Workplace Learning Record

VCE VET Visual Arts

CUA31120 Certificate III in Visual Arts

**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

CUA31120 Certificate III 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** | | | | |
| CUAACD311 | Produce drawings to communicate ideas | 80 |  | 10 |
| CUAPPR311 | Produce creative work | 45 |  | 11 |
| CUARES301 | Apply knowledge of history and theory to own arts practice | 50 |  | 12 |
| **Elective** | | | | |
| CUADES201 | Follow a design process | 50 |  | 13 |
| CUADES301 | Explore the use of colour | 50 |  | 14 |
| CUADES302 | Explore and apply the creative design process to 2D forms | 60 |  | 15 |
| CUADIG303 | Produce and prepare photo images | 20 |  | 16 |
| CUADIG315 | Produce digital images | 50 |  | 17 |
| CUADRA311 | Produce drawings | 50 |  | 18 |
| CUAIND314 | Plan a career in the creative arts industry | 35 |  | 19 |
| CUAPAI311 | Produce paintings | 50 |  | 20 |
| CUAPHI312 | Capture photographic images | 60 |  | 21 |
| CUAPPR312 | Document the creative work progress | 15 |  | 22 |
| CUAPRI312 | Produce prints | 50 |  | 23 |
| CUASCU311 | Produce sculpture | 50 |  | 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? |  |

CUAACD311 - Produce drawings to communicate ideas

This unit describes the skills and knowledge required to produce drawings that represent and communicate ideas. It does not relate to drawing as an art form. It involves planning drawing work, experimenting with ideas and producing drawings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List at least three examples of the techniques, materials and equipment that were used when producing drawings to communicate ideas. |  |
| Describe two examples of when drawings were used to communicate ideas in the workplace. |  |
| Briefly describe how drawings were prepared for a presentation? |  |

CUAPPR311 - Produce creative work

This unit describes the skills and knowledge required to plan and produce creative work in any media. Work is typically produced through exploration of ideas, techniques, tools, equipment and materials.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List two sources of information that were used to develop ideas for the creative work in the workplace. |  |
| What techniques did you use in the workplace to realise an idea. |  |
| Identify a technical problem that occurred when producing a creative work in the workplace and describe how it was resolved. |  |

CUARES301 - Apply knowledge of history and theory to own arts practice

This unit describes the skills and knowledge required to assess the relevance of historical and theoretical information for application to own arts practice.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe two new ideas that you learnt at work that you can incorporate into your art. |  |
| Describe how you incorporated feedback into an arts project. |  |
| Provide an example of when historical or theoretical ideas were integrated into arts practice 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 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 that staff generated new ideas as part of the design process in this workplace. |  |
| Describe the testing, prototyping or trialling of a proposed solution that took place in the workplace. |  |

CUADES301 - Explore the use of colour

This unit describes the skills and knowledge required to explore the use of colour and to apply colour theory. It involves researching colour and colour theory, experimenting with different colours and colour-combinations and communicating different ideas using colour.

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| --- | --- |
| Respond to the following | Comments/observations |
| Briefly describe how colour was experimented with in the workplace. |  |
| List at least two examples of materials, tools and equipment that were used in the workplace when experimenting with colour. |  |
| In the workplace, how were work samples prepared and stored for future use? |  |

CUADES302 - Explore and apply the creative design process to 2D forms

This unit describes the skills and knowledge required to explore and creatively apply the design process to the development of two-dimensional (2D) forms. It involves exploring ideas and the creative design process, and communicating different ideas through application of design processes to 2D forms.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Briefly describe the creative design process to produce different 2D designs in the workplace. |  |
| Briefly describe how 2D designs were evaluated in the workplace. |  |
| Briefly describe how you explored 2D design in the workplace. |  |

CUADIG303 - Produce and prepare photo images

This unit describes the skills and knowledge required to prepare photo images for integration into an interactive media sequence or product.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how you sourced photographic images for a project brief. |  |
| Describe a time in the workplace when you were involved in planning camera shots, taking into account lighting, framing, composition and other relevant factors. |  |
| What digital imaging software was used in the workplace to manipulate and save digital images? Describe your experience using the software. What digital imaging skills did you develop or utilise? |  |

