

VOCATIONAL EDUCATION AND TRAINING

WORKPLACE JOURNAL

AUTOMOTIVE



LaSALLE Catholic College Bankstown

Name: _____

Workplace Employer: _____

Address: _____

Supervisor: _____

Telephone: _____ Fax: : _____

Dates of Workplace Learning: ___/___/___ to ___/___/___

Attach travel details:

It will take me _____(minutes) to get to the workplace. Specify bus route, train line, stops/stations and times. Use HYPERLINK "http://www.131500.info" www.131500.info and HYPERLINK "http://www.whereis.com.au" [google](http://www.whereis.com.au) maps. Include a map with your workplace highlighted to assist you and your teacher who will visit you during the week.

Dress code for this establishment:

School Emergency Contact:

Competency Assessment Notice

VET Course:		Assessor / Teacher:	
Task Number:	Date given:	Date due:	
Student Name:		Class:	
Unit/s of competency: <ul style="list-style-type: none"> • AURAEA002 Follow environmental and sustainability best practice in an automotive workplace • AURASA002 Follow safe working practices in an automotive workplace • AURAF003 Communicate effectively in an automotive workplace 			
Task Context: [Refer to <i>context and conditions of assessment</i> in unit/s of competency] Industry specific workplace			
Task Outline: <i>WORKPLACE REPORT</i> Complete your work placement journal entries (pp11-14) and produce a written and/or visual report on your industry experiences. This may take the form of a case study. As a minimum, include the following: <ul style="list-style-type: none"> <input type="checkbox"/> A description of the establishment and the services offered <input type="checkbox"/> A flow chart showing the names of the staff and their positions <input type="checkbox"/> A description of at least two different types of career opportunities available in this workplace. Identify the qualifications and skills required for each career. <input type="checkbox"/> The names of the people involved in the management of WHS <input type="checkbox"/> A description of equipment used, range of functions and safety features. <input type="checkbox"/> Dress code of this establishment <input type="checkbox"/> Issues related to environmental sustainability <input type="checkbox"/> Activities which assisted you to develop your employability skills in this industry <input type="checkbox"/> Other relevant information, which is not confidential in nature. 			
Foundation Skills to be developed:	✓ Get the work done	✓ Self-management	
✓ Oral communication	✓ Navigate the world of work	✓ Learning	
✓ Interact with others	✓ Planning and organising	✓ Technology	
✓ Numeracy	✓ Reading	✓ Writing	
Student Comment:		<input type="checkbox"/> This task is all my own work	
This task helped me with my learning by ... In this task I have demonstrated competence by ... This task could be improved by ...			
Signature:		Date:	
Assessor / Teacher Comment:		<input type="checkbox"/> Developing <input type="checkbox"/> Satisfactory <input type="checkbox"/> Highly Developed	
		Please resubmit: _____	
W (what you've done well)... O (other things to include) ... W (where to from here) ...			
Signature:		Date:	

ATTENTION: WORKPLACE SUPERVISOR INDUCTION / ORIENTATION

It is expected that each student will be given an induction or orientation to their particular industry work placement upon arrival, or prior to attending their work placement. This induction / orientation will help to ensure the safety of the student, as well as assist them to make a quick and efficient transition into the workplace environment. As a minimum, the following should be included:

Note: Supervisor to tick each activity when completed, then sign below.

<input type="checkbox"/>	Demonstrate the activities undertaken by the organisation
<input type="checkbox"/>	Outline the management structure of the organisation
<input type="checkbox"/>	Discuss work behaviour requirements and expectations
<input type="checkbox"/>	Explain the dress standards applicable to the job and workplace
<input type="checkbox"/>	Demonstrate the safety requirements applicable to the job and workplace
<input type="checkbox"/>	Discuss relevant procedures in case of accident, emergencies, evacuation etc.
<input type="checkbox"/>	Show location of facilities, such as toilets, change room, kitchen or staff areas, etc.
<input type="checkbox"/>	Explain start and finish times, work breaks, work routines, etc.
<input type="checkbox"/>	Outline procedures to follow in the event of non-attendance
<input type="checkbox"/>	Introduce to staff with whom the student will be working
<input type="checkbox"/>	Show who to talk to regarding any problems
<input type="checkbox"/>	Discuss confidentiality issues including the possible use of photography

