Workplace Learning Record

VCE VET Sport and Recreation

SIS20115 Certificate II in Sport and Recreation

**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

SIS20115 Certificate II in Sport and Recreation

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** | | | | |
| HLTWHS001 | Participate in workplace health and safety | 20 |  | 9 |
| **Compulsory** | | | | |
| BSBWOR202 | Organise and complete daily work activities | 20 |  | 10 |
| HLTAID011 | Provide First Aid | 18 |  | 11 |
| SISXCCS001 | Provide quality service | 25 |  | 12 |
| SISXEMR001 | Respond to emergency situations | 18 |  | 13 |
| SISXIND001 | Work effectively in sport, fitness and recreation environments | 25 |  | 14 |
| SISXIND002 | Maintain sport, fitness and recreation industry knowledge | 30 |  | 15 |
| **Elective** | | | | |
| SISCAQU002 | Perform basic water rescues | 10 |  | 16 |
| SISSBSB001 | Conduct basketball coaching sessions with foundation level participants | 50 |  | 17 |
| SISSNTB001 | Conduct netball coaching sessions with foundation level participants | 50 |  | 18 |
| SISSPAR003 | Follow specialist dietary advice | 20 |  | 19 |
| SISSSOF002 | Continuously improve officiating skills and knowledge | 20 |  | 20 |
| SISXCAI001 | Provide equipment for activities | 10 |  | 21 |
| SISXCAI002 | Assist with activity sessions | 15 |  | 22 |
| SISXFAC001 | Maintain equipment for activities | 5 |  | 23 |
| SISXFAC002 | Maintain sport, fitness and recreation facilities | 14 |  | 24 |
|  |  |  |  |  |
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|  |  |  |  |  |

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

VCE VET units of competency

HLTWHS001 - Participate in workplace health and safety

This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What safe work practices were explained to you during your time at the workplace? |  |
| What was the workplace procedure for identfying and reporting hazards? |  |
| Did you witness any incidents or injuries occur at the workplace?  If yes, explain what happened and how it was handled.  If no, discuss the procedure in place to handle an incident or injury |  |

BSBWOR202 - Organise and complete daily work activities

This unit describes the skills and knowledge required to seek feedback for performance improvement and use current technology appropriate to the task.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you organise your work schedule whilst on SWL placement? |  |
| How did you communicate your progress on work tasks to supervisors or colleagues? |  |
| How did you receive feedback for your work?  Give an example. |  |

HLTAID011 - Provide First Aid

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What information was included in your induction on emergency situations in the workplace? |  |
| What was your role in case of an emergency? |  |
| Who was the designated First Aid Officer for the workplace and what was the first aid procedure in case of an injury or illness? |  |

SISXCCS001 - Provide quality service

This unit describes the performance outcomes, skills and knowledge required to address needs and expectations of clients and colleagues, promote programs, services and facilities, and respond to conflict and client complaints.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace address client needs and expectations? |  |
| What processes or practices did the workplace have in place to ensure a quality service experience for clients? |  |
| How were clients’ complaints handled by the workplace?  Outline any client conflicts or complaints that you observed. |  |

SISXEMR001 - Respond to emergency situations

This unit describes the performance outcomes, skills and knowledge required to recognise and respond appropriately in emergency situations, such as those caused by fire, accident or weather. It requires the ability to maintain participant welfare when responding to emergency situations.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What emergency situations were planned for in sessions that you observed? |  |
| What equipment was available at sessions that you could have used in an emergency? |  |
| What communication systems were used by the workplace in the event of an emergency?  Were these effective? |  |

SISXIND001 - Work effectively in sport, fitness and recreation environments

This unit describes the performance outcomes, skills and knowledge required to work effectively in a sport, recreation or fitness environment. The unit requires the ability to use industry knowledge to support the completion of day-to-day work activities.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace stay informed about industry information in day-to-day work activities? |  |
| What were the objectives of the business or organisation?  How did this include a client-focused approach? |  |
| How did the workplace identify situations that may endanger the personal safety of staff and clients? |  |

