



Sport and Recreation Workplacement Log Book

SRC20206 - Certificate II in Community Recreation

SRO20206 - Certificate II in Outdoor Recreation

and selected units of competency from

SR030106 - Certificate III Sport and Recreation

SRF30206 - Certificate III in Fitness

SRC30206 - Certificate III in Community Recreation

SRO30206 - Certificate III in Outdoor Recreation

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. <p>Provide a tour of entire work area.</p> <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. <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: <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 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<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. <p>Explain the nature of the business and the importance of the functions the student will perform.</p> <p>Explain problem solving or grievance procedure</p> <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 <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. 	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>
<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 Sport and Recreation 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 units 1 - 2
Core units for Sport and Recreation VET		
BSBCM202A	Organise and complete daily work activities	
SRXFAD001A	Provide first aid	
SRXGCS002A	Deal with client feedback	
SRXINU001A	Develop knowledge of the sport and recreation industry	
SRXOHS001B	Follow defined occupational health and safety policies and procedures	
Core units for the Community Recreation stream		
SRCCRD002B	Apply the principles of community development to community recreation work	
SRCCRO002B	Respond to clients at risk	
SRCCRO003B	Apply point of sale handling procedures in a recreation setting	
SRXEMR001A	Respond to emergency situations	
SRXCAI001B	Assist in preparing sport and recreation sessions for participants	
SRXCAI002B	Assist in conducting sport and recreation sessions for participants	
SRXCAI003B	Provide equipment for activities	
Core units for the Outdoor Recreation stream		
SROODR001A	Apply basic outdoor recreation logistics	
SROODR004A	Assist in conducting outdoor recreation sessions	
SROOPS001B	Implement minimal environmental impact practices	
SRXEMR001A	Respond to emergency situations	
SRXCAI003B	Provide equipment for activities	
Three Community Recreation stream electives chosen by student		
Five Outdoor Recreation stream electives chosen by student		

Code	Title	VCE units 3 - 4
Core units for Sport and Recreation VET		
SRXINU002A	Apply sport and recreation law	
SRXRIK001A	Undertake risk analysis of activities	
SRXINU003A	Analyse participation patterns in specific markets of the leisure and recreation industry	
SRXCAI004B	Plan a session or program for participants	
SRXCAI005B	Conduct a sport and recreation session for participants	
SRXGRO001A	Facilitate a group	
SRXRES001B	Educate the public on the safe use of sport and recreational resources	
SRXGRO002A	Deal with conflict	
SRCCRO007B	Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities	
Aquatic focus units		
SRCAQU003B	Respond to an aquatic emergency using basic water rescue techniques	
SRCAQU007B	Respond to aquatic emergency using advanced water rescue techniques	
SRCAQU008B	Apply the principles of movement in water to aquatics activities	
SRCAQU009B	Instruct water familiarisation, buoyancy and mobility skills	
SRCAQU010B	Instruct water safety and survival skills	
Fitness focus units		
SRFFIT001B	Provide orientation to clients prior to undertaking a fitness program	
SRFFIT003B	Undertake client induction and screening	
SRFFIT004B	Develop basic fitness programs	
SRFFIT005B	Apply basic fitness programs	
SRFFIT006B	Use and maintain core fitness industry equipment	
Outdoor Recreation focus units		
SROODR002A	Plan outdoor recreation activities	
SROODR005A	Guide outdoor recreation sessions	
SROOPS002B	Plan for minimal environmental impact	
SROOPS003B	Apply weather information	
Sport focus units		
SRXFAC003B	Implement facility maintenance program	
SRXCAI007B	Conduct a sport and recreation program	
SRCCRD003A	Promote access, equity and diversity in community recreation	
SRSOGP002A	Apply rules and regulations to conduct games and competitions	

COMPETENCY RECORD SHEET

VCE VET units 1 -2

BSBCMN202A - Organise and complete daily work activities

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Organise work schedule		
2. Complete work tasks		
3. Review work performance		

SRXFAD001A - Provide 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		

COMPETENCY RECORD SHEET

SRXGCSO02A - Deal with client feedback

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Handle client feedback		
2. Record client feedback		

SRXINU001A - Develop knowledge of the sport and recreation industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Research basic information about the sport and recreation industry in Australia		
2. Apply industry information		
3. Update sport and recreation industry knowledge		

COMPETENCY RECORD SHEET

SRXOHS001B - Follow defined occupational health and safety policies and procedures

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Follow workplace procedures for hazard identification and risk control		
2. Contribute to participative arrangements for the management of occupational health and safety		

Core units for the Community Recreation stream

SRCCRD002B - Apply the principles of community development to community recreation work

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare to undertake work in community recreation		
2. Operate within a community development framework		
3. Meet duty of care and legal responsibilities		
4. Provide a non-discriminatory service		
5. Work within policies and procedures to meet client needs and organisation objectives		

COMPETENCY RECORD SHEET

SRCCRO002B - Respond to clients at risk

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Minimise risk to client, self and others		
2. Direct client at risk to appropriate assistance		

SRXEMR001A - Respond to emergency situations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Evaluate the emergency		
2. Develop a plan of action		
3. Control the emergency		
4. Debrief the emergency		

