

**WORKPLACE LEARNING**

**(ADWPL)**

**Authority-developed endorsed program**

**Logbook**

**Template**

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**Student details**

|  |  |
| --- | --- |
| Name |  |
| Phone | Home: Mobile: |
| Parent/Guardian name |  |
| Parent/Guardian contact numbers | Home: Mobile: |
| Medicare number |  |
| Medical considerations |  |

**Student emergency contact**

|  |  |
| --- | --- |
| Name |  |
| Telephone numbers |  |
| Relationship to student |  |

**Workplace Learning Coordinator**

|  |  |
| --- | --- |
| Name |  |
| School  |  |
| Telephone number |  |
| Mobile telephone number |  |

**Absences**

If unable to attend your workplace you must contact, by an agreed method (phone, email), with as much notice as possible:

* your workplace supervisor
* your Workplace Learning Coordinator (or school)
* your CareerLink/Instep/Onsite/WorkLink coordinator, if applicable.

A medical certificate can be requested by the school or workplace supervisor. Unexplained or frequent absenteeism may result in the placement being cancelled.

**Work placement details**

To be completed by the student in discussion with the workplace supervisor.

|  |  |
| --- | --- |
| Placement dates |  |
| Company/business/organisation name |  |
| Contact person |  |
| Contact telephone |  |
| Type of industry |  |
| Start and finish times |  |
| Dress requirements |  |
| Safety requirements |  |
| Security arrangements |  |
| Confidentiality arrangements |  |
| Time and duration of breaks |  |
| Transport arrangements |  |
| Lunch arrangements |  |
| Other details to remember |  |

**Work history**

This checklist provides a snapshot of the student’s history of work and general experience. Students should add to this as new relevant experience is gained. The workplace supervisor/s can use this to develop appropriate workplace learning activities and experiences.

|  |
| --- |
| Current school courses (List the courses you are currently studying) |
|  |  |
|  |  |
|  |  |
|  |  |
| VET qualifications (List any VET qualifications you have completed or are currently working towards) |
|  |  |
| WorkSafe SmartMove certificate/s (Tick if you have completed any of the following: ) |
| Automotive |  | Farming, Forestry & Fishing |  | Hospitality & Tourism |  | Nail & Beauty Technology |  |
| Building & Construction |  | General Module |  | Manufacturing |  | Retail |  |
| Business & IT |  | Hairdressing |  | Metals & Engineering |  | Sport & Recreation |  |
| Electrical |  | Health & Community Services |  | Mining |  | The WHS Extension Module |  |
|   | **Date completed** |
| White Card |  |
| WorkSafe Safety Passport |  |
| Electrical Training Licence |  |
| First Aid Certificate (Please state level) |  |
| Bronze Medallion |  |
| School-developed workplace induction program |  |
| Workplace-developed induction program |  |
| Year 9/10 Work Studies |  |
| Other (Please state) |
| Previous work placement/s (List host workplace, the hours worked and the date of completion date)1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Part-time employment:1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Community service:1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Expectations, rights and responsibilities**

It is important that students are aware of the behaviours expected in the workplace, and of their rights and responsibilities, so they can be confident in exercising them.

**Expectations**

Students are expected to:

* commit to industry-based learning
* cooperate and accept duties in an obliging manner
* work with the workplace supervisor to design a workplace learning program that includes experiences and activities that develop the core skills for work
* be eager to learn, listen to instructions and ask questions
* be respectful, polite, courteous and honest
* meet standards of hygiene, decency and cleanliness
* comply with specified uniform and/or standard of dress expected at the host workplace.

**Rights**

Students are entitled to:

* a workplace that is safe and free of bullying, discrimination, harassment or intimidation
* a meal break at a time to be negotiated with the workplace supervisor.

**Responsibilities**

Students are responsible for:

* contacting the workplace supervisor and, if requested, attending an interview before starting the work placement
* contacting the workplace supervisor and Workplace Learning Coordinator if unable to attend the workplace on any given occasion
* taking the *Workplace Learning Logbook* to the workplace and completing the written components each day of work placement
* following workplace rules and protocols, including use of mobile telephones and personal digital devices, use of company computers for personal use, or to access non-work related web sites
* maintaining their own safety and carrying out work duties in a safe manner
* observing specific company safety policies and procedures and standards in the workplace, including reporting any workplace injuries/incidents and hazards/dangers
* ensuring information regarding the business, and all people with whom students may have dealings, are kept confidential (students may be asked to sign a confidentiality agreement).
* maintaining high standards of conduct, and as a minimum, abiding by all federal, state and local government laws.

***Workplace Learning Logbook***

The *Workplace Learning Logbook* is a valuable document as it provides an accurate record of the number of hours worked, a detailed account of workplace activities and experiences and a comprehensive evaluation of workplace performance. Students are responsible for ensuring the logbook:

* is kept up to date, in good condition and is not lost
* if lost, is reported to the Workplace Learning Coordinator promptly
* is accurately and carefully completed
* is readily available to the Workplace Learning Coordinator and workplace supervisor
* is signed by the workplace supervisor after each 55 hours completed in the workplace (or at the end of the placement if fewer than 55 hours are completed).