Confidentiality Agreement

This agreement concerns the work placement of: _____

Student Name

at: _____

Employer Name

From: ____/____/20____
start date

to: ____/____/20____
end date

I understand that during this vocational placement I may have access to information which is private and confidential. I agree that I will not convey to any person outside the host employer's workplace any knowledge or information of a confidential nature which is gained in the course of this vocational placement.

I will at all times show loyalty towards the host employer.

I understand the seriousness of any breach of this Confidentiality Agreement.

I have checked with the employer regarding permission to take of photographs of my work and the equipment I am using so I can use them in my secure online work placement journal to enhance my learning.

Student signature: _____ Date: ____/____/20____

Enterprise induction / orientation completed:

Supervisor's name:

Position:

Signature:

Date:

EMPLOYER ASSESSMENT REPORT

Please comment on the performance of the student while at your workplace:

Student's name _____

School _____

WORK READINESS *If appropriate, mark more than one square in each of the following groups*

Attitude to the Job

- Enthusiastic
- Interest
- Appears indifferent

Appearance and dress for job requirements

- Appropriate
- Well groomed and neatly dressed
- Inappropriate

Ability to work with others

- Shows flexibility
- Works well in a team environment
- Prefers to work alone

Ability to work independently

- Shows ingenuity
- Readily seeks further advice
- Needs encouragement
- Waits to be told what to do
- Not applicable to this position

Adjustment to the work environment

- Settled immediately
- Settled in well after a while
- Found difficulty throughout

Persistence to tasks given

- Highly motivated
- Persistent
- Needs encouragement
- Not applicable to this position

Punctuality

- Always on time
- Satisfactory
- Unsatisfactory

Ability to communicate

- Outstanding communication skills
- Communicates well
- Has difficulty

Ability to follow instructions

- Shows good understanding
- Willing to seek clarification
- Needs close supervision

Attention to safety

- Excellent
- Adequate
- Could take more care

Knowledge/Skills	Not Applicable	Developing	Satisfactory	Highly developed
Follow environmental and sustainability best practice in an automotive workplace				
Follow safe working practices in an automotive workplace				
Communicate effectively in an automotive workplace				
Use and maintain workplace tools and equipment in an automotive workplace				
Identify automotive mechanical system and components				
Inspect and service engines				
Identify automotive electrical system and components				
Resolve routine problems in an automotive workplace				
Use and maintain basic mechanical measuring devices				
Use numbers in an automotive workplace				
Read and respond to automotive workplace information				
Carry out basic vehicle servicing operations				
Remove and replace wheel and tyre assemblies				
Solder electrical wiring and circuits				
Inspect, test and service batteries				
Inspect and service cooling systems				
Identify, select and use low voltage electrical test equipment				

Thank you for your assistance in helping our students achieve industry standards

*Please complete the attached **Employer Survey/Questionnaire** to indicate your level of satisfaction with the training this student has received during the VET in Schools course.*

FOUNDATION SKILLS SUMMARY

The following table contains a summary of the foundation skills the student should work towards during their time at work placement. Please indicate the student's level of progression by placing a tick in the appropriate column.

