attachments		
3. Select appropriate embellishment components		
4. Prepare work pieces and workstation		
5. Embellish garment or piece		
6. Despatch completed work		

LMTFD3001B- Market design products to local outlets

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify key elements of design		
2. Identify sales outlets		
3. Prepare design product for presentation		
4. Confirm sale conditions		

LMTCL3009B - Develop patterns from a block using basic patternmaking principles

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare workstation		
2. Select blocks to be used		
3. Apply basic patternmaking principles to develop patterns		
4. Test patterns		
5. Complete work		

LMTFD3003B- Prepare design concept for a simple garment

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare workstation		
2. Identify influences on fashion design		
3. Identify how fashion is influenced by design principles		
4. Interpret design brief to develop garment concept		

5. Complete work		
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LMTFD3004B - Draw a trade drawing for fashion design

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare drawing tools and equipment		
2. Prepare workstation		
3. Interpret design brief or specifications		
4. Use template to produce trade drawing		
5. Complete work		

LMTGN3002B - Organise and plan own work to achieve planned outcomes

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Confirm and interpret work requirements		
2. Develop personal work plan		
3. Communicate with relevant personnel		
4. Access resources		
5. Coordinate work		

LMTCL3003B- Perform garment repairs and alterations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify repair requirements		
2. Identify alteration requirements		
3. Prepare work		
4. Prepare workstation		
5. Identify poor machine performance		
6. Sew minor alterations or repairs by machine or hand		
7. Complete work		

Students 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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