Workplace Learning Record

VCE VET Building and Construction

CPC20220 Certificate II in Construction Pathways

**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

CPC20220 Certificate II in Construction Pathways

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 |
| **Compulsory** |
| CPCCOM1012 | Work effectively and sustainably in the construction industry | 20 |  | 10 |
| CPCCOM1013 | Plan and organise work | 20 |  | 11 |
| CPCCOM1015 | Carry out measurements and calculations | 20 |  | 12 |
| CPCCVE1011 | Undertake a basic construction project | 40 |  | 13 |
| **Elective** |
| CPCCBL2001 | Handle and prepare bricklaying and blocklaying materials | 16 |  | 14 |
| CPCCBL2002 | Use bricklaying and blocklaying tools and equipment | 30 |  | 15 |
| CPCCCA2002 | Use carpentry tools and equipment | 96 |  | 16 |
| CPCCCA2011 | Handle carpentry materials | 16 |  | 17 |
| CPCCCM2006 | Apply basic levelling procedures | 8 |  | 18 |
| CPCCCM2009 | Carry out basic demolition | 32 |  | 19 |
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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 describes the skills and knowledge required to carry out OHS requirements through safe work practices at any onsite or offsite construction workplace. 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.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Identify any onsite hazards or potential risks in the workplace |  |
| Describe the required onsite personal protective equipment (PPE) in the workplace. |  |
| In case of emergency, who would you contact in the workplace? |  |

CPCCOM1012 - Work effectively and sustainably in the construction industry

This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you learn about the work, health and safety policies and procedures that apply to your workplace? |  |
| Briefly outline the purpose of a workplace safety meeting, or a workplace consultative activity in which you participated in. |  |
| What are some of the common work, health and safety matters that occur in this type of workplace? |  |

CPCCOM1013 - Plan and organise work

This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

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| --- | --- |
| Respond to the following | Comments/observations |
| How were daily tasks identified in the workplace? |  |
| What planning was involved in setting daily and weekly tasks? |  |
| Describe how jobs were organised and planned? |  |

CPCCOM1015 - Carry out measurements and calculations

This unit of competency specifies the outcomes required to carry out measurements and perform simple calculations to determine task and material requirements for a job 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? |  |

CPCCVE1011 - Undertake a basic construction project

This unit of competency specifies the skills and knowledge required to undertake a basic construction project using basic tools, equipment and materials.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you review and interpret the plans and specifications for your basic construction project? |  |
| What processes did you use to manufacture the components for your construction project? |  |
| Outline the assembly process you followed to construct the project. |  |

CPCCBL2001 - Handle and prepare bricklaying and blocklaying materials

This unit of competency specifies the outcomes required to safely handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and environmental requirements for the disposal of waste.

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| --- | --- |
| Respond to the following | Comments/observations |
| Outline the characteristics of any bricklaying and blocklaying materials that you used, or observed being used, in the workplace. |  |
| What were the bricklaying and blocklaying techniques that you observed in the workplace? |  |
| What processes did you observe for working safely when bricklaying and or blocklaying? |  |

CPCCBL2002 - Use bricklaying and blocklaying tools and equipment

This unit of competency specifies the outcomes required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you find out about the personal protective equipment (PPE) required for operating specific bricklaying and blocklaying tools in the workplace? |  |
| Name and describe the different types of hand tools and equipment used for bricklaying and blocklaying that you observed in the workplace. |  |
| Outline how tools and PPE were selected for bricklaying and blocklaying in the workplace. |  |

CPCCCA2002 - Use carpentry tools and equipment

This unit of competency specifies the outcomes required to safely select and use carpentry tools and equipment. It includes hand tools, power tools, pneumatic tools, plant and equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What carpentry tools and equipment were used in your workplace? |  |
| How were carpentry tools and equipment used in the workplace? |  |
| What methods did you observe for cleaning work areas and recycling materials? |  |

CPCCCA2011 - Handle carpentry materials

This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.

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| Respond to the following | Comments/observations |
| What carpentry tools and equipment were used in the workplace? |  |
| How were carpentry tools and materials selected in the workplace? |  |
| Describe how carpentry materials were loaded, unloaded and moved in 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.

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| 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? |  |

CPCCCM2009 - Carry out basic demolition

This unit of competency specifies the outcomes required to remove components from single storey buildings and structures using basic demolition techniques. It includes the preparation of the site for the demolition process and the removal of components.

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| --- | --- |
| Respond to the following | Comments/observations |
| What demolition tools and equipment were used in the workplace? |  |
| What different demolition techniques did you observe in the workplace? |  |
| Describe hazards that are associated with manual demolition tasks. |  |

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**