CUADIG315 - Produce digital images

This unit describes the skills and knowledge required to produce digital images through the exploration and application of different techniques, tools, equipment and materials. It involves exploring ideas and techniques during the planning process, preparing resources to create digital images and creating finished digital images.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Briefly describe two digital imaging tools, equipment and materials used in the workplace. |  |
| Briefly describe two digital imaging techniques used in the workplace. |  |
| In the workplace, how was digital imaging work reviewed and adjusted to finalise the work. |  |

CUADRA311 - Produce drawings

This unit describes the skills and knowledge required to explore and use different combined techniques to produce finished drawings from design concepts which are reviewed and adjusted during the work in progress. 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 |
| Identify the drawing ideas and techniques that you saw in the workplace and describe what you learnt about them by speaking with staff in the workplace. |  |
| List the drawing equipment, tools and materials that were in use in the workplace and describe any processes for their safe handling and/or minimising waste. |  |
| What drawing techniques were you able to develop in the workplace and what desired effects did you create? |  |

CUAIND314 - Plan a career in the creative arts industry

This unit describes the skills and knowledge required to identify and evaluate career opportunities in the creative arts industry, including personal skills analysis and portfolio development. It involves building networks within the creative industry and developing a personal career plan and skills portfolio for practical use.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how you will utilise your experiences at work in a resume or skills portfolio. |  |
| What advice did you receive from people working in areas of interest about your career goals and any specific preparation or networking required. |  |
| Have you been able to identify any skills that you would need to develop to undertake further work at the workplace or in a similar role?  Explain. |  |

CUAPAI311 - Produce paintings

This unit describes the skills and knowledge required to explore and use a range of combined techniques to produce finished paintings from design concepts which are reviewed and adjusted during the work in progress. It involves planning painting work, preparing and maintaining resources and creating finished paintings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Identify at least two painting ideas and techniques that you saw in the workplace and describe what you learnt about them by speaking with staff in the workplace. |  |
| Provide two examples of how painting equipment, tools and materials were prepared, maintained and disposed of in the workplace, according to workplace safety and sustainability requirements. |  |
| Describe two painting techniques that you used and adapted in the workplace. |  |

CUAPHI312 - Capture photographic images

This unit describes the skills and knowledge required to capture photographic images using different techniques and camera technologies. It involves preparing for image capture, previewing the image, reviewing and enhancing to meet project requirements and finalising the image capture process.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe one photographic project you observed or implemented. What cameras and accessories were selected and why? |  |
| What photographic techniques did you observe and/or develop in the workplace? |  |
| What feedback did you receive in the workplace that allowed you to improve your own skills of enhancing images? |  |

CUAPPR312 - Document the creative work progress

This unit describes the skills and knowledge required to document the conception, development and progress of own creative work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the process for documenting copyright and intellectual property issues in the workplace. |  |
| Outline how progress of creative work was recorded and documented in the workplace. |  |
| What strategies did you learn in the workplace that will help you to improve your documentation of creative work progress. |  |

CUAPRI312 - Produce prints

This unit describes the skills and knowledge required to plan and finish print works which are reviewed and adjusted during the work in progress.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Identify two print ideas and techniques that you saw in the workplace and describe what you learnt about them from staff in the workplace. |  |
| Describe how print equipment, tools and materials were prepared, maintained and disposed of in the workplace, according to workplace safety and sustainability requirements. |  |
| Identify the print techniques that you developed/observed in the workplace and describe the elements and principles of design that you considered. |  |

CUASCU311 - Produce sculpture

This unit describes the skills and knowledge required to plan and finish sculpture works which are reviewed and adjusted during the work in progress.

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| --- | --- |
| Respond to the following | Comments/observations |
| Identify two sculpture ideas and techniques that you saw in the workplace and describe what you learnt about them from staff in the workplace. |  |
| Provide at least two examples of how sculpture equipment, tools and materials were prepared, maintained and disposed of in the workplace, according to workplace safety and sustainability requirements. |  |
| Identify two sculpture techniques that you developed/observed in the workplace and describe the elements and principles of design that you considered. |  |

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?

|  |
| --- |
|  |

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**