Workplace Learning Record

VCE VET Building and Construction

22614VIC Certificate II in Building and Construction 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

22614VIC Certificate II in Building and Construction   
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** | | | | |
| CPCCWHS1001 | Prepare to work safely in the construction industry | 6 |  | 10 |
| CPCCWHS2001 | Apply WHS requirements, policies and procedures in the construction industry | 20 |  | 11 |
| **Compulsory** | | | | |
| CPCCCM2006 | Apply basic levelling procedures | 8 |  | 12 |
| CPCCOM1014 | Conduct workplace communication | 20 |  | 13 |
| CPCCOM1015 | Carry out measurements and calculations | 20 |  | 14 |
| HLTAID010 | Provide basic emergency life support | 12 |  | 15 |
| VU23312 | Prepare for work in the building and construction industry | 16 |  | 16 |
| VU23313 | Interpret and apply basic plans and drawings | 25 |  | 17 |
| VU23314 | Erect and safely use working platforms | 24 |  | 18 |
| **Elective** | | | | |
| VU23221 | Perform basic setting out | 24 |  | 19 |
| VU23320 | Identify and handle carpentry tools and equipment | 100 |  | 20 |
| VU23322 | Construct basic sub-floor | 48 |  | 21 |
| VU23323 | Construct basic wall frames | 48 |  | 22 |
| VU23324 | Construct a basic roof frame | 40 |  | 23 |
| VU23325 | Install basic external cladding | 24 |  | 24 |
| VU23326 | Install basic window and door frames | 24 |  | 25 |
| VU23327 | Install interior fixings | 40 |  | 26 |
| VU23328 | Carry out basic demolition for timber structures | 20 |  | 27 |
| VU23329 | Construct basic formwork for concreting | 40 |  | 28 |
| VU23330 | Identify and handle painting and decorating tools and equipment | 80 |  | 29 |
| VU23331 | Apply basic surface preparation skills for painting and decorating | 60 |  | 30 |
| VU23333 | Develop basic paint application techniques | 140 |  | 31 |
| VU23337 | Apply basic wallpaper | 20 |  | 32 |
| VU23338 | Identify and handle wall and ceiling lining tools and equipment | 100 |  | 33 |
| VU23338 | Identify and handle wall and ceiling lining tools and equipment | 100 |  | 34 |
| VU23339 | Apply wall and ceiling lining installation techniques | 150 |  | 35 |
| VU23346 | Develop basic wall tiling skills | 128 |  | 36 |
| VU23348 | Identify and handle solid plastering tools and equipment | 80 |  | 37 |
| VU23353 | Identify and handle stonemasonry tools and equipment | 100 |  | 38 |
| VU23358 | Operate basic static machines | 60 |  | 39 |
| VU23359 | Carry out basic construction processes | 90 |  | 40 |
| VU23360 | Construct basic doors and windows | 40 |  | 41 |
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Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

CPCCWHS1001 - Prepare to work safely in the construction industry

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

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you learn about the WHS policies and procedures? |  |
| Briefly outline the role that you observed of designated WHS personnel within the workplace. |  |
| In your experience at this workplace what are the specific WHS issues when responding to incidents? |  |

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

This unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces.

It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

The unit covers fundamental WHS requirements necessary to undertake work tasks within any sector in the construction industry. It includes the identification of hazardous materials, including asbestos, and compliance with legislated work safety practices. It does not cover removal of asbestos, which is a licensed activity.

It applies to workers in the construction industry.

