Workplace Learning Record

VCE VET Sport and Recreation

SIS20122 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

SIS20122 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 |  | 10 |
| **Compulsory** |
| HLTAID011 | Provide First Aid | 18 |  | 11 |
| SISOFLD001 | Assist in conducting recreation sessions | 30 |  | 12 |
| SISXCCS004 | Provide quality service | 25 |  | 13 |
| SISXEMR003 | Respond to emergency situations | 20 |  | 14 |
| SISXFAC006 | Maintain activity equipment | 5 |  | 15 |
| SISXIND011 | Maintain sport, fitness and recreation industry knowledge | 50 |  | 16 |
| **Elective** |
| AHCMOM203 | Operate basic machinery and equipment | 20 |  | 17 |
| AHCPGD212 | Conduct visual inspection of park facilities | 20 |  | 18 |
| BSBPEF301 | Organise personal work priorities | 30 |  | 19 |
| BSBSUS211 | Participate in sustainable work practices | 20 |  | 20 |
| BSBTEC201 | Use business software applications | 60 |  | 21 |
| HLTINF006 | Apply basic principles and practices of infection prevention and control | 35 |  | 22 |
| SIFCBGM001 | Provide general grounds care | 20 |  | 23 |
| SIRXPDK001 | Advise on products and services | 30 |  | 24 |
| SIRXSLS001 | Sell to the retail customer | 20 |  | 25 |
| SISCAQU020 | Perform water rescues | 10 |  | 26 |
| SISOFLD002 | Minimise environmental impact | 15 |  | 27 |
| SISXFAC007 | Maintain clean facilities | 16 |  | 28 |
| SISXFAM002 | Process financial transactions | 15 |  | 29 |
| SISXPLD001 | Provide hire equipment for activities | 10 |  | 30 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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 |  |

HLTAID011 - Provide First Aid

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

|  |  |
| --- | --- |
| 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 procedure in case of an injury or illness? |  |

SISOFLD001 - Assist in conducting recreation sessions

This unit describes the performance outcomes, skills and knowledge required to assist in the conduct of any type of indoor or outdoor recreation activity session.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Outline the different recreation sessions that you observed in the workplace.What was your role? |  |
| How were participants prepared for the sessions that you observed? |  |
| What methods were used to collect feedback from participants? Was this effective? Did the feedback change future sessions? |  |

SISXCCS004 - Provide quality service

This unit describes the performance outcomes, skills and knowledge required to address the needs, preferences and expectations of clients, promote programs, services and facilities, and provide initial response to client complaints. Service provision could be face-to-face, via electronic means or over the telephone.

|  |  |
| --- | --- |
| 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. |  |

SISXEMR003 - Respond to emergency situations

This unit describes the performance outcomes, skills and knowledge required to identify and respond effectively to emergency situations. It requires the ability to maintain participant welfare during emergencies.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What emergency situations were planned for in sessions that you observed? |  |
| Which items of emergency equipment were you taught to use? How would you determine the appropriate equipment for each situation? |  |
| What communication systems were available to be used by the workplace in the event of an emergency? Were these or would these be effective? |  |

SISXFAC006 - Maintain activity equipment

This unit describes the performance outcomes, skills and knowledge required to complete routine maintenance and minor repairs on sport, fitness, aquatic or recreation activity equipment, and to appropriately store 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 (or observe) in the workplace? |  |

SISXIND011 - Maintain sport, fitness and recreation industry knowledge

This unit describes the performance outcomes, skills and knowledge required to source sport, fitness, aquatic and recreation industry information, and to develop and maintain industry knowledge which underpins effective performance of workplace activities.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you identify credible sources of information about the sport, fitness, aquatic, and recreation industry? |  |
| Describe how you accessed and interpreted information about the structure and operation of the industry. |  |
| How did you update your knowledge of emerging industry technology? |  |

AHCMOM203 - Operate basic machinery and equipment

This unit of competency describes the skills and knowledge required to undertake pre start checks, operate, maintain and shut down basic machinery and equipment used in the agriculture, horticulture and land management sectors.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What basic machinery and equipment was used in the workplace? |  |
| Describe a situation where you operated basic machinery or equipment in the workplace and the safety requirements that you were required to adhere to. |  |
| What maintenance was carried out in the workplace on basic machinery and equipment? Explain the process you observed. |  |

AHCPGD212 - Conduct visual inspection of park facilities

This unit of competency describes the skills and knowledge required to conduct routine visual inspections of park and recreational facilities to identify visible hazards and existing and potential risks.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What specific terminology did you need to clarify with your supervisor, and how did this help in your inspection tasks? |  |
| Describe the process you used to identify and record workplace presentation, health and safety hazards, and adverse environmental impacts. |  |
| What are the most appropriate steps would to take when reporting situations requiring urgent action to your supervisor? |  |

