Workplace Learning Record

VCE VET Agriculture, Horticulture, Conservation and Ecosystem Management

AHC20416 Certificate II in Horticulture

**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** |  |

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

AHC20416 Certificate II in Horticulture

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** |
| AHCWHS201 | Participate in work health and safety processes | 20 |  | 9 |
| **Compulsory** |
| AHCPCM201 | Recognise plants | 40 |  | 10 |
| AHCPMG201 | Treat weeds | 40 |  | 11 |
| AHCPMG202 | Treat plant pests, diseases and disorders | 30 |  | 12 |
| AHCSOL202 | Assist with soil or growing media sampling and testing | 30 |  | 13 |
| **Electives** |
| AHCLSC201 | Assist with landscape construction work | 30 |  | 14 |
| AHCLSC202 | Construct low-profile timber or modular retaining walls | 50 |  | 15 |
| AHCLSC203 | Install aggregate paths | 20 |  | 16 |
| AHCLSC204 | Lay paving | 30 |  | 17 |
| AHCMOM203 | Operate basic machinery and equipment | 20 |  | 18 |
| AHCNSY202 | Care for nursery plants | 30 |  | 19 |
| AHCNSY203 | Undertake propagation activities | 30 |  | 20 |
| AHCPGD201 | Plant trees and shrubs | 20 |  | 21 |
| AHCPGD203 | Prune shrubs and small trees | 35 |  | 22 |

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

VCE VET units of competency

AHCWHS201 - Participate in work health and safety processes

This unit of competency describes the skills and knowledge required to recognise and report hazards in the workplace. It also describes the skills and knowledge required to follow work health and safety (WHS) procedures and directions.

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

AHCPCM201 - Recognise plants

This unit of competency describes the skills and knowledge required to recognise commonly encountered plants. Plants include desired species as well as weeds.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the processes used in the workplace to identify a range of desirable and non-desirable plants? |  |
| Outline the different types of plants that you were required to recognise in the workplace. What characteristics and significant features of plants allow you to identify plants? |  |
| What workplace records were completed regarding the recognition of plants? |  |

AHCPMG201 - Treat weeds

This unit of competency describes the skills and knowledge required to recognise significant weed species and apply a range of weed treatment control options.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace prepare to treat weeds? |  |
| What was your role in treating weeds in the workplace? |  |
| Outline the processes and equipment that you observed being used in the workplace for treating weeds. |  |

AHCPMG202 - Treat plant pests, diseases and disorders

This unit of competency describes the skills and knowledge required to treat plant pests, diseases and disorders.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the process used by the workplace in preparing to treat plant pests, diseases and disorders? |  |
| What safety precautions and personal protective equipment (PPE) did you observe being used in the workplace while treating plant pests, diseases and disorders? |  |
| Outline the treatments to plant pests, diseases and disorders that you observed occurring in the workplace. |  |

AHCSOL202 - Assist with soil or growing media sampling and testing

This unit of competency describes the skills and knowledge required to assist with the sampling and testing of soil or growing media sampling and testing.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace collect soil and media samples for testing? |  |
| What was your role in collecting and testing soil or media samples? |  |
| Outline the various basic tests on soil or media samples that you observed in the workplace. |  |

AHCLSC201 - Assist with landscape construction work

This unit of competency describes the skills and knowledge required to provide support to others undertaking landscape works in public, commercial and domestic situations.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What materials, tools and equipment did you observe being used for landscaping work in the workplace? |  |
| What personal protective equipment (PPE) were you required to use in the workplace? |  |
| Outline the landscape construction work that you assisted with while on SWL placement. |  |

AHCLSC202 - Construct low-profile timber or modular retaining walls

This unit of competency describes the skills and knowledge required to construct low-profile timber or modular retaining walls in landscape settings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace mark out the site for the retaining wall? |  |
| What equipment was used in the workplace for constructing low-profile timber or modular retaining walls? |  |
| What was your role in the workplace for installing retaining wall components? |  |

AHCLSC203 - Install aggregate paths

This unit of competency describes the skills and knowledge required to install aggregate paths in landscape projects.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the process followed in the workplace for setting out a site for path construction? |  |
| Outline how the ground was prepared in the workplace including the equipment used. |  |
| How did you assist in the laying of surface aggregate materials in the workplace? |  |

AHCLSC204 - Lay paving

This unit of competency describes the skills and knowledge required to lay modular paving in landscape projects.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace plan and prepare for paving work? |  |
| Describe the various laying patterns that you observed in the workplace. |  |
| What was your role in laying paving in the workplace? |  |

AHCMOM203 - Operate basic machinery and equipment

This unit of competency describes the skills and knowledge required to operate and maintain machinery and equipment. This unit does not apply to chainsaws, tractors, vehicles and earth moving equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What basic machinery and equipment was used in the workplace? |  |
| Describe a situation where you operated basic machinery or equipment in the workplace and the safety requirements that you were required to adhere to. |  |
| What maintenance was carried out in the workplace on basic machinery and equipment? Explain the process you observed. |  |

AHCNSY202 - Care for nursery plants

This unit of competency describes the skills and knowledge required to maintain and care for containerised nursery plants.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the tools and equipment used in the workplace to care for plants? |  |
| What types of nursery plants were you involved in caring for? What did this involve? |  |
| How was waste managed in the workplace? What recycling processes were in place? |  |

AHCNSY203 - Undertake propagation activities

This unit of competency describes the skills and knowledge required to carry out a range of propagation tasks.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace prepare for plant propagation? |  |
| What tools and equipment were used by the workplace to propagate plants? |  |
| Outline the different types of plants that you observed being propagated and describe the processes used. |  |

AHCPGD201 - Plant trees and shrubs

This unit of competency describes the skills and knowledge required to manually plant trees and shrubs and other containerised and bare-rooted plants.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace prepare for planting? What equipment and tools were used? |  |
| Describe your role in installing trees, shrubs and/or other plants in the workplace. |  |
| What processes did the workplace follow to clean and store tools and equipment? |  |

AHCPGD203 - Prune shrubs and small trees

This unit of competency describes the skills and knowledge required to prune shrubs and small trees that are less than three meters in height while standing on the ground.

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| Respond to the following | Comments/observations |
| How did the workplace identify pruning requirements? |  |
| What were the various pruning methods used in the workplace? |  |
| What was your role in pruning shrubs and small trees in the workplace? What tools did you use? |  |

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:

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