Workplace Learning Record

VCE VET Visual Arts

CUA20720 Certificate II in Visual Arts

**Student name:**

Authorised and published by the Victorian Curriculum and Assessment Authority  
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

CUA20720 Certificate II in Visual Arts

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** | | | | |
| BSBWHS211 | Contribute to the health and safety of self and others | 20 |  | 9 |
| **Compulsory** | | | | |
| CUAACD201 | Develop drawing skills to communicate ideas | 60 |  | 10 |
| CUAPPR211 | Make simple creative work | 40 |  | 11 |
| CUARES202 | Source and use information relevant to own arts practice | 30 |  | 12 |
| **Elective** | | | | |
| BSBCRT201 | Develop and apply thinking and problem solving skills | 30 |  | 13 |
| BSBTWK201 | Work effectively with others | 40 |  | 14 |
| CUACER201 | Develop ceramic skills | 50 |  | 15 |
| CUADES201 | Follow a design process | 50 |  | 16 |
| CUADIG212 | Develop digital imaging skills | 50 |  | 17 |
| CUADRA201 | Develop drawing skills | 50 |  | 18 |
| CUAIND211 | Develop and apply creative arts industry knowledge | 20 |  | 19 |
| CUAPAI211 | Develop painting skills | 50 |  | 20 |
| CUAPRI211 | Develop printmaking skills | 50 |  | 21 |
| CUASCU211 | Develop sculptural skills | 50 |  | 22 |
| CUATEX201 | Develop skills in textile work | 50 |  | 23 |
| ICTICT215 | Operate digital media technology packages | 40 |  | 24 |
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Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

BSBWHS211 - Contribute to the health and safety of self and others

This unit of competency covers the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others, and to assist in responding to incidents. It covers following work health and safety (WHS) policies, procedures, instructions and requirements; and participating in WHS consultative processes.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Briefly describe three workplace WHS procedures that you followed, e.g. setting up a safe work space. |  |
| Identify three hazards at your workplace. |  |
| What is the process for reporting and recording both incidents and hazards in the workplace? |  |

CUAACD201 - Develop drawing skills to communicate ideas

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 |
| List at least three examples 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. |  |

CUAPPR211 - Make simple creative work

This unit describes the skills and knowledge required to make simple creative work in any medium. It involves the process of developing and discussing ideas, and using a limited range of specific art and design techniques to communicate those ideas through creative work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how you prepared at least three tools, materials or pieces of equipment in the workplace. |  |
| Describe the steps you participated in or observed to develop creative work in the workplace. |  |
| Describe two techniques for developing creative works that you participated in or observed in the workplace. |  |

CUARES202 - Source and use information relevant to own arts practice

This unit describes the skills and knowledge required to access relevant historical and theoretical information relevant to one’s own area of creative work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| State two historical facts about the arts practices that you discovered at work. Where did you obtain this information? |  |
| Briefly describe where and how staff access information at work about creative arts practises or protocols. |  |
| What copyright issues did you observe at work? Where would you find information about copyright at work? How is feedback about creative work noted and stored? |  |

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 two different ways that problems were solved in the workplace. |  |
| Give two examples of different types of questions used during problem solving, at the workplace? |  |
| What issues did you observe in the workplace that had the potential to block problem solving processes? |  |

BSBTWK201 - Work effectively with others

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 |
| Describe how you developed workplace relationships with team members. |  |
| Describe how you supported team members at work. |  |
| Describe how your workplace dealt with issues and conflict. |  |

CUACER201 - Develop ceramic skills

This unit describes the skills and knowledge required to use a limited range of basic ceramic techniques to produce fundamental ceramic work from simple design concepts.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List at least three examples of ceramics tools and materials that you worked with. State one safety consideration for each and describe how you controlled cost and minimised waste when working. |  |
| Describe two ceramic techniques that you observed in the workplace. What effects did these techniques produce? |  |
| What principles of design were applied to the ceramics techniques that you observed or developed in the workplace? |  |

CUADES201 - Follow a design process

This unit describes the skills and knowledge required to follow a design process at a basic level, incorporating an element of problem solving to identify and resolve challenges that may hinder the process. It involves establishing the challenges faced in the design process, exploring different ideas for solutions, and solving the associated challenges through implementation of solutions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Give at least two examples of a constraint on the design process that had to be considered in the workplace. |  |
| Give an example of at least one way that new ideas were generated as part of the design process in the workplace. |  |
| Describe the testing, prototyping or trialling of a proposed solution that took place in the workplace. |  |

