Workplace Learning Record

VCE VET Creative and Digital Media

CUA20220 Certificate II in Creative Industries

**Student name:**

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Level 7, 200 Victoria Pde  
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

CUA20220 Certificate II in Creative Industries

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** | | | | |
| CUAWHS312 | Apply work health and safety practices | 30 |  | 9 |
| **Compulsory** | | | | |
| BSBTWK201 | Work effectively with others | 40 |  | 10 |
| CUAIND211 | Develop and apply creative arts industry knowledge | 20 |  | 11 |
| **Electives** | | | | |
| BSBCRT201 | Develop and apply thinking and problem solving skills | 30 |  | 12 |
| BSBCRT311 | Apply critical thinking skills in a team environment | 40 |  | 13 |
| BSBPEF101 | Plan and prepare for work readiness | 20 |  | 14 |
| BSBPEF202 | Plan and apply time management | 20 |  | 15 |
| BSBSTR301 | Contribute to continuous improvement | 40 |  | 16 |
| BSBTEC201 | Use business software applications | 60 |  | 17 |
| BSBTWK301 | Use inclusive work practices | 30 |  | 18 |
| CUAACD201 | Develop drawing skills to communicate ideas | 60 |  | 19 |
| CUADES201 | Follow a design process | 50 |  | 20 |
| SITXCOM002 | Show social and cultural sensitivity | 20 |  | 21 |

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

VCE VET units of competency

CUAWHS312 - Apply work health and safety practices

This unit describes the skills and knowledge required to apply work health and safety (WHS) requirements, including implementing safe work practices, participating in risk assessment and control, and following emergency procedures in the creative industries.

The unit applies to those who are required to identify their individual WHS responsibilities and implement procedures to work safely in creative industry work contexts.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What are some of the possible WHS risks at work? |  |
| What was the process for reporting incidents and hazards in the workplace? |  |
| What are risk control actions in this workplace? What was the process in this workplace for documenting risk control actions? |  |

BSBTWK201 - Work effectively with others

This unit describes the skills and knowledge required to implement time management processes to organise and complete work tasks. It also addresses skills and knowledge to seek and review feedback for performance improvement regarding time management and use technology appropriate to the task.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you plan and prioritise your duties whilst on SWL placement? |  |
| How did you communicate your progress on work tasks to supervisors or colleagues? |  |
| How did you receive feedback for your time management?  Give an example.  Give an example. |  |

CUAIND211 - Develop and apply creative arts industry knowledge

This unit describes the skills and knowledge required to develop and apply basic creative arts industry knowledge to industry practices. It includes understanding industry structures and operations, employment obligations and opportunities, the impact of new technology, and identification of industry laws, regulations, and protocols. It involves researching the creative arts industry and updating personal knowledge based on this research.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how technology was used in the workplace. |  |
| Outline the range of occupations observed in the workplace. |  |
| In the workplace, describe two laws relating to the industry that you were made aware of or observed. |  |

BSBCRT201 - Develop and apply thinking and problem solving skills

This unit describes the skills and knowledge required to solve problems, develop questions, and respond to feedback on questions on workplace issues.

The unit applies to individuals, often working under supervision or guidance, who may be required to think critically, ask essential questions, and consider answers to those questions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe questions you used to solve two workplace issues or problems |  |
| Describe a problem-solving process you experienced in this workplace. |  |
| Describe a block or challenge to solving problems you experienced at work. |  |

BSBCRT311 - Apply critical thinking skills in a team environment

This unit describes skills and knowledge required to apply critical thinking skills to generate solutions to workplace problems in a team environment.

The unit applies to individuals who are required to develop and extend their critical and creative thinking skills to different issues and situations. These individuals apply a range of problem solving, evaluation and analytical skills resolve workplace issues within a team context.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace encourage staff to generate ideas? |  |
| Provide examples of creative thinking techniques you observed in use in this workplace. |  |
| How did workplace teams overcome issues? |  |

BSBPEF101 - Plan and prepare for work readiness

This unit describes the skills and knowledge required to identify and document current skills and plan future skills development with support and supervision.

It applies to those who are preparing to work in a broad range of settings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List some of the drawing techniques, tools and materials used in this workplace? |  |
| Why were these drawing techniques in use and were they effective? |  |
| Give an example from this workplace of an idea that was represented using drawing. |  |

BSBPEF202 - Plan and apply time management

This unit describes the skills and knowledge required to implement time management processes to organise and complete work tasks. It also addresses skills and knowledge to seek and review feedback for performance improvement regarding time management and use technology appropriate to the task.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Give an example of some constraints on the design process that had to be considered in this workplace. |  |
| Give an example of at least one way they generated new ideas as part of the design process in this workplace. |  |
| Give an example of how a proposed design solution was modified because of feedback during your time in this workplace. |  |

BSBSTR301 - Contribute to continuous improvement

This unit describes the skills and knowledge required to support continuous improvement in an organisation. Particular emphasis is on actively encouraging teams to participate in the process, monitoring and reporting on specified outcomes and supporting opportunities for further improvements.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace teams identify opportunities to do things better? |  |
| How did the workplace share ideas about possible improvements to process or product? |  |
| Describe how the workplace teams implement routine changes. |  |

BSBTEC201 - Use business software applications

This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

The unit applies to those who use a limited range of practical skills with a fundamental knowledge of equipment use and the organisation of data in a defined context, under direct supervision or with limited individual responsibility.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the main technology and software applications you used in the workplace? |  |
| What were the specific policies and processes you used for organising data? |  |
| How did you overcome issues with software? |  |

BSBTWK301 - Use inclusive work practices

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems and conflict.

The unit applies to individuals who perform a range of routine tasks in a team environment and use a basic knowledge of teamwork in a defined context, under direct supervision or with limited individual responsibility.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you develop effective workplace relationships? |  |
| How did you support team members to ensure that the workplace goals were met? |  |
| In your observations, how were issues, problems and conflict dealt with in the workplace? |  |

CUAACD201 - Develop drawing skills to communicate ideas

This unit describes the skills and knowledge required to identify and document current skills and plan future skills development with support and supervision.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you identify and prioritise work goals in the workplace? |  |
| How has your experience in the workplace contributed to your skills and knowledge or changed your attitudes? |  |
| What experiences would you include in a resume or portfolio? |  |

CUADES201 - Follow a design process

This unit describes the skills and knowledge required to develop simple drawing techniques to communicate ideas. It does not relate to drawing as an art form.

It applies to individuals who use drawing to visually represent ideas about objects, the use of space, narratives or the steps in a process.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Provide two examples of how drawings were used in the workplace to represent ideas. |  |
| Describe some of the drawing tools, materials and techniques used in the workplace. |  |
| Give an example of how the presentation context affected the choice of the drawing tools, materials and techniques used in the workplace. |  |

SITXCOM002 - Show social and cultural sensitivity

This unit describes the skills and knowledge required to identify routine workplace problems and strategies to respond to the problems.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe a problem that commonly occurs in a workplace. (This might be IT-related or an administration issue). |  |
| How might this workplace problem be fixed? |  |
| How is feedback provided to anyone solving problems 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.

|  |
| --- |
|  |

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**