Workplace Learning Record

VCE VET Plumbing

22569VIC Certificate II in Plumbing (Pre-apprenticeship)

**Student name:**

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East Melbourne VIC 3002

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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** |  |

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

|  |  |
| --- | --- |
| **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

22569VIC Certificate II in Plumbing (Pre-apprenticeship)

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. You must reflect on a minimum of six UoCs from your program, including a workplace health and safety (WHS) UoC.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| UoC code | UoC title | Nominal hours | Year | Page |
| **Work, Health and Safety** | | | | |
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry | 20 |  | 9 |
| CPCWHS1001 | Prepare to work safely in the construction industry | 6 |  | 10 |
| **Compulsory** | | | | |
| BSBWRT311 | Write simple documents | 30 |  | 11 |
| CPCCOM1015 | Carry out measurements and calculations | 20 |  | 12 |
| CPCCOM2001 | Read and interpret plans and specifications | 36 |  | 13 |
| CPCPCM2039A | Carry out interactive workplace communication | 10 |  | 14 |
| CUAACD303 | Produce technical drawings | 50 |  | 15 |
| VU23046 | Apply basic sheet metal practices | 50 |  | 16 |
| VU23047 | Cut and penetrate building materials and structures | 30 |  | 17 |
| VU23048 | Fabricate simple plumbing pipe systems | 30 |  | 18 |
| VU23049 | Identify career pathways in the plumbing industry | 30 |  | 19 |
| VU23050 | Perform basic oxy-acetylene welding and cutting | 20 |  | 20 |
| VU23051 | Prepare to work in the plumbing industry | 20 |  | 21 |
| VU23052 | Use and apply basic levelling equipment for plumbing | 8 |  | 22 |
| VU23053 | Use basic electric welding equipment and techniques | 20 |  | 23 |
| VU23054 | Use basic plumbing hand tools | 50 |  | 24 |
| VU23055 | Use basic power tools | 20 |  | 25 |
| VU23056 | Use plumbing pipes, fittings and fixtures to simulate plumbing installations | 30 |  | 26 |
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|  |  |  |  |  |

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

VCE VET units of competency

CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry

This unit of competency specifies the performance outcomes/skills and knowledge required to carry out OHS requirements through safe work practices at any on or off-site construction workplace.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What personal protective equipment (PPE) was provided for and used by workers in the workplace? |  |
| Briefly outline the purpose of a workplace safety meeting you attended or a workplace consultative activity in which you participated. |  |
| In your observation and experience, what industry and site-specific induction was carried out in the workplace? |  |

CPCWHS1001 - Prepare to work safely in the construction industry

This unit of competency specifies the mandatory work health and safety training required before undertaking construction work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you learn about the OHS policies and procedures that apply to the workplace? |  |
| List at least three hazards at the workplace. Explain how you are expected to control the hazard. |  |
| In your experience in the workplace, what are the processes for responding to incidents that affect workers? |  |

BSBWRT311 - Write simple documents

This unit of competency specifies the performance outcomes/skills and knowledge required to plan, draft and finalise a basic document.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe a document that was developed and drafted for the workplace. What information did the document contain? |  |
| Give an example of a workplace document that you reviewed in the workplace. |  |
| How were the workplace documents stored or filed? |  |

CPCCOM1015 - Carry out measurements and calculations

This unit of competency specifies the performance outcomes/skills and knowledge required to carry out measurements and perform simple calculations to determine the task and material requirements for a job in a construction work environment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you learn about the calculations used in the construction industry by this workplace? |  |
| Give an example of when you used a calculation and carried out a measurement in the workplace. |  |
| What equipment and technology were used in the workplace to perform accurate measurements and calculations, and to determine quantities and the costs of materials? |  |

CPCCOM2001 - Read and interpret plans and specifications

This unit of competency specifies the performance outcomes/skills and knowledge required to read and interpret plans and specifications relevant to construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the main plans and drawings used. What were the functions of one of the plans? |  |
| How did you know you were using the most up-to-date plan? |  |
| Give an example of how you were able to locate key features of the site by using the plan. |  |

CPCPCM2039A - Carry out interactive workplace communication

This unit of competency specifies the performance outcomes/skills and knowledge required to communicate effectively through oral, visual and written means of communication.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List two examples of documents that were used to record that work was completed according to procedures. |  |
| Discuss two sustainability principles and concepts that were applied at your workplace. |  |
| Give one example each of visual, and oral communication applied in the work place to provide clear instructions for staff. |  |

CUAACD303 - Produce technical drawings

This unit of competency specifies the performance outcomes/skills and knowledge required to produce technical drawings that meet the required standards and conventions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What factors at the workplace impacted on the technical drawings? |  |
| Give an example of technical drawings that you helped to produce or observed being produced. |  |
| Name at least three technical drawings used in the workplace. |  |