CUADIG212 - Develop digital imaging skills

This unit describes the skills and knowledge required to use basic techniques to work with digital images. It involves preparing resources for digital imaging, using and testing different techniques to produce digital images and reviewing plans to further develop own skills.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List at least three examples of digital imaging equipment, tools and materials that you handled in the workplace, and describe the workplace safety, cost control and waste management minimisation procedures that you followed. |  |
| Identify two digital image styles that you observed in the workplace and describe what you learnt about how the effects were achieved. |  |
| Describe two digital imaging techniques that you explored in the workplace and describe the elements and principles of design that that were applied. |  |

CUADRA201 - Develop drawing skills

This unit describes the skills and knowledge required to use a limited range of basic drawing techniques to produce fundamental drawings from simple ideas. This unit relates to drawing as an art form and differs from units that focus on drawing as a visual representation tool.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List at least three examples of drawing tools and materials that you worked with. State one safety consideration for each and describe how you controlled cost and minimised waste when working. |  |
| Identify two drawing styles that you observed in the workplace and describe what you learnt about how the effects were achieved. |  |
| Describe two drawing techniques that you explored in the workplace and describe the elements and principles of design that that were applied. |  |

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 |
| Identify an industry body or association that is related to your workplace and describe it's role. |  |
| Describe technologies used in your workplace. |  |
| Based on your workplace experiences, describe two examples of current issues or trends that apply to the creative arts industry. |  |

CUAPAI211 - Develop painting skills

This unit describes the skills and knowledge required to use a limited range of basic painting techniques to produce fundamental paintings from simple ideas. It involves preparing resources to use and test paint techniques and develop painting skills.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List at least three examples of painting tools and materials that you worked with. State one safety consideration for each and describe how you controlled cost and minimised waste when working. |  |
| Identify two painting styles that you observed in the workplace and describe what you learnt about how the effects were achieved. |  |
| Describe two painting techniques that you explored in the workplace and describe the elements and principles of design that that were applied. |  |

CUAPRI211 - Develop printmaking skills

This unit describes the skills and knowledge required to use a limited range of basic printmaking techniques to produce fundamental prints from simple design concepts.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List three examples of printmaking equipment, tools and materials that you handled in the workplace, and describe the workplace safety, cost control and waste management minimisation procedures that you followed. |  |
| Identify two print styles that you observed in the workplace and describe what you learnt about how the effects were achieved. |  |
| Describe two printmaking techniques that you explored in the workplace and describe the elements and principles of design that that were applied. |  |

CUASCU211 - Develop sculptural skills

This unit describes the skills and knowledge required to use a limited range of basic sculptural techniques to produce fundamental sculptures from simple design concepts.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List three examples of sculptural equipment, tools and materials that you handled in the workplace, and describe the workplace safety, cost control and waste management minimisation procedures that you followed. |  |
| Identify two sculpture styles that you observed in the workplace and describe what you learnt about how the effects were achieved. |  |
| Describe two sculpture techniques that you explored in the workplace and describe the elements and principles of design that that were applied. |  |

CUATEX201 - Develop skills in textile work

This unit describes the skills and knowledge required to use a limited range of basic textile techniques to produce fundamental textile work from simple design concepts.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List at least three examples of textile equipment, tools and materials that you handled in the workplace, and describe the workplace safety, cost control and waste management minimisation procedures that you followed. |  |
| Identify two styles of textile work that you observed in the workplace and describe what you learnt about how the effects were achieved. |  |
| Describe two techniques to produce textile work that you explored in the workplace and describe the elements and principles of design that that were applied. |  |

ICTICT215 - Operate digital media technology packages

This unit describes the skills and knowledge required to identify, select, and use a digital media package and supporting technologies to produce a variety of media rich documents.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| State two digital media packages that were in use in the workplace? |  |
| Give two examples of the data sets required for different tasks when using digital media packages in the workplace. |  |
| Give an example of how graphics, moving images and sound were incorporated into a digital media package in the 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.

|  |
| --- |
|  |

How did you demonstrate **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

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**