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

CPCCCM2006 - Apply basic levelling procedures

This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set-out of building components. It includes the set-up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What are some of the typical levelling techniques that you observed in the workplace? |  |
| What levelling tools and equipment were used in the workplace? |  |
| How did workers select the appropriate levelling techniques? |  |

CPCCOM1014 - Conduct workplace communication

This unit of competency specifies the skills and knowledge required to communicate effectively with other workers in a construction workplace environment. The unit includes gathering, conveying and receiving information through verbal and written forms of communication.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What communication methods did you observe being used within the workplace? |  |
| How did you use effective communication within the workplace?  Why was it effective? |  |
| Were you required to work in a team?  Did you have team meetings, and if so, how did they operate? |  |

CPCCOM1015 - Carry out measurements and calculations

This unit of competency specifies the skills and knowledge required to undertake basic measurements and calculations to determine task and material requirements in a construction work environment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What measuring materials and equipment were used in the workplace? |  |
| What types of calculations were performed in the workplace? |  |
| How were measuring equipment and tools looked after in the workplace? |  |

HLTAID010 - Provide basic emergency life support

This unit describes the skills and knowledge required to recognise and respond to life-threatening emergencies in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how the workplace is prepared to respond to an emergency. |  |
| Provide examples of how hazards were identified and minimised to ensure the health and safety of all people in the workplace. |  |
| What types of workplace documentation were completed for reporting the details of emergency incidents? What first aid was provided? What preventative measures were in place? |  |

VU23312 - Prepare for work in the building and construction industry

The purpose of this module is to provide the participant with the skills and knowledge to determine opportunities and pathways, and to apply for work in the construction industry.

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| --- | --- |
| Respond to the following | Comments/observations |
| What different trades and sectors from within the construction industry did you observe within the workplace? |  |
| Was the work of the trade you observed what you expected?  Explain a job function of at least one trade that was very different to what you expected. |  |
| What potential career options do you see yourself exploring within the construction industry based on the trades you have seen in action? |  |

VU23313 - Interpret and apply basic plans and drawings

This unit of competency specifies the performance outcomes/skills and knowledge required to read, interpret and produce basic plans and drawings used for building construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What sort of workplace documentation and plans did you use and see being used in the workplace? |  |
| How were simple sketches, drawings and plans produced in the workplace? |  |
| List and describe any construction industry symbols and abbreviations that you came across while undertaking work placement. |  |

VU23314 - Erect and safely use working platforms

This unit of competency specifies the performance outcomes/skills and knowledge required to erect and safely use restricted height working platforms, including trestles and planks, step and extension ladders and mobile and modular scaffolds of up to four metres.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Using an example, explain the types of scaffolding and working platforms that were used in the workplace. |  |
| What legal and workplace requirements did you see in action in the use of scaffolding and working platforms? |  |
| Explain your role in erecting and dismantling restricted height scaffolding at the workplace. |  |

VU23221 - Perform basic setting out

This unit of competency specifies the performance outcomes/skills and knowledge required to carry out basic setting out for a building site.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the different types of levelling devices used to set out sites? |  |
| What was your role in setting out a site?  Outline the processes you were required to follow. |  |
| How did you determine if the corner of a building set out is square?  Why is this important on the construction site? |  |

VU23320 - Identify and handle carpentry tools and equipment

This unit of competency specifies the performance outcomes/skills and knowledge required to identify and safely handle carpentry hand and power tools and plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What commonly used carpentry tool terminology was used by staff in the workplace? |  |
| Outline any tools, equipment and materials that you used for carpentry-specific tasks in the workplace. |  |
| What methods did you observe for the cleaning of work areas and recycling of materials? |  |

VU23322 - Construct basic sub-floor

This unit of competency specifies the performance outcomes/skills and knowledge required to apply basic sub-floor framing skills for a rectangular shaped building.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What sub-floor framing terminology was used in the workplace during carpentry projects? |  |
| How did the workplace identify relevant building codes and standards for sub-floor framing?  Provide an example of a code or standard that you followed at your workplace. |  |
| What was your role or what roles did you observe in the construction of a sub-floor frame? |  |

