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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| STRUCTURED WORKPLACE LEARNING RECOGNITION ASSESSMENT RECORD | | | | | | | | | | | | | | | | | | |
| **Family name:** | | | |  | | | | | | | **First Name:** | | | |  | | | |
| **School:** | |  | |  | | | | | | | | | | | | | **Year Level:** |  |
| **VCE VET Program:** | | | | | |  | **Qualification:** | | | | | |  | | | | | |
|  | | | | | | | | | | | | | | | | | | |
| WLR COMPLETION: | | | | | | | | | | | | | | | | | | |
| Evidence for SWL Recognition should be provided on the WLR. Students can do this in a number of ways.  Please indicate below how the student has provided the evidence. | | | | | | | | | | | | | | | | | | |
| € | Detailed responses provided in writing to all WLR questions | | | | | | € | | Photo / video evidence has been provided to support the WLR | | | | | | | | | |
| € | Responses are in an abbreviated form e.g. dot points | | | | | | € | | Other workplace evidence has been provided to support the WