Workplace Learning Record

VCE VET Civil Infrastructure

RII20720 Certificate II in Civil Construction

**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

RII20720 Certificate II in Civil Construction

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** | | | | |
| RIIWHS201E | Work safely and follow WHS policies and procedures | 20 |  | 9 |
| **Compulsory** | | | | |
| RIIBEF201E | Plan and organise work | 20 |  | 10 |
| RIICCM201E | Carry out measurements and calculations | 20 |  | 11 |
| RIICCM202E | Identify, locate and protect underground services | 30 |  | 12 |
| RIICCM203E | Read and interpret plans and job specifications | 40 |  | 13 |
| RIICCM205F | Carry out manual excavation | 8 |  | 14 |
| RIICCM207E | Spread and compact materials manually | 12 |  | 15 |
| RIICOM201E | Communicate in the workplace | 20 |  | 16 |
| RIISAM203E | Use hand and power tools | 80 |  | 17 |
| RIISAM204E | Operate small plant and equipment | 20 |  | 18 |
| **Electives** | | | | |
| BSBTWK301 | Use inclusive work practices | 30 |  | 19 |
| RIICCM208E | Carry out basic levelling | 16 |  | 20 |
| RIIWHS205E | Control traffic with stop-slow bat | 20 |  | 21 |

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

VCE VET units of competency

RIIWHS201E - Work safely and follow WHS policies and procedures

This unit describes the skills and knowledge required to work safely and follow work, health and safety (WHS) policies and procedures in the resource and infrastructure industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What personal protective equipment (PPE) do you need to wear in your workplace? |  |
| What WHS signs and procedures can you identify in your workplace? |  |
| What potential risks can you identify in your workplace? What preventative measures are in place? |  |

RIIBEF201E - Plan and organise work

This unit describes a participant’s skills and knowledge required to plan and organise work in the resources and infrastructure industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you work with others to plan workplace activities? |  |
| Describe a problem or issue that required problem solving. |  |
| At the end of your day, how was the work area cleared and cleaned? What processes were involved? |  |

RIICCM201E - Carry out measurements and calculations

This unit describes the skills and knowledge required to carry out measurements and calculations in civil construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe some of the measurement and calculation requirements you observed in the workplace? |  |
| What measuring materials and equipment were used in the workplace? |  |
| How were material quantities estimated and then measured in your workplace? |  |

RIICCM202E - Identify, locate and protect underground services

This unit describes the skills and knowledge required to identify, locate and protect underground services in civil construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the underground services you observed in your workplace? |  |
| What sort of plant or equipment is used in your workplace? |  |
| How is matter disposed of or recycled in your workplace? |  |

RIICCM203E - Read and interpret plans and job specifications

This unit describes the skills and knowledge required to read and interpret plans and specifications in civil construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the types of plans you viewed at the workplace? |  |
| List three pieces of information that appear on a site plan. |  |
| Why are drawings essential in a civil construction site? |  |

RIICCM205F - Carry out manual excavation

This unit describes the skills and knowledge required to carry out manual excavation in civil construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Did you observe any manual digging at your worksite? |  |
| How is the loose material disposed of? |  |
| Describe the process involved in cleaning the area after digging. |  |

RIICCM207E - Spread and compact materials manually

This unit describes the skills and knowledge required to spread and compact materials manually in civil construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What materials are used on your worksite or workplace? |  |
| How are materials transported or moved in a safe manner on your worksite or workplace? |  |
| What cleaning practices are followed on a daily basis? |  |

RIICOM201E - Communicate in the workplace

This unit describes a participant’s skills and knowledge required to communicate in the workplace within the resources and infrastructure industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How was information communicated in your workplace? |  |
| Describe a situation when you communicated face to face with someone in your workplace? |  |
| What types of written documents were used in your workplace? |  |

RIISAM203E - Use hand and power tools

This unit describes a participant’s skills and knowledge required to use hand and power tools in the resources and infrastructure industry.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List the hand and power tools most often used in the workplace. |  |
| What safety precautions are taken to prevent injury when using the hand and power tools? |  |
| How are hand and power tools stored when not being used? |  |

RIISAM204E - Operate small plant and equipment

This unit describes a participant’s skills and knowledge required to operate small plant and equipment in the resources and infrastructure industry.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What small plant or equipment is used on your worksite or workplace? |  |
| What personal protective equipment (PPE) is required when using the small plant or equipment? |  |
| How is the small plant or equipment stored after use? |  |

BSBTWK301 - Use inclusive work practices

This unit describes the skills and knowledge required to recognise and interact productively with diversity in the workplace. It covers sensitive responses to, and interactions with, all manner of diversity that might be encountered during the course of work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe diversity within the workplace. |  |
| How does the diversity within the workplace help productivity? |  |
| How is respect for individual differences promoted in the workplace? |  |

RIICCM208E - Carry out basic levelling

This unit describes a participant’s skills and knowledge required to carry out basic levelling in civil construction.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| List the equipment and devices used for levelling. |  |
| Describe the set up for levelling on the worksite. |  |
| Identify the traffic signage requirements used for the levelling work. |  |

RIIWHS205E - Control traffic with stop-slow bat

This unit describes a participant’s skills and knowledge required to control traffic with stop-slow bat in the resources and infrastructure industries.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Did you observe a traffic management plan in your workplace? |  |
| Describe how traffic management occurred in your workplace. |  |
| Describe how messages were transmitted during traffic management operations? |  |

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.

|  |
| --- |
|  |

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**