VU23323 - Construct basic wall frames

This unit of competency specifies the performance outcomes/skills and knowledge required to construct basic wall frames for a building.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What wall framing terminology was used in the workplace during carpentry projects? |  |
| What materials, tools and equipment were you exposed to while undertaking wall framing construction? |  |
| What was your role or what roles did you observe in the construction of a wall frame? |  |

VU23324 - Construct a basic roof frame

This unit of competency specifies the performance outcomes/skills and knowledge required to construct a basic hip and gable end roof frame.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What roof framing terminology was used in the workplace during carpentry projects? |  |
| What materials, tools and equipment were you exposed to whilst undertaking roof framing construction? |  |
| What was your role or what roles did you observe in the construction of a roof frame? |  |

VU23325 - Install basic external cladding

This unit of competency specifies the outcomes required to install basic timber or manufactured external cladding.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What external cladding terminology was used in the workplace during carpentry projects? |  |
| What were the application techniques that you observed in the workplace for installing external cladding? |  |
| What was your role or what roles did you observe in the installation of external cladding? |  |

VU23326 - Install basic window and door frames

This unit of competency specifies the outcomes required to install basic windows and door frames to parts of a building.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the tools and materials used to install windows and door frames that you observed at the workplace? |  |
| What techniques did you use or observe others using for installing window and door frames? |  |
| What was your role or what roles did you observe in the fitting and fixing of window and door frames in the workplace? |  |

VU23327 - Install interior fixings

This unit of competency specifies the performance outcomes/skills and knowledge required to prepare, cut and install standard interior fixings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What tools and equipment were used for interior fixing in the workplace? |  |
| What was your role or what roles did you observe being undertaken whilst interior fixing in the workplace? |  |
| Outline the characteristics of materials related to interior fixing that you used in the workplace. |  |

VU23328 - Carry out basic demolition for timber structures

This unit of competency specifies the performance outcomes/skills and knowledge required to prepare and carry out basic demolition of timber structures.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What tools and equipment were used for demolition in the workplace? |  |
| What were the different techniques that you observed for demolition in the workplace? |  |
| How was the demolition conducted safely by following the work health and safety requirements in the workplace? |  |

VU23329 - Construct basic formwork for concreting

This unit of competency specifies the performance outcomes/skills and knowledge required to construct basic formwork for concreting.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the tools and materials used for the construction of formwork for concrete that you observed in the workplace? |  |
| What construction techniques for concrete were used in the workplace? |  |
| What was your role or what roles did you observe in the construction of formwork for concrete in the workplace? |  |

VU23330 - Identify and handle painting and decorating tools and equipment

This unit of competency specifies the performance outcomes/skills and knowledge required to identify and safely handle painting and decorating hand and power tools and plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What commonly used painting and decorating hand tool terminology was used by staff in the workplace? |  |
| Outline any hand tools, equipment and materials that you used for painting and decorating in the workplace. |  |
| What methods and processes did you observe for the clean-up of painting and decorating tools and equipment? |  |

VU23331 - Apply basic surface preparation skills for painting and decorating

This unit of competency specifies the performance outcomes/skills and knowledge required to prepare a range of substrates for painting.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did workers select compatible surface coatings for different surface types?  What types of surface coatings were used? |  |
| What surface defects did you observe in the preparation of surfaces for painting and decorating? |  |
| What processes and techniques for cleaning surfaces did you undertake in the workplace? |  |

VU23333 - Develop basic paint application techniques

This unit of competency specifies the performance outcomes/skills and knowledge required to develop basic application techniques for oil and water-based paints.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What paint types did you observe being used in the workplace and what were the various uses? |  |
| What precautions were taken in the workplace to ensure an effective paint drying process? |  |
| Why is the knowledge of paint ingredients important when working in the construction industry? |  |

VU23337 - Apply basic wallpaper

This unit of competency specifies the performance outcomes/skills and knowledge required to develop basic skills in hanging pre-pasted or ‘paste the wall’ wallpaper to a range of surfaces.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What wallpaper application techniques did you observe being used in the workplace? |  |
| What precautions were taken in the workplace to ensure an effective application process? |  |
| Why is the knowledge of industry standards relevant for paperhanging so important? |  |

