Workplace Learning Record

VCE VET Electrical Industry

UEE22020 Certificate II in Electrotechnology (Career Start)

**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** |  |

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| --- | --- |
| **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

UEE22020 Certificate II in Electrotechnology (Career Start)

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** | | | | |
| CPCCWHS1001 | Prepare to work safely in the construction industry | 6 |  | 9 |
| UEECD0007 | Apply work health and safety regulations, codes and practices in the workplace | 20 |  | 10 |
| **Compulsory** | | | | |
| UEECD0009 | Carry out routine work activities in an energy sector environment | 40 |  | 11 |
| UEECD0021 | Identify and select components, accessories and materials for energy sector work activities | 20 |  | 12 |
| UEECD0038 | Provide solutions and report on routine electrotechnology problems | 60 |  | 13 |
| UEECD0046 | Solve problems in single path circuits | 40 |  | 14 |
| UEECD0052 | Use routine equipment/plant/technologies in an energy sector environment | 60 |  | 15 |
| **Elective** | | | | |
| UEEAS0001 | Assemble electronic components | 40 |  | 16 |
| UEEAS0004 | Select electronic components for assembly | 20 |  | 17 |
| UEECD0020 | Fix and secure electrotechnology equipment | 20 |  | 18 |
| UEECO0002 | Maintain documentation | 20 |  | 19 |
| UEERE0001 | Apply environmentally and sustainable procedures in the energy sector | 20 |  | 20 |

On the following pages, fill in your comments or observations for each UoC listed above.

VCE VET units of competency

CPCCWHS1001 - Prepare to work safely in the construction industry

This unit of competency specifies the mandatory work health and safety training required prior to undertaking construction work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| How did you learn about the OHS policies and procedures? |  |
| Briefly outline the role that you observed of designated OHS personnel within the workplace. |  |
| In your experience in this workplace what are the specific OHS issues when responding to incidents? |  |

UEECD0007 - Apply work health and safety regulations, codes and practices in the workplace

This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the process in the workplace for checking safety and functionality of tools and equipment. |  |
| In the workplace, what were three typical hazards? What procedure was used to control the risks of these hazards? |  |
| In your observation and experience, what was the workplace procedure for dealing with accidents/fires/ emergencies? |  |

UEECD0009 - Carry out routine work activities in an energy sector environment

This unit covers the skills and knowledge required to undertake scheduled routine work activities in the energy sector in an agreed time, to a quality standard and with a minimum of waste. It encompasses working safely and knowledge of how to carry out routine work activities in electrotechnology environments.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Briefly describe the work procedures to ensure work was completed on time and to a quality standard with minimum waste. |  |
| What electrotechnology practices did you use in the workplace? |  |
| In the workplace what personnel did you notify on completion of work activities? |  |

UEECD0021 - Identify and select components, accessories and materials for energy sector work activities

This unit covers the skills and knowledge required to select appropriately identified components, accessories or materials in an agreed time, to a quality standard and with a minimum of waste, using appropriate technology mediums where required.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Briefly describe two OHS policies and procedures that were communicated and carried out on a day-to-day basis. |  |
| What was the workplace procedure for cleaning and checking tools and equipment and returning them to storage? |  |
| What workplace records did you update or complete? |  |

UEECD0038 - Provide solutions and report on routine electrotechnology problems

This unit involves the skills and knowledge required to provide solutions and report on electrotechnology problems.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe two electrotechnology problems you encountered in this workplace. |  |
| How were these problems resolved? What (if any) numerical calculations were required in solving these problems? |  |
| Describe at least one written report you had to complete relating to one of these problems. |  |

UEECD0046 - Solve problems in single path circuits

This unit involves the skills and knowledge required to solve problems in single path circuits.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the tools, equipment and testing devices for single path circuits you used in the workplace. |  |
| How did you use measured and/or calculated parameters to assess problems with signle path, single source circuits in this workplace? |  |
| How did you document that work had been completed and a problem solved in this workplace? |  |

UEECD0052 - Use routine equipment/plant/technologies in an energy sector environment

This unit of competency describes the skills and knowledge required to follow workplace procedures and instructions and to participate in environmentally sustainable work practices.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What was the workplace procedure for confirming and obtaining resources and materials for the work? |  |
| Briefly outline the equipment, plant or technologies you used in the workplace. |  |
| In your workplace what sustainable energy practices did you follow? |  |

UEEAS0001 - Assemble electronic components

This unit covers the skills and knowledge required to fit and interconnect electronic sub-assemblies. It encompasses the safe use of hand tools, powered tools, identifying components, high reliability soldering, following set procedures and work instructions and keeping work records.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe how OHS risk control measures were followed in the workplace. |  |
| Describe ways in which electronic components were assembled in the workplace. |  |
| How did the workplace check the quality of assembled components against the enterprise/ industry standards? |  |

UEEAS0004 - Select electronic components for assembly

This unit covers the skills and knowledge required to identify and select electronic components for assembly from job specifications. It encompasses working safely, interpreting job specifications, identifying components by colour code and markings and following quality procedures and work instructions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Outline the electronic components that you observed being used in the workplace. |  |
| Describe the characteristics of an electronic component you used in the workplace, including parameter and power ratings, and polarity. |  |
| What work report forms/data sheets on components were required to be completed in the workplace? |  |

UEECD0020 - Fix and secure electrotechnology equipment

This unit covers the skills and knowledge required for fixing, securing and mounting techniques as they apply in the various electrotechnology work functions.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the tools, equipment and testing devices that you used in the workplace. |  |
| How did the workplace arrange electrical isolation when preparing for work? |  |
| Outline any fixing and support devices that you observed being installed. |  |

UEECO0002 - Maintain documentation

This unit covers the skills and knowledge required to maintain the variety of documentation required to record work activities, purchases and expenses and compliance obligations.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| What forms were required to document work that was undertaken? |  |
| How did the workplace document OHS risk assessment and control measures? |  |
| Describe situations when a signature was required to be obtained from an appropriate person on workplace documentation. |  |

UEERE0001 - Apply environmentally and sustainable procedures in the energy sector

This competency gives the worker the skills and knowledge required to undertake methods of work practice that minimise energy and material usage and seek energy reduction strategies in the energy sector workplace. The unit seeks to minimise negative impacts on the environment.

|  |  |
| --- | --- |
| Respond to the following | Comments/observations |
| Describe the work practices you used to minimise energy and material usage. |  |
| Describe ways in which energy usage in the workplace could be reduced. |  |
| Describe the features of an Energy Rating Label and how the Star Rating shown on the label applies. |  |

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**