BSBPEF301 - Organise personal work priorities

This unit describes the skills and knowledge required to organise personal work schedules, to monitor and obtain feedback on work performance and to maintain required levels of competence.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| In your workplace experience, what are the key factors in getting your daily tasks organised effectively? |  |
| Describe how you sought and received feedback on your job performance. |  |
| What were the areas in your work that you identified where you needed more experience or needed more development of skills? |  |

BSBSUS211 - Participate in sustainable work practices

This unit describes the skills and knowledge required to measure, support and find opportunities to improve the sustainability of work practices.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did they measure the sustainability of their work practices in this workplace? |  |
| Give an example of one environmental hazard you noticed in this workplace? |  |
| Give an example of one way this workplace was trying to be more sustainable? |  |

BSBTEC201 - Use business software applications

This unit describes the skills and knowledge required to select and use software and organise electronic information and data.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What were the main technology and software applications you used in the workplace? |  |
| What were the specific policies and processes you used for organising data? |  |
| How did you overcome issues with software? |  |

HLTINF006 - Apply basic principles and practices of infection prevention and control

This unit describes the performance outcomes, skills and knowledge required to apply basic infection prevention and control principles in work settings including implementing standard and transmission-based precautions and responding to risks.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What steps did you follow to ensure hand hygiene in the workplace? |  |
| Describe the techniques you used for wearing and removing personal protective equipment. |  |
| How did you identify and respond to potential infection risks at your workplace? |  |

SIFCBGM001 - Provide general grounds care

This unit describes the performance outcomes, skills and knowledge required to carry out basic maintenance of grassed and planted areas, such as garden beds and landscape works.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you determine the mowing height and pattern for maintaining grassed areas? |  |
| Describe the process you used to identify and treat dead, diseased, and damaged plants. |  |
| What steps did you follow to apply water to grass and plants according to their health requirements? |  |

SIRXPDK001 - Advise on products and services

This unit describes the performance outcomes, skills and knowledge required to develop product and service knowledge and provide information to customers.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you identify and access sources of information on products and services in your workplace? |  |
| What methods did you use to compare products and services based on product information? |  |
| Describe a situation where you had to advise on alternative products or services when the requested item was not available. |  |

SIRXSLS001 - Sell to the retail customer

This unit describes the performance outcomes, skills and knowledge required to deliver quality customer service and sell to retail customers. It requires the ability to determine customer needs, match products and services to their needs, and facilitate a sale.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you interact with customers and what were the types of communication that you used to initiate a sale? |  |
| What were three techniques used by staff to close a sale or recommend certain products? |  |
| How did the business promote customer loyalty and repeat sales? |  |

SISCAQU020 - Perform water rescues

This unit describes the performance outcomes, skills and knowledge required to complete water rescues in indoor or outdoor, built or natural swimming venues. It requires the ability to assess rescue situations, determine appropriate rescue actions, and use a range of equipment and techniques to provide prompt and effective rescue responses.

|  |  |
| --- | --- |
| 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? |  |

SISOFLD002 - Minimise environmental impact

This unit describes the performance outcomes, skills and knowledge required to implement predetermined minimal environmental impact practices while delivering outdoor recreation activities. Environmental impact includes that to the natural environment and to Indigenous and non-Indigenous heritage and cultural sites.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you identify and assess potential environmental impacts of the outdoor activities conducted? |  |
| How did you use equipment to minimize its impact on the natural environment? |  |
| What steps did you take to monitor and correct any breaches of minimal impact practices? |  |

SISXFAC007 - Maintain clean facilities

This unit describes the performance outcomes, skills and knowledge required to maintain the cleanliness of facilities through regular checks and by cleaning facility areas.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did the workplace schedule and conduct regular facility checks for cleanliness and safety? |  |
| Outline the processes you used to clean different areas of the facility, including selecting appropriate equipment and cleaning agents. |  |
| What steps did you follow to identify and report hazards during your facility checks? |  |

SISXFAM002 - Process financial transactions

This unit describes the performance outcomes, skills and knowledge required to accept and process cash and other payments for products and services, and to reconcile takings.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you handle cash and electronic payments during your workplace experience? |  |
| What steps did you take to ensure the accuracy of refund transactions? |  |
| How did you reconcile the takings at the end of your shift? |  |

SISXPLD001 - Provide hire equipment for activities

This unit describes the performance outcomes, skills and knowledge required to prepare, demonstrate and store hire equipment for sport, fitness, aqua and recreation activities.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you determine and check the availability of equipment required for participants? |  |
| What steps did you take to ensure the safe use of activity equipment by participants? |  |
| Outline the procedures you followed to store equipment safely and maintain order in the storage 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.

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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.

|  |
| --- |
|  |

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**