SISXIND002 - Maintain sport, fitness and recreation industry knowledge

This unit describes the performance outcomes, skills and knowledge required to develop and update current and emerging information on the sport, fitness and recreation industry. This unit requires the ability to source and comprehend general sport, fitness and recreation industry information and develop a required knowledge base.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the role of volunteers in the workplace? |  |
| What emerging technologies did the workplace use in day-to-day work activities? |  |
| How did staff in the workplace share information about the industry and incorporate this into day-to-day work activities? |  |

SISCAQU002 - Perform basic water rescues

This unit describes the performance outcomes, skills and knowledge required to perform basic water rescues in indoor or outdoor aquatic venues.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace identify and evaluate aquatic emergencies? |  |
| Describe the basic water rescues that you observed in the workplace. |  |
| How did the workplace report details of aquatic emergencies and maintain records? |  |

SISSBSB001 - Conduct basketball coaching sessions with foundation level participants

This unit describes the performance outcomes, skills and knowledge required to prepare for and conduct sport coaching sessions with foundation level participants in basketball.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Explain how the workplace prepared for basketball sessions with foundation level participants. |  |
| What was the procedure or guidelines for briefing participants?  What coaching communication style(s) did you observe? |  |
| Outline the basketball drills and activities that the workplace used in practice sessions to improve players’ tactical and fundamental skills. |  |

SISSNTB001 - Conduct netball coaching sessions with foundation level participants

This unit describes the performance outcomes, skills and knowledge required to prepare for and conduct sport coaching sessions with foundation level participants in netball.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Explain how the workplace prepared for netball sessions with foundation level participants. |  |
| What was the procedure or guidelines for briefing participants?  What coaching communication style(s) did you observe? |  |
| Outline the netball drills and activities that the workplace used in practice sessions to improve players’ tactical and fundamental skills. |  |

SISSPAR003 - Follow specialist dietary advice

This unit describes the performance outcomes, skills and knowledge required by individuals to seek and follow specialist dietary advice and select and prepare their own meals and snacks in a domestic kitchen.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Explain how the workplace planned meals / snacks for participants. |  |
| How was the food prepared, handled and stored in the workplace? |  |
| Outline any recipe that you used or observed being used to prepare a meal or snack in the workplace.  Who was this meal for and what was its purpose? |  |

SISSSOF002 - Continuously improve officiating skills and knowledge

This unit describes the performance outcomes, skills and knowledge required to develop and update officiating knowledge, including the legal and ethical issues that must be considered by officials in a specific sport. It includes interpreting sport industry information and developing a required knowledge base to support officiating practice and performance.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What officiating professional standards did you observe in the workplace? |  |
| What technology did you observe being used for officiating in the workplace? |  |
| Give an example of good officiating practice that you observed in the workplace. |  |

SISXCAI001 - Provide equipment for activities

This unit describes the performance outcomes, skills and knowledge required to prepare, demonstrate, use and store equipment for activities.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the process for issuing and setting up equipment in the workplace? |  |
| What was your role in checking equipment for damage or deterioration?  How was this reported? |  |
| How did the workplace store equipment and what was the process for record keeping? |  |

SISXCAI002 - Assist with activity sessions

This unit describes the performance outcomes, skills and knowledge required to assist a leader or supervisor to prepare, conduct, monitor and evaluate activity sessions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How were sessions planned in the workplace? |  |
| What was your role in preparing participants?  Outline any warm up activities that you observed. |  |
| How did the workplace collect feedback from participants and evaluate sessions? |  |

SISXFAC001 - Maintain equipment for activities

This unit describes the performance outcomes, skills and knowledge required to conduct routine maintenance and minor repairs on equipment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How was equipment examined and checked in the workplace? |  |
| Provide details of any equipment repairs that you observed in the workplace. |  |
| What minor maintenance tasks did you undertake in the workplace? |  |

SISXFAC002 - Maintain sport, fitness and recreation facilities

This unit describes the performance outcomes, skills and knowledge required to maintain facilities within a sport, fitness and recreation context.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What maintenance checks of facilities or areas were conducted by the workplace?  What was your role? |  |
| How was the facility maintained and cleaned?  Who was responsible for this? |  |
| How were clients informed about their requirements and responsibilities for using the facility? |  |

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.

|  |
| --- |
|  |

How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting, or analysing and organising information.

|  |
| --- |
|  |

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.

|  |
| --- |
|  |

How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

|  |
| --- |
|  |

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**