VU23338 - Identify and handle wall and ceiling lining tools and equipment

This unit of competency specifies the performance outcomes/skills and knowledge required to identify and safely handle wall and ceiling lining hand and power tools and plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the characteristics and functions of wall and ceiling hand tools that you used in the workplace? |  |
| How did the workplace ensure the safe use of tools by all workers? |  |
| What techniques for maintaining hand tools did you observe in the workplace? |  |

VU23338 - Identify and handle wall and ceiling lining tools and equipment

This unit of competency specifies the performance outcomes/skills and knowledge required to identify and safely handle wall and floor tiling hand and power tools and plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the hand and power tools used in the workplace for wall and floor tiling installation? |  |
| How did the workplace ensure the safe use of tools by all workers? |  |
| What processes were used for identifying faults, wear or damage to tools and equipment? |  |

VU23339 - Apply wall and ceiling lining installation techniques

This unit of competency specifies the performance outcomes/skills and knowledge required to install plasterboard lining and finish to common wall and ceiling substrates.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What substrates and materials did you observe being used in wall and ceiling lining within the workplace? |  |
| What role did you undertake in installing wall and ceiling lining? |  |
| What was the sequencing of the services (water, electricity, gas) that are installed in the workplace before wall and ceiling lining work is started? |  |

VU23346 - Develop basic wall tiling skills

This unit of competency specifies the performance outcomes/skills and knowledge required to apply wall tiling techniques to a range of substrates.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What preparation was required prior to wall tiling? |  |
| How did the workplace ensure the safe use of tools by all workers? |  |
| What techniques were involved in cutting and fixing wall tiles in the workplace? |  |

VU23348 - Identify and handle solid plastering tools and equipment

This unit of competency specifies the performance outcomes/skills and knowledge required to identify and safely handle solid plastering hand and power tools and plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the hand and power tools used in the workplace for solid plastering? |  |
| How did the workplace ensure the safe use of tools by all workers? |  |
| What techniques for maintaining hand tools did you observe in the workplace? |  |

VU23353 - Identify and handle stonemasonry tools and equipment

This unit of competency specifies the performance outcomes/skills and knowledge required to identify and safely handle stonemasonry hand and power tools and plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the hand and power tools used in the workplace for stonemasonry? |  |
| How did the workplace ensure the safe use of tools by all workers? |  |
| What techniques for maintaining hand tools did you observe in the workplace? |  |

VU23358 - Operate basic static machines

This unit of competency specifies the performance outcomes/skills and knowledge required to identify, safely set up and operate basic static machines used under supervision in the joinery/shopfitting/stair building industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Outline the characteristics and functions of static machines that you used in the workplace. |  |
| What static machines did you observe but were unable to use?  Why were you unable to use these? |  |
| Explain all of the personal protective equipment (PPE) that you observed being used when working with static machines. |  |

VU23359 - Carry out basic construction processes

This unit of competency specifies the performance outcomes/skills and knowledge required to identify, prepare and apply basic construction work processes used by the joinery/shopfitting/stair building industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the documents that explain the standards that must be followed at the workplace and across the construction industry. |  |
| How was important information about a construction project communicated to clients or customers? |  |
| What do you think are the financial benefits of maintaining high quality work? |  |

VU23360 - Construct basic doors and windows

This unit of competency specifies the performance outcomes/skills and knowledge required to plan, prepare, set out and construct basic doors and windows using basic construction methods and manufacturing processes.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What door and window terminology was used in the workplace during construction projects? |  |
| How did the workplace identify relevant codes, standards and reference books for door and window construction? |  |
| What was your role or what roles did you observe in the construction of basic doors and windows? |  |

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.

|  |
| --- |
|  |

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**