D = Developing **S** = Satisfactory **HD** = Highly Developed

FOUNDATION SKILL	INDUSTRY/ENTERPRISE REQUIREMENTS FOR <i>Certificate II in Automotive Vocational Preparation AUR20716 include:</i>	D	S	HD
ORAL COMMUNICATION	<ul style="list-style-type: none"> • Speak clearly and directly when presenting problems and issues and communicating information relating to environmental issues • Discuss environmental and sustainability best practice in automotive workplace with colleagues • Clarify instructions • Inform personnel of workplace hazards • Participate effectively in verbal exchanges using questioning and active listening to request, clarify and clearly convey information. 			
GET THE WORK DONE	<ul style="list-style-type: none"> • Recognise when unsure of safety procedures and seek help • Recognise potential workplace hazards and take action. 			
PLANNING AND ORGANISING	<ul style="list-style-type: none"> • Plan own work requirements and actions to ensure environmental and sustainability best practices are followed. • Plan own work requirements to achieve required outcomes while working according to safety requirements. • Plan own work requirements and prioritise actions to achieve required outcomes and ensure tasks are completed within workplace timeframes. 			
SELF-MANAGEMENT	<ul style="list-style-type: none"> • Follow workplace safety requirements without constant supervision • Identify and look after own safety. 			
TECHNOLOGY	<ul style="list-style-type: none"> • Use digital systems and tools to communicate with others, access, extract, organise and present information. 			
NUMERACY	<ul style="list-style-type: none"> • Match hazardous material weights and volumes to safety data sheets (SDS) and work instructions. • Identify different size metric and imperial tools • Understand the progression of fractions in imperial tools • Use basic mathematical processes, including addition, subtraction, multiplication and division, to calculate distance, area and volume. • Use and communicate basic numerical information that relates to automotive systems and components. 			
READING	<ul style="list-style-type: none"> • Interpret instructions and requirements in written automotive workplace material. • Interpret information from workshop literature when seeking environmental and sustainability best practice procedures. • Interpret information from manufacturer and workshop literature when seeking procedures required to carry out work safely. 			
WRITING	<ul style="list-style-type: none"> • Legibly and accurately enter information into workplace safety documents and check sheets. • Legibly and accurately tag faulty tools and equipment • Complete tool and equipment service and maintenance schedules. 			
LEARNING	<ul style="list-style-type: none"> • Locate appropriate sources of information efficiently. • Locate sources of information relating to workplace safety requirements. 			

Optional additional remarks:

Supervisor Signature: _____ Date: ____ / ____ / 20 ____

Name: _____ Position: _____

DAILY RECORD		CIRCLE DAY 1 2 3 4 5				
Student's Name: _____		Location: _____		Date: _____		
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:				
STUDENT SELF ASSESSMENT						
(CIRCLE):	DRESS POOR 1 2 3 4 5 EXCELLENT	PUNCTUALITY 1 2 3 4 5	INITIATIVE 1 2 3 4 5			
Activities / Skills Performed		Tools / Equipment		<small>D – Developing S – Satisfactory HD – Highly Developed</small> D S HD		
New Terminology		Meaning				
Foundation Skill Development: <i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>						
Identify environmentally sustainable work practices and procedures:						
REFLECT ON:						
Today's achievements / Things I enjoyed today:						
Tomorrow's Goal:						
Difficulties/ issues arising today:						
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>						
Supervisor's signature _____				Date ____ / ____ / ____		

DAILY RECORD		CIRCLE DAY 1 2 3 4 5																		
Student's Name: _____		Location: _____		Date _____																
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:																		
STUDENT SELF ASSESSMENT																				
(CIRCLE):	DRESS	POOR	1	2	3	4	5	EXCELLENT	PUNCTUALITY	1	2	3	4	5	INITIATIVE	1	2	3	4	5
Activities / Skills Performed		Tools / Equipment			<small>D – Developing S – Satisfactory HD – Highly Developed</small> D S HD															
New Terminology	Meaning																			
Foundation Skill Development: <i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>																				
Identify environmentally sustainable work practices and procedures:																				
REFLECT ON:																				
Today's achievements / Things I enjoyed today:																				
Tomorrow's Goal:																				
Difficulties/ issues arising today:																				
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>																				
Supervisor's signature	_____															Date	___/___/___			

