



**Furnishing (Cabinet Making)
work placement logbook**

**21278 VIC
Certificate II in Furnishing
(Pre-apprenticeship Cabinet Making)
Full Completion**

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:

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.

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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Competency Record Sheet: VCE VET Units 1-2

LMFCR0001A – Follow safe working policies and practices

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Follow safe working policies and practices		

LMFFM1001A – Construct a basic timber furnishing product

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Construct a basic timber furnishing product		

LMFFM2006A – Hand make timber joints

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Hand make timber joints		

LMFFM2005A - Join solid timber

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

LMFFF2004A – Prepare surfaces for finishing

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Prepare surfaces for finishing		

ABC501 – Introduction to the furnishing industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Introduction to the furnishing industry		

LMFCR0002A – Communicate in the workplace

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

LMFCR0004A – Work effectively with others

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Work effectively with others		

LMFFM2010A – Set up, operate and maintain basic static machines

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Set up, operate and maintain basic static machines		

LMFGN2002A – Move and store materials and products

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Move and store materials and products		

TDTD397B – Handle dangerous and hazardous goods

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Handle dangerous and hazardous goods		

ABC999 – Industry Placement

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

**Students will need to identify which of the following units they are enrolled in.
Employers should assess only the units that have been ticked.**

LMFFM2003A – Select and apply hardware

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Select and apply hardware <input type="checkbox"/>		

LMFFM2004A – Apply sheet laminates by hand

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Apply sheet laminates by hand <input type="checkbox"/>		

LMFM2011A – Apply manufactured board conversion techniques.

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Apply manufactured board conversion techniques <input type="checkbox"/>		

LMFFM2012A – Set up, operate and maintain pressure and clamping machines

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Set up, operate and maintain pressure and clamping machines <input type="checkbox"/>		


LMFFM3012A – Set up, operate and maintain drilling machines

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Set up, operate and maintain drilling machines <input type="checkbox"/>		

BSBCMN207A – Operate a personal computer

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Operate a personal computer <input type="checkbox"/>		

LMFGG2002A – Apply first aid

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

Competency Record Sheet: VCE VET Units 3-4

LMFCR0003A – Carry out measurements and calculations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Carry out measurements and calculations		

LMFFM2002A –Assemble furnishing components

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

LMFFM2001A –Use furniture making sector hand and power tools

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Use furniture making sector hand and power tools		

LMFFM3002A –Construct furniture using leg and rail method

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Construct Furniture using leg and rail method		

LMFFM3012A –Prepare cutting list from plans and job specification

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Prepare cutting list from plans and job specification		

LMFFM2007A – Follow plans to assemble production furniture

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Follow plans to assemble production furniture		

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LMFGN3001A - Read and interpret documents

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
Read and interpret documents		

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"/>	

Quality/Attribute	Employer Assessment of Student Performance			Comments, if explanation is necessary
	Consistent and reliable	Needs some prompting	Requires further training	
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):.....

