Workplace Learning Record

School-based Apprenticeship or Traineeship (SBAT)



Student name: ………………………………………………………………..……………………………

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Structured workplace learning recognition

Structured workplace learning (SWL) recognition provides you with the opportunity to gain credit towards your VCE or VCAL when undertaking a School Based Apprenticeship or Traineeship (SBAT).

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET qualification.

Your reflections are to be recorded in the three sections of this workplace learning record.

About this workplace learning record

This workplace learning record helps you gather evidence for assessment and is part of the requirement for obtaining SWL recognition.

To be eligible for one unit towards your VCE or VCAL, you must:

* be enrolled in a registered SBAT to a minimum of 180 hours of units of competency (UoCs)
* have a training plan that reflects the SBAT duration of one, two or more years
* undertake a minimum of 20 full-time equivalent days of work in the industry for your SBAT
* reflect on a minimum of five UoCs from your program, including a work, health and safety (WHS) UoC.

Credit table

The following table outlines the possible credit for a SBAT where all conditions are met.

|  |  |  |  |
| --- | --- | --- | --- |
| Enrolment in SBAT nominal hours | Number of days spent in the workplace | Number of UoCs for reflection | Total credit towards VCE or VCAL |
| 180 | 20 | 5 | 1 |
| 360 | 40 | 10 | 2 |
| 540 | 60 | 15 | 3 |
| 720 | 80 | 20 | 4 |

Credit is at VCE Units 1 and 2 level only and VCAL general credits. Credit is limited to two VCE units or VCAL general credits per year. A maximum of four credits can be achieved over two years.

UoCs for reflection

Students are required to reflect on a minimum of one UoC from each of the following five categories:

* WHS
* Communication in the workplace
* Working in the industry
* Teamwork
* Tools, equipment and technology.

SBAT qualification

Provide the name and code of your SBAT qualification.

|  |  |
| --- | --- |
| Name |  |
| **Code** |  |

Provide a brief description of the SBAT qualification that you are undertaking.

|  |  |  |
| --- | --- | --- |
| **Course description** |  | |
| **Training plan attached?** | 🞎 Yes | 🞎 No |

Describe what you may do when you complete this qualification.

|  |  |
| --- | --- |
| **Work role** |  |
| **Next course** |  |
| **Career direction** |  |

Workplace learning record

The workplace learning record has three sections that must be completed.

* Section 1 –Learner profile
* Section 2 – Learning about VET UoCs in the workplace
* Section 3 – Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| **Employer** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

|  |  |
| --- | --- |
| **Registered training organisation** |  |
| **Trainer or assessor name** |  |
| **Contact phone number** |  |

Section 1: Learner profile

Complete the learner profile and discuss this with your host employer on or before your first day of placement.

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **List the VCE and VCAL subjects that you are undertaking while completing your SBAT.** | |
|  | |
| **List the UoCs that you are undertaking.** Attach a copy of the UoCs from your training plan, which your training provider will give you. | |
|  | |
| **List the UoCs that you have completed.** | |
|  | |
| **What interests you about your SBAT industry?** | |
|  | |
| **What is your planned career path or future career aspiration?** Your SBAT coordinator, career advisor or teachers can help you with this question. | |
|  | |
| **What general workplace skills did you have before starting your SBAT?** Your SBAT coordinator can help you with this question. | |
|  | |
| **How have you developed these skills?** Your SBAT coordinator can help you with this question. | |
|  | |

Section 2: Learning about VET UoCs in the workplace

This workplace learning record contains three key questions or prompts for each UoC. They are designed to draw out the experiences you may be exposed to in the workplace.

You must cover at least five UoCs in this section to be eligible for one unit of credit. One of the five UoCs must be WHS.

To be eligible for:

* two units of credit, you must reflect on 10 UoCs
* three units of credit, you must reflect on 15 UoCs
* four units of credit, you must reflect on 20 UoCs.

You should comment on the units you’ve experienced in the workplace, and reflect on actual observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas in which you require further training or practical experience.

You are encouraged to take photos and videos\*, where appropriate, to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment, processes and events\*
* videos of workplace activities\*
* your SBAT workplace logbook.

\*Speak to your host employer before collecting evidence and taking photos or video. Confidentiality and privacy procedures in the workplace must be followed.

SBAT workplace learning recognition

For the first unit of credit, select a minimum of five UoCs that you can relate to in the workplace and complete the information for each of the five units in the table. UoC 1 must cover WHS.