DAILY RECORD		CIRCLE DAY 1 2 3 4 5																		
Student's Name: _____		Location: _____		Date: _____																
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:																		
STUDENT SELF ASSESSMENT																				
(CIRCLE):	DRESS	POOR	1	2	3	4	5	EXCELLENT	PUNCTUALITY	1	2	3	4	5	INITIATIVE	1	2	3	4	5
Activities / Skills Performed								Tools / Equipment				D – Developing S – Satisfactory HD – Highly Developed D S HD								
New Terminology				Meaning																
Foundation Skill Development: <i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>																				
Identify environmentally sustainable work practices and procedures:																				
REFLECT ON:																				
Today's achievements / Things I enjoyed today:																				
Tomorrow's Goal:																				
Difficulties/ issues arising today:																				
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>																				
Supervisor's signature _____																	Date ____ / ____ / ____			

DAILY RECORD		CIRCLE DAY 1 2 3 4 5																		
Student's Name: _____		Location: _____		Date: _____																
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:																		
STUDENT SELF ASSESSMENT																				
(CIRCLE):	DRESS	POOR	1	2	3	4	5	EXCELLENT	PUNCTUALITY	1	2	3	4	5	INITIATIVE	1	2	3	4	5
Activities / Skills Performed								Tools / Equipment				D – Developing S – Satisfactory HD – Highly Developed D S HD								
New Terminology				Meaning																
Foundation Skill Development: <i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>																				
Identify environmentally sustainable work practices and procedures:																				
REFLECT ON:																				
Today's achievements / Things I enjoyed today:																				
Tomorrow's Goal:																				
Difficulties/ issues arising today:																				
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>																				
Supervisor's signature _____																	Date ____ / ____ / ____			

DAILY RECORD		CIRCLE DAY 1 2 3 4 5																		
Student's Name: _____		Location: _____		Date: _____																
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:																		
STUDENT SELF ASSESSMENT																				
(CIRCLE):	DRESS	POOR	1	2	3	4	5	EXCELLENT	PUNCTUALITY	1	2	3	4	5	INITIATIVE	1	2	3	4	5
Activities / Skills Performed		Tools / Equipment				D – Developing S – Satisfactory HD – Highly Developed D S HD														
New Terminology		Meaning																		
Foundation Skill Development: <i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>																				
Identify environmentally sustainable work practices and procedures:																				
REFLECT ON:																				
Today's achievements / Things I enjoyed today:																				
Tomorrow's Goal:																				
Difficulties/ issues arising today:																				
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>																				
Supervisor's signature _____						Date ____ / ____ / ____.														

DAILY RECORD		CIRCLE DAY 1 2 3 4 5																		
Student's Name: _____		Location: _____		Date: _____																
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:																		
STUDENT SELF ASSESSMENT																				
(CIRCLE):	DRESS	POOR	1	2	3	4	5	EXCELLENT	PUNCTUALITY	1	2	3	4	5	INITIATIVE	1	2	3	4	5
Activities / Skills Performed								Tools / Equipment				D – Developing S – Satisfactory HD – Highly Developed D S HD								
New Terminology		Meaning																		
Foundation Skill Development: <i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>																				
Identify environmentally sustainable work practices and procedures:																				
REFLECT ON:																				
Today's achievements / Things I enjoyed today:																				
Tomorrow's Goal:																				
Difficulties/ issues arising today:																				
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>																				
Supervisor's signature _____															Date ____ / ____ / ____					

DAILY RECORD		CIRCLE DAY 1 2 3 4 5																		
Student's Name: _____		Location: _____		Date: _____																
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:																		
STUDENT SELF ASSESSMENT																				
(CIRCLE):	DRESS	POOR	1	2	3	4	5	EXCELLENT	PUNCTUALITY	1	2	3	4	5	INITIATIVE	1	2	3	4	5
Activities / Skills Performed								Tools / Equipment				D – Developing S – Satisfactory HD – Highly Developed D S HD								
New Terminology		Meaning																		
Foundation Skill Development:						<i>Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do/ achieve?</i>														
Identify environmentally sustainable work practices and procedures:																				
REFLECT ON:																				
Today's achievements / Things I enjoyed today:																				
Tomorrow's Goal:																				
Difficulties/ issues arising today:																				
Supervisor's comments:						<i>Please check what the student has included, add any additional comment and sign below.</i>														
Supervisor's signature _____						Date ____ / ____ / ____														