VU23046 - Apply basic sheet metal practices

This unit of competency specifies the performance outcomes skills and knowledge required to cut, join and bend sheet metal products for a range of simple plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the types of sheet metal used in the workplace. |  |
| Give an example of how a sheet metal product was produced. |  |
| Describe the fabrication techniques used to prepare sheet metal products. |  |

VU23047 - Cut and penetrate building materials and structures

This unit of competency specifies the performance outcomes/skills and knowledge required to identify the properties of building materials and structures to facilitate cutting and penetration for a range of simple plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you identify the building materials and determine the tools to penetrate the ground surface, walls, floors and roofing cavities? |  |
| Describe the tools you used to cut or penetrate building structures. |  |
| Give an example of a hazard that you had to assess before penetrating a wall, floor, ceiling or ground surface. |  |

VU23048 - Fabricate simple plumbing pipe systems

This unit of competency specifies the performance outcomes/skills and knowledge required to distinguish, select and fabricate drainage, water and gas tubing and pipes for a range of simple plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What PPE was required when working on site, fabricating plumbing pipes? What were the safety requirements when using welding equipment? |  |
| Explain the fabrication techniques used in the workplace and how you tested the fabricated items. |  |
| Describe the tools and equipment used for the fabrication and assembly of three jobs. |  |

VU23049 - Identify career pathways in the plumbing industry

This unit of competency specifies the performance outcomes/skills and knowledge required to distinguish and determine opportunities and pathways of employment in the plumbing industry.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe two significant trends in the plumbing industry. How will the plumbing industry look in 10 to 20 years? |  |
| Name and explain at least three streams or sectors in the industry. |  |
| Where can you look for work opportunities in the plumbing industry? |  |

VU23050 - Perform basic oxy-acetylene welding and cutting

This unit of competency specifies the performance outcomes/skills and knowledge required to make welds and cuts and to rectify any defects and distortions as part of a variety of plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What are the types of oxy-acetylene welding and cutting techniques you observed or used within the workplace? |  |
| What PPE did you use or observe when welding and cutting? |  |
| In your workplace, what action was taken to minimise waste and to clean welds and cuts? |  |

VU23051 - Prepare to work in the plumbing industry

This unit of competency specifies the performance outcomes/skills and knowledge required to develop a general awareness and knowledge of the plumbing industry and the ability to work as part of a team.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What are the registration and licensing requirements to work as a registered plumber? |  |
| How will you develop your skills and knowledge to work as a plumber? |  |
| Give an example of a plumbing team activity in which you were involved. |  |

VU23052 - Use and apply basic levelling equipment for plumbing

This unit of competency specifies the performance outcomes/skills and knowledge required to select, set up and use suitable basic levelling equipment for a variety of plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the types of levelling equipment that you observed or used on the job. |  |
| List at least five terms used when discussing the use of levelling equipment. |  |
| Explain how you recorded and marked levels for particular jobs in the workplace. |  |

VU23053 - Use basic electric welding equipment and techniques

This unit of competency specifies the performance outcomes/skills and knowledge required to use a range of electric welding tools and techniques as part of a variety of plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the equipment that you observed or used on the job. |  |
| What job specifications did you observe or use in the workplace? |  |
| Explain how a quality weld should look and feel. |  |

VU23054 - Use basic plumbing hand tools

This unit of competency specifies the performance outcomes/skills and knowledge required to use basic hand tools for a range of simple plumbing tasks.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe and explain the use of at least five plumbing tools. |  |
| How did you prepare and clean tools for plumbing work? |  |
| How were the tools cleaned and stored in the workplace? |  |

VU23055 - Use basic power tools

This unit of competency specifies the performance outcomes/skills and knowledge required to identify, select, use and store basic power tools associated with simple plumbing tasks.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe at least five power tools used in the workplace and their functions. |  |
| What PPE should be used when using power tools? |  |
| What specific jobs did you perform with basic power tools? |  |

VU23056 - Use plumbing pipes, fittings and fixtures to simulate plumbing installations

This unit of competency specifies the performance outcomes/skills and knowledge required to identify plumbing pipes, plumbing fittings and plumbing fixtures, including fastening, as part of a variety of simulated plumbing jobs.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What types of pipes and fixtures or fittings were used in the workplace? |  |
| Describe the work performed with pipes you participated in or observed in the workplace. |  |
| Give an example of how you fastened or fixed pipes. |  |

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.

|  |
| --- |
|  |

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?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken work placement with:

|  |  |  |
| --- | --- | --- |
| **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**