UoC 1 – Work, health and safety

|  |  |  |
| --- | --- | --- |
| **UoC code and name** |  | |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | | |
|  | | |
| **How did you learn the WHS practices in your workplace? Describe two examples of WHS procedures you learnt. Include the emergency evacuation procedure.** | | |
|  | | |
| **Describe the personal protective clothing and equipment you had to wear or use in the workplace.** | | |
|  | | |
| **Describe a time when you performed a WHS task. Give an example of how your WHS knowledge was improved by workplace discussions. Give an example of the most important task that you performed or observed being performed in the workplace.** | | |
|  | | |
| **Additional evidence** | | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 2 – Communication in the workplace

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Describe a time when you used effective listening and speaking skills to communicate in the workplace.** | |
|  | |
| **Give two examples of key workplace documents or correspondence you referred to or completed.** | |
|  | |
| **What equipment or technology did you use or observe being used to communicate in the workplace?** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 3 – Working in the industry

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify sources of information on the structure and operation of your SBAT industry.** | |
|  | |
| **What was the employer expectation regarding time management, appropriate dress and behaviour?** | |
|  | |
| **What job roles did you observe that related to the industry in which you undertook your SBAT?** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 4 – Tools, equipment and technology

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Describe the tools, equipment and technology that you used or observed being used in the workplace.** | |
|  | |
| **Describe the safety guidelines for two specific tools or pieces of equipment or technology that you observed.** | |
|  | |
| **What methods did you observe for the cleaning and maintenance of tools, equipment and technology?** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 5 – Teamwork

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Describe the teams that existed in the workplace. What were the employer’s expectations of teamwork?** | |
|  | |
| **Describe your role in a team and how you contributed to the work of the team. Describe a time when you and a team achieved a good result.** | |
|  | |
| **Describe how workplace knowledge was shared and give an example.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 6 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 7 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 8 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 9 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 10 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 11 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 12 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 13 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 14 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 15 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 16 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 17 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 18 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 19 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

UoC 20 – Code and name

|  |  |
| --- | --- |
| **UoC code and name** |  |
| **Enter in your own words a summary of the skills and knowledge requirements of the UoC.** | |
|  | |
| **Identify at least three skills from this UoC that you observed or used in the workplace. Provide an example of how you observed or used each skill in the workplace.** | |
|  | |
| **Identify knowledge that you acquired from this UoC and describe how the knowledge was applied in the workplace.** | |
|  | |
| **What were the most important tasks covered in the UoC that you performed or observed being performed in the workplace? Give an example of the most important task that you performed or observed being performed in the workplace.** | |
|  | |
| **Additional evidence** | 🞎 Hardcopy of SBAT workplace logbook  🞎 Online copy of SBAT workplace logbook |

Section 3: SBAT student post-placement reflection

You must complete Section 3 to be eligible for one or more credits. This section must be revised and updated for each additional credit, up to a maximum of four.

Employability skills are a set of eight skills used daily in the workplace.

1. Communication
2. Teamwork
3. Problem-solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are in the workplace as a SBAT, you use your employability skills in many different ways.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you acquired and used during your workplace learning placement might assist you in the future.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations. Assessment of VCE and VCAL credit for workplace learning is based on a discussion of this booklet with a school representative.

List of employability skills

|  |
| --- |
| **How did you demonstrate communication skills, for example by listening and understanding, speaking clearly and directly, or reading and writing?** |
|  |
| **How did you demonstrate teamwork, for example by working as part of a team or sharing ideas and resources with co-workers?** |
|  |
| **How did you demonstrate problem solving, for example by identifying problems or developing solutions to workplace activities?** |
|  |
| **How did you demonstrate self-management, for example by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised?** |
|  |
| **How did you demonstrate planning and organising, for example by managing time, setting priorities, making decisions, setting goals or collecting, analysing and organising information?** |
|  |
| **How did you demonstrate the use of technology, for example by being prepared to use a range of systems, IT skills or being able to learn new skills from the technology used in this industry?** |
|  |
| **How did you demonstrate learning, for example by being willing to learn new things, being open to new ideas or adapting to change?** |
|  |
| **How did you demonstrate initiative and enterprise? For example, being creative, adapting to new situations, turning ideas into actions or coming up with a variety of options.** |
|  |

Summary of industry learning

At the conclusion of your workplace learning for this SBAT, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

|  |
| --- |
| **How will this learning assist your pathway to this industry?** |
|  |
| **Describe your experiences and reflections over the first 12-month period.** |
|  |
| **Describe your experiences and reflections over the second 12-month period.** |
|  |

Student workplace declaration

I confirm that I have undertaken the following work placement(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Employer/business name** | **Start date** | **End date** | **No. of days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total no. of days** | | |  |

I declare that I undertook my SBAT at the workplace for ………… day(s) and that the reflections and evidence submitted for assessment are my own.

**Signed (Student)** ……………………………………………………………

**Name (Block letters)** ……………………………………………………………

**Date** ……………………………………………………………