

VOCATIONAL EDUCATION AND TRAINING  
ELECTRO-TECHNOLOGY WORKPLACE JOURNAL



**LaSALLE Catholic College Bankstown**

Name: \_\_\_\_\_

Workplace Employer: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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.whereis.com.au>" [Google](#) maps.

\_\_\_\_\_

Dress code for this establishment includes:

\_\_\_\_\_

School emergency contact details:

Attention student: **You have a number of responsibilities** before, during **and** after work placement. Please refer to the Sydney Catholic Schools **Student's/Parent's Guide To Workplace Learning**.

**BEFORE**

- Complete the details on the cover of this journal.
- Telephone the workplace and speak to your supervisor, **one week before** starting the work placement
- Complete the following:
  - I telephoned the workplace on \_\_\_ / \_\_\_ / \_\_\_
  - I spoke to \_\_\_\_\_ and confirmed:
  - Dates of workplace: \_\_\_ / \_\_\_ / \_\_\_ to \_\_\_ / \_\_\_ / \_\_\_ Times of attendance: \_\_\_\_\_ to \_\_\_\_\_
  - Meal breaks I will take \_\_\_\_\_. Access to shops/canteen to buy food/lunch?  
\_\_\_\_\_
  - Dress code for this establishment \_\_\_\_\_
  - When will you complete a pre-placement induction with the employer?  
\_\_\_\_\_
  - What materials/information do you need to take with you on the first day?  
\_\_\_\_\_

**DURING**

**It is your responsibility to:**

- Make this journal available to your supervisor so s/he can complete the employer report (pp. 4-5)
- Complete daily journal entries (pages 6-10)

**You will be expected to:**

- Notify the **workplace and school** if you are unable to attend (you must get a Doctor's Certificate if you are ill)
- Follow work, health and safety requirements
- Respect all workplace employees and follow the routine of the workplace
- Be punctual on arrival and after breaks
- Dress appropriately for the job (safety and personal presentation)
- Show an interest in the work and have a positive attitude
- Be responsible, be reliable and ask for help if needed
- Complete your journal entries and arrange a time to discuss your progress with your supervisor
- Contact the school if there are any problems

**AFTER**

- **Return your completed journal and the employer report** (page 5) to your teacher when you return to school after your work placement

**I have read and understand the above expectations:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This student has satisfactorily

- undertaken relevant VET course Work Health and Safety units
- participated in work readiness preparation for work placement

\_\_\_\_\_  
Teacher's Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **ATTENTION: WORKPLACE SUPERVISOR SUGGESTED STUDENT ACTIVITIES**

Teachers delivering this course and workplace supervisors who have hosted students recommend any of the following activities for students to complete during work placement. This is not a finite list – you may wish to offer other equally suitable activities relevant to the course.

Talking with the student should help reveal the student's level of confidence and maturity, their current strengths, their preferred competencies to work on and perhaps some areas to improve. The Student's Placement Record can also assist. **NB: while the activities include degrees of independent work – instruction and supervision must still be provided for the student.**

- Observe and adhere to all WHS procedures on site
- Avoid the use of mobile phones unless directed to use by the employer
- Be actively involved in morning tool-box meetings to assess any hazards or risks
- Listen and adhere to supervisor instructions
- Stack, store and create an inventory of materials
- Stack cables and accessories as directed by the employer
- Use hand and power tools in accordance with Standard Operating Procedures (SOP's)
- Read and interpret plans
- Clean the worksite, equipment and tools, remove any cable off-cuts and gyprock residue in accordance with sustainable work practices.
- Where possible, observe the quotation process and the estimating procedure
- Plan daily work activities
- Be polite and show respect to all employees

## **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 or evacuation
<input type="checkbox"/>	Show location of facilities, such as toilets, change room, kitchen or staff areas
<input type="checkbox"/>	Explain start and finish times, work breaks and work routines
<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\_\_\_\_                      to: \_\_\_\_/\_\_\_\_/20\_\_\_\_  
start date    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:

\_\_\_\_\_  
Students name

\_\_\_\_\_  
School

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

**Attitude to the Job**

- Enthusiastic
- Interested
- 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

**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 communicating
- 

**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
Demonstrates electrical industry knowledge				
Follows enterprise WHS procedures				
Communicates effectively in an electrotechnology environment				
Follows sustainable work practices				
Demonstrates appropriate wearing of PPE				
Use of relevant tools and equipment				
Conducts relevant assessments, measurements and calculations				

*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.*

**Students are to complete a daily log entry for each day of work placement**

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

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

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



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

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