**Attendance record**

|  |  |
| --- | --- |
| Student’s name: |  |
| Workplace: |  |

This summary of attendance and hours worked is completed progressively by the student and verified by the workplace supervisor after each 55 hours completed in the workplace. Pages may be added as required.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Start time | Start lunch | End lunch | Finish time | Total hours worked | Cumulativehours | Supervisor Initial |
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| Workplace supervisor’s name (please print): |  |
| Company/business/organisation name: |  |
| Workplace supervisor‘s signature: |  | Date: |

**Task schedule exemplar**

|  |  |
| --- | --- |
| Student’s name: | John Student |
| Workplace: | Jimmy’s Grocery Store, Downtown |

This list of workplace tasks, activities and experiences is completed progressively by the student and verified by the workplace supervisor after each 55 hours completed in the workplace. The workplace supervisor must initial each page as it is completed and sign and date the final page. Pages may be added as required.

|  |  |
| --- | --- |
| **Workplace tasks**List the:* tasks, activities and experiences
* tools and equipment used
* safety measures taken.

**Add at least one new task each work day.**  | **Work placement dates** Write in the dates of your work placement and tick the days you completed the tasks, activities and experiences. |
| 1 Mar | 8Mar | 15Mar | 22Mar | 29Mar |  |  |  |  |  |
| *Dusted the shelves and moved stock around so the items with the nearest use-by date were at the front. Used the step stool to reach the top shelf.*  | ✓ |  | ✓ |  |  |  |  |  |  |  |
| *Restocked shelves. The cartons are brought into the shop on a trolley by night staff and dropped in the aisles. They don’t have time to unpack them all so the day staff finish the job.*  | ✓ | ✓ |  | ✓ |  |  |  |  |  |  |
| *Vacuumed shop floor before closing time with the commercial vacuum cleaner. My supervisor, Bob, showed me how to use it so I didn’t hurt my back.*  | ✓ | ✓ | ✓ |  |  |  |  |  |  |  |
| *Helped customers use the self-service check out by showing them how to scan the items. Bob said I spoke politely to customers and was patient with them, especially the older ones. This is more fun than stacking shelves.*  |  | ✓ | ✓ |  |  |  |  |  |  |  |
| *I had problems with the pricing gun today - it kept jamming. Found another one that worked fine. I let Bob know about the broken one.*  |  |  |  | ✓ |  |  |  |  |  |  |
| *Another workplace student started today. I had to show him how to refill the fridges and other things. I felt pretty good. Didn’t realise how much I have learned since I started here.*  |  |  |  | ✓ |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Workplace supervisor’s name (please print): | Jimmy Brown |
| Company/business/organisation name: | Jimmy’s Grocery Store |
| Workplace supervisor‘s signature: | Jimmy Brown | Date: 23/3/16 |

**Task schedule**

|  |  |
| --- | --- |
| Student’s name: |  |
| Workplace: |  |

|  |  |
| --- | --- |
| **Workplace tasks**List the:* tasks, activities and experiences
* tools and equipment used
* safety measures taken.

**Add at least one new task each work day.**  | **Work placement dates** Write in the dates of your work placement and tick the days you completed the tasks, activities and experiences. |
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| Workplace supervisor’s name (please print): |  |
| Company/business/organisation name: |  |
| Workplace supervisor‘s signature: |  | Date: |

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| --- | --- |
| **Workplace tasks**List the:* tasks, activities and experiences
* tools and equipment used
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**Workplace supervisor’s evaluation of student performance**

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| --- | --- |
| Student’s name: |  |
| Workplace: |  |

This evaluation of the student’s workplace performance is completed by the workplace supervisor after each 55 hours completed in the workplace (or at the end of the placement if fewer than 55 hours are completed). For each attribute, **circle** or place a **tick** in the box that contains the most appropriate description of workplace performance. Pages may be added as required.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal attributes** | **Unsatisfactory** | **Satisfactory** | **High** | **Very high** |
| Enthusiasm |  | Observes and listens, follows instructions and performs most tasks enthusiastically. | Maintains an enthusiastic approach to all tasks.  | Extremely motivated and keen. Prioritises tasks and takes responsibility for own workload.  |
| Approach to safety |  | Follows safety rules in the workplace, Maintains own safety and carries out work duties in a safe manner.  | Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self. | Observes specific workplace safety policies, procedures and standards and acts to minimise risks to self and others. |
| Approach to learning  |  | Willing to learn and asks for assistance or clarification if needed.  | Shows interest in the work and the industry area. Asks good questions and listens attentively.  | Eagerly seeks new and more challenging tasks to extend workplace skills and knowledge.  |
| Approach to others |  | Relates well to co-workers and is comfortable in a work environment. | Interacts with co-workers and clients in a confident and friendly manner.  | Communicates effectively with co-workers, seeks other’s opinions and begins to cultivate networks.  |
| Reliability |  | Can be relied on to complete allocated tasks.  | Can be relied on to complete allocated tasks and follow the job through when faced with difficulties. | Is totally reliable and shows determination in resolving difficult tasks.  |
| Initiative |  | Completes routine or familiar tasks without direct or repeated instruction. | Thinks ahead and often completes tasks without prompting. | Works independently and collaboratively, solves problems and is resourceful. |
| Response to advice |  | Listens to advice and acts on it. | Acts on advice and seeks feedback to improve work performance | Actively seeks feedback to improve work performance and applies advice to different situations. |
| Quality of work |  | Completes given tasks to required standard | All work is of a high standard and self-checks are made for quality. | Work is always of a high quality. Pays attention to detail and takes pride in completing tasks to a very high standard.  |

|  |
| --- |
| Comment: |

|  |  |
| --- | --- |
| Workplace supervisor’s name (please print): |  |
| Company/business/organisation name: |  |
| Workplace supervisor‘s signature: |  | Date: |