Workplace Learning Record

VCE VET Laboratory Skills

MSL20122 Certificate II in Sampling and Measurement

**Student name:**

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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

MSL20122 Certificate II in Sampling and Measurement

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** | | | | |
| MSL943004 | Participate in laboratory or field workplace safety | 40 |  | 9 |
| **Compulsory** | | | | |
| BSBCMM211 | Apply communication skills | 40 |  | 10 |
| MSL912002 | Work within a laboratory or field workplace | 40 |  | 11 |
| MSL922002 | Record and present data | 40 |  | 12 |
| **Elective** | | | | |
| MSL913004 | Plan and conduct laboratory/field work | 40 |  | 13 |
| MSL933005 | Maintain the laboratory/field workplace fit for purpose | 30 |  | 14 |
| MSL952003 | Collect routine site samples | 30 |  | 15 |
| MSL972002 | Take routine site measurements | 30 |  | 16 |
| MSL973017 | Assist with fieldwork | 40 |  | 17 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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

VCE VET units of competency

MSL943004 - Participate in laboratory or field workplace safety

This unit of competency describes the skills and knowledge to follow work health and safety (WHS) policies and procedures, deal with the identification and control of hazards, work safely at all times, follow emergency response procedures and contribute to the maintenance of workplace safety.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Which safe work practices were explained to you during your time at the workplace? |  |
| What was the workplace procedure for reporting WHS and environmental issues incidents? |  |
| Did any incidents or injuries occur that you observed?  If yes, explain what happened and how it was handled. (If not, what were you trained to do in case of an incident or injury)? |  |

BSBCMM211 - Apply communication skills

This unit describes the skills and knowledge required to apply basic communication skills in the workplace, including identifying, gathering and conveying information along with completing assigned written information.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the verbal and non verbal skills you applied when working with colleagues |  |
| What sorts of writing did you have to do as part of your work? |  |
| What feedback about your written or verbal communication did you receive? What was the result? |  |

MSL912002 - Work within a laboratory or field workplace

This unit of competency describes the skills and knowledge to work effectively in a laboratory/field workplace.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the process you used to identify and locate equipment required for your work |  |
| Detail an example where you had to perform a technical task safely and efficiently according to instructions |  |
| Explain how you monitored and adjusted your work to maintain quality outputs |  |

MSL922002 - Record and present data

This unit of competency describes the skills and knowledge to record and store data, perform simple calculations of scientific quantities and present information in tables and graphs. The unit requires personnel to solve predictable problems using clear information or known solutions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What methods to record and store data did you observe in the workplace? |  |
| What methods did you observe being used to present data? |  |
| Describe some of the calculations that you observed being carried out in the workplace. |  |

MSL913004 - Plan and conduct laboratory/field work

This unit of competency describes the skills and knowledge to plan and complete tasks individually or in a team context. The tasks involve established routines and procedures using allocated resources with access to readily available guidelines and advice.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the daily work activities that you observed in the workplace. |  |
| Describe how you cooperated with team members to work in a team environment in the workplace. |  |
| Give an example of how a problem was resolved in the workplace. |  |

MSL933005 - Maintain the laboratory/field workplace fit for purpose

This unit of competency describes the skills and knowledge to clean laboratory work surfaces, clean and store laboratory equipment and monitor laboratory stocks under direct supervision.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the workplace procedures you observed for the cleaning of work preparation areas, materials and equipment. |  |
| How were stocks and materials monitored in the workplace? |  |
| Describe the equipment checks that you observed being carried out in the workplace. |  |

MSL952003 - Collect routine site samples

This unit of competency describes the skills and knowledge to collect samples at field or production sites using specified equipment and workplace procedures.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Explain how you confirmed the purpose and scope of the sample required |  |
| Describe the steps you took to maintain the integrity of the sample during collection |  |
| How did you document and label your samples to ensure traceability? |  |

MSL972002 - Take routine site measurements

This unit of competency describes the skills and knowledge to take direct measurements on site using workplace procedures. Measurements will be straightforward and involve a minimal number of steps, take a short time, have easily recognised control limits and use equipment calibrated by others. Measurements include the use of instruments and/or kits.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What steps did you take to identify site hazards to ensure your safety? |  |
| How did you assembleand check measuring equipment to ensure it was fit for purpose? |  |
| How did you record the data and observations impacting the quality of the data? |  |

MSL973017 - Assist with fieldwork

This unit of competency describes the skills and knowledge to perform tasks associated with the organisation of fieldwork and field surveys. It also covers basic field survival skills and collection of samples in the field.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What supplies and equipment did you observe being used for fieldwork? |  |
| Describe the fieldwork activities you observed in the workplace? |  |
| Describe the safety procedures you observed being implemented when fieldwork was carried out 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.

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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**