Workplace Learning Record

VCE VET Apparel, Fashion and Textiles

MST20722 Certificate II in Apparel, Fashion and Textiles

**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

MST20722 Certificate II in Apparel, Fashion and Textiles

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** |
| MSMWHS200 | Work safely | 30 |  | 9 |
| **Compulsory** |
| BSBCMM211 | Apply communication skills | 40 |  | 10 |
| MSMENV272 | Participate in environmentally sustainable work practices | 30 |  | 11 |
| MSTAT2005 | Sew materials by machine | 60 |  | 12 |
| MSTGN2018 | Work in the TCF industry | 40 |  | 13 |
| MSTGN2023 | Identify and handle fabrics and textiles | 80 |  | 14 |
| **Elective** |
| MSMOPS101 | Make measurements | 30 |  | 15 |
| MSTAT2002 | Draw basic sketches of textile products | 30 |  | 16 |
| MSTAT2004 | Lay up, mark and cut uncomplicated fabrics and lays | 20 |  | 17 |
| MSTAT2006 | Assemble simple textile products | 40 |  | 18 |
| MSTAT2008 | Finish textile products | 20 |  | 19 |
| MSTAT2010 | Use basic textile production processes | 40 |  | 20 |
| MSTCL2022 | Provide hand sewing and finishing support | 30 |  | 21 |
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Reflect on the UoCs you have experienced in the workplace on the following pages.

VCE VET units of competency

MSMWHS200 - Work safely

This unit of competency covers the skills and knowledge required to apply workplace policies and procedures to maintain a safe work environment for self and others.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Name three hazards in the work area at your workplace. |  |
| Briefly describe three workplace procedures that you followed, e.g. standard operating procedures (SOPs)? |  |
| What was the process in your workplace for providing suggestions for enhancing tasks and job safety? |  |

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 two different stakeholders that you communicated with in the workplace. |  |
| What sorts of writing did you do as part of your work? |  |
| What feedback about your written or verbal communication did you receive? What was the result? |  |

MSMENV272 - Participate in environmentally sustainable work practices

This unit of competency covers the skills and knowledge required to effectively find out current resource use and carry out improvements, in own work area, including those that reduce the negative environmental impacts of work practices.

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| --- | --- |
| Respond to the following | Comments/observations |
| What environmental policies were followed by workers in the workplace? |  |
| Briefly outline two environmental and resource issues in the workplace. |  |
| What suggestions would you make to the workplace to improve environmental workplace practices and work plans? |  |

MSTAT2005 - Sew materials by machine

This unit describes the skills and knowledge required to use any type of sewing machine to align and sew pattern pieces and sew components of textile products. It includes the ability to align and sew straight seams, join flat pieces of stable fabric and use basic stitching.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What types of sewing machines did you use or observe in the workplace? |  |
| What sewing tasks did you observe or use in the workplace? |  |
| Describe how completed work was inspected and assessed in the workplace. |  |

MSTGN2018 - Work in the TCF industry

This unit of competency covers the skills and knowledge required to identify key production processes within the textiles, clothing and footwear (TCF) sector.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What are the key industry associations, unions and relevant government bodies that you learned about in your workplace? |  |
| Outline five industry terms or acronyms you learned while in the workplace. |  |
| Briefly outline two key personnel and their roles in the workplace? |  |

MSTGN2023 - Identify and handle fabrics and textiles

This unit describes the skills and knowledge required to identify and appropriately handle woven, knitted and non-woven fabrics and other textile materials and accessories used in the textiles, clothing and footwear industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Name two woven fabrics and two non-woven fabrics that were observed in the workplace. |  |
| Provide details of an example how fabrics and textiles were matched to accessories? |  |
| Name three fabric and textile qualities. |  |

MSMOPS101 - Make measurements

This unit describes the skills and knowledge required to use physical and/or chemical measuring equipment to make or take routine measurements and keep records related to the measurements.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What measuring equipment/devices were used in the workplace to measure mass? |  |
| Describe a routine measuring problem that occurred in the workplace and how it was corrected or actioned. |  |
| What logs or reports were used in the workplace to identify problems? |  |

MSTAT2002 - Draw basic sketches of textile products

This unit describes the skills and knowledge required to produce basic but accurate two-dimensional sketches of textile products. Basic sketches may be drawn freehand or with the use of measuring devices and templates. Products may be apparel or other non-wearable items.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What pattern pieces or components of garments did you use of observe in the workplace? |  |
| In the workplace what details were identified on basic sketches? |  |
| Outline the drawing tools and equipment you used or observed in the workplace. |  |

MSTAT2004 - Lay up, mark and cut uncomplicated fabrics and lays

This unit describes the skills and knowledge required to lay up, mark and cut fabrics and lays for the production of textile products where patterns are quite simple and only a small number of layers of fabric are to be cut. Textile products may be apparel or other non-wearable items. Work may be completed using manual or digital techniques.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the workplace procedures for setting up the work area? |  |
| What fabrics did you observe or work with in the workplace? |  |
| What equipment did you use or observe in the lay-up process? |  |

MSTAT2006 - Assemble simple textile products

This unit describes the skills and knowledge required to follow basic processes for the assembly of product components based on existing designs and patterns using domestic or industrial equipment. Textile products may be apparel or non-wearable items.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| When using sewing machines in the workplace, what were two safe work practices followed? |  |
| Name two tools and equipment used at workstations in the workplace. |  |
| At the workplace, what components of a product did you observe being assembled, eg zipa, hems, sleeves |  |

MSTAT2008 - Finish textile products

This unit describes the skills and knowledge required to finish and check completed textile products as part of the production process. Products may be apparel or non-wearable items. Work may be completed by hand or machine.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What information did you use to understand the finished product specification? |  |
| Name two tools and equipment used at workstations in the workplace. |  |
| What was the process in the workplace to report faults with the final product? |  |

MSTAT2010 - Use basic textile production processes

This unit describes the skills and knowledge required to follow basic processes for the production of a textile item. The item may be a fabric or other textile product. It includes the use of a limited range of tools, equipment and techniques.

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| Respond to the following | Comments/observations |
| Name one material that required complex processing or handling in the workplace. |  |
| What checks and maintenance was performed on equipment, in the workplace? |  |
| In the workplace, what was the recording and reporting practices for faults? |  |

MSTCL2022 - Provide hand sewing and finishing support

This unit of competency describes the skills and knowledge required to undertake hand sewing and finishing activities to assist in the production of garments or other associated articles.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What PPE was required when hand sewing and performing finishing activities to garments in the workplace? |  |
| What hand sewing tasks did you observe or undertake in the workplace? |  |
| What finishing tasks did you observe or undertake 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?

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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**