Workplace Learning Record

A person holding a pen

Description automatically generated with low confidenceVCE VET Cisco

Cisco - CCNA v7 (22519VIC - Certificate IV in Integrated Technologies)

**Student name:**

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Structured Workplace Learning Recognition

[VCE Structured Workplace Learning Recognition for VET](https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx) provides students with the opportunity to gain credit towards their VCE (including the VCE VM) or VPC by undertaking a Structured Workplace Learning (SWL) placement that is aligned to their VE1 VCE VET program or VE2 School-based Apprenticeship or Traineeship (SBAT).

To receive credit, students are required to demonstrate satisfactory achievement of the outcomes for the relevant unit of the *VCE Structured Workplace Learning Recognition for VET* study design.

Students must maintain a Workplace Learning Record (WLR) for each placement. In the WLR students must reflect on a minimum of six units of competency (UoCs) from their program, including a workplace health and safety (WHS) UoC.

About this workplace learning record

Students undertaking this study must maintain a Workplace Learning Record (WLR) related to the SWL placement for recording, authentication and assessment purposes.

Student reflections on their SWL placement are to be recorded in the three sections of this WLR to document the skills and knowledge learned, employability skills developed, and industry experience gained relating to the VET qualification being undertaken.

Students must undertake a work placement in a different workplace setting or context for each VCE unit and maintain a separate WLR per placement.

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency (UoCs) in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

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| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor name** |  |
| **Contact phone number** |  |

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| --- | --- |
| **Employer/Company/Business** |  |
| **Supervisor 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 SWL placement.

|  |  |
| --- | --- |
| **Student Name** |  |
| **School** |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET certificate?** | |
|  | |
| **List the other studies that you are undertaking.** | |
|  | |
| **Explain why you have chosen this overall program.** | |
|  | |
| **Outline what interests you about the industry.** | |
|  | |
| **What is your planned career path or future career aspiration?** | |
|  | |
| **Describe any workplace skills you have developed through previous work experience, SWL or part time employment.** | |
|  | |
| **How have you developed these skills?** | |
|  | |

Section 2: Learning about VET units of competency in the workplace

This section of the WLR will contain three key questions per unit of competency (UoC) designed to draw out related experiences you may be exposed to in a workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have 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 requiring further training or practical experience.

You are encouraged to take photos and/or video 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/events
* video of workplace activities.

**Note**: please speak to your host employer before taking photos or video. Do not use the names or details of any clients/stakeholders external to the organisation/other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

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The compulsory UoCs and a selection of electives are listed in the table below. You may list any additional UoC(s) relating to your experiences in the workplace in the table. Indicate the year in which you are undertaking each UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UoC code | UoC title | Nominal hours | Year | Page |
| **Compulsory** | | | | |
| VU22963 | Build and implement a basic network | 100 |  | 9 |
| VU22964 | Configure a small to medium network for an organisation | 90 |  | 10 |
| VU22965 | Secure and monitor the performance of a small to medium network | 100 |  | 11 |
| VU22966 | Investigate design concepts of an accessible and secure network | 90 |  | 12 |

Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

VU22963 - Build and implement a basic network

This unit of competency describes the performance outcomes, knowledge and skills required to investigate the structure, functions, protocols and components of a computer network in order to build a basic network for a small enterprise and establish end-to-end connectivity.

The unit also includes the application of basic trouble shooting tools and techniques and data security fundamentals

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe at least one function of a switch in use at this workplace. |  |
| Describe at least one feature of a router in use at this workplace. |  |
| Describe two fundamentals of securing personal data in use at this workplace. |  |

VU22964 - Configure a small to medium network for an organisation

This unit of competency describes the performance outcomes, knowledge and skills required to configure and implement a small to medium network comprising Virtual Local Area Network (VLAN), routers, switches and end points.

The unit includes the application of Spanning Tree Protocol (STP), and Dynamic Host Routing Protocol (DHCP) network features. The unit also introduces Local Area Network (LAN) security concepts and practises for an organisation.

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| --- | --- |
| Respond to the following | Comments/observations |
| Describe at least one access end point control method in use in this workplace. |  |
| Describe one router command used to connect end points to a network router in this workplace. |  |
| What basic security settings did you experience in relation to switch settings? |  |

VU22965 - Secure and monitor the performance of a small to medium network

This unit describes the performance outcomes, knowledge and skills required to secure and monitor the performance of a small to medium network.

The unit includes implementing routing protocols, implementing Access Lists (ACL’s) to block common security threats, implementing Network Address Translation (NAT) on an edge router, selecting a WAN technology for an organisation and using tools to monitor the network for performance and potential security threats.

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| --- | --- |
| Respond to the following | Comments/observations |
| Describe how you used an Access Control List (ACL) in this workplace and whether they used standard or extended ACLs. |  |
| Describe at least one WAN technology in use in this workplace. |  |
| Describe how you or someone else at this workplace performed and monitored an IOS upgrade on a router or switch. |  |

VU22966 - Investigate design concepts of an accessible and secure network

This unit describes the performance outcomes, knowledge and skills to investigate design concepts of an accessible and secure network suitable for a small to medium size enterprise (SME).

The unit includes features and operation of a Wireless Local Area Network (WLAN), an introduction to network security concepts, configuring secure network remote access, network design features, virtualisation concepts, network automation concepts and the use of systematic troubleshooting tools and techniques to ensure correct network operation and performance.

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| --- | --- |
| Respond to the following | Comments/observations |
| Describe some of the network protection practices you implemented or observed in this workplace and include examples of some threat actors or threat actor tools such as malware. |  |
| How was remote VPN access established in this workplace? |  |
| Describe one example of encryption or a virtual network control that you observed or implemented in this workplace. |  |

Comments/observations on any other UoCs not listed

|  |  |
| --- | --- |
| UoCs | Comments/observations |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day 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 on work placement, you will be using employability skills in many ways.

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.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly, or reading and writing.

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How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

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How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

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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.

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How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

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How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry), or being able to learn new skills from the technology used in this industry.

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How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

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How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

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Summary of industry learning

At the conclusion of your SWL for this VET qualification, 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 these learnings assist you in your pathway to employment or further training in this industry?

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Student declaration

I confirm that I have undertaken work placement with:

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| --- | --- | --- |
| **Employer/Company/Business name** | **Dates of placement** | **Total hours of placement** |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** |  |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name**

**Date**