COMPETENCY RECORD SHEET

SRXCAI001B - Assist in preparing sport and recreation sessions for participants

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Collect information to plan a session		
2. Contribute suggestions towards planning for a session		
3. Assist in making arrangements for a session		

SRXCAI003B - Provide equipment for activities

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Issue equipment to the participant		
2. Set up equipment		
3. Check in equipment		
4. Store equipment		

COMPETENCY RECORD SHEET

SRCCRO003B - Apply point of sale handling procedures in a recreation setting

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for point of sale transactions		
2. Perform point of sale transactions		

SRXCAI002B - Assist in conducting sport and recreation sessions for participants

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Assist in preparing participants		
2. Help participants gain skills, techniques and knowledge		
3. Assist in supervising participants		
4. Assist in preparing participants to end the session		
5. Assist in the evaluation of the session		

COMPETENCY RECORD SHEET

Core units for the Outdoor Recreation stream

SROODR001A - Apply basic outdoor recreation logistics

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Make logistical arrangements		
2. Select and use suitable outdoor equipment		
3. Identify, plan and monitor food requirements		
4. Identify and plan for water needs and usage		
5. Identify and plan clothing requirements		
6. Participate in an outdoor activity		

COMPETENCY RECORD SHEET

SROOPS001B - Implement minimal environmental impact practices

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify the interrelationships occurring within a natural environment		
2. Identify sources of environmental impact		
3. Identify sources of social impact		
4. Plan for minimal impact		
5. Implement methods to minimise impact		
6. Monitor and review minimal impact practices		

SRXEMR001A - Respond to emergency situations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Evaluate the Emergency		
2. Develop a plan of action		
3. Control the emergency		
4. Debrief the emergency		

COMPETENCY RECORD SHEET

SROODR004A - Assist in conducting outdoor recreation sessions

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Collect information to plan a session		
2. Contribute suggestions towards planning for a session		
3. Assist in making arrangements for a session		
4. Assist in preparing clients		
5. Help clients gain skills, techniques and knowledge		
6. Assist in supervising clients		
7. Assist in preparing clients to end the session		
8. Assist in evaluating the session with supervisor		

COMPETENCY RECORD SHEET

SRXCAI003B - Provide equipment for activities

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Issue equipment to client		
2. Set up equipment		
3. Take down equipment		
4. Check in equipment		
5. Store equipment		

COMPETENCY RECORD SHEET

Elective 1

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

COMPETENCY RECORD SHEET

Elective 2

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

Elective 3

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

COMPETENCY RECORD SHEET

Elective 4

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

Elective 5

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

COMPETENCY RECORD SHEET

VCE units 3 – 4 Core units for Sport and Recreation VET

SRXINU002A - Apply sport and recreation law

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify laws applicable to the sport and recreation industry		
2. Ensure compliance with legal requirements		

SRXRIK001A - Undertake risk analysis of activities

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Establish the context of the risk analysis		
2. Identify risks associated with an activity		
3. Conduct risk analysis of an activity		
4. Undertake risk assessment of an activity		
5. Treat risks associated with an activity		
6. Monitor and review the risk management for an activity		

COMPETENCY RECORD SHEET

SRXCAI004B - Plan a session or program for participants

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Collect information to plan a session or program		
2. Produce a session or program plan		
3. Resource a session		

SRXCAI005B - Conduct a sport and recreation session for participants

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Maintain participant's physical welfare		
2. Maintain a positive social environment		
3. Establish effective communication		
4. Ensure participant safety		
5. Prepare clients to end the session		
6. Evaluate the session		

COMPETENCY RECORD SHEET

SRXINU003A - Analyse participation patterns in specific markets of the leisure and recreation industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Review and interpret the market for current leisure and recreation service delivery		
2. Assess the basis for existing levels of interest by participants		
3. Report outcomes on participation patterns analysis		

SRXGRO001A - Facilitate a group

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan the establishment of a group		
2. Monitor group formation		
3. Develop group commitment and co-operation		
4. Facilitate group processes		
5. Manage and facilitate group performance		

COMPETENCY RECORD SHEET

SRXRES001B - Educate the public on the safe use of sport and recreational resources

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Contribute to the development of educational and information strategies		
2. Plan and organise public presentations		
3. Conduct public presentation with appropriate media		
4. Evaluate presentation		
5. Maintain records of public education programs		

SRXGRO002A - Deal with conflict

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify conflict situations		
2. Implement conflict resolution strategies		
3. Use effective interpersonal skills		

COMPETENCY RECORD SHEET

SRCCRO007B - Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Access ongoing professional development		
2. Operate in accordance with the legal responsibilities of a instructor		
3. Operate in accordance with the ethical responsibilities of a instructor		
4. Operate in accordance with accepted instructional practices		
5. Work with colleagues and support personnel		
6. Develop a philosophy of instruction		

Focus unit 1

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

COMPETENCY RECORD SHEET

Focus unit 2

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

Focus unit 3

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

COMPETENCY RECORD SHEET

Focus unit 4

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

Focus unit 5

Practical Evidence Report		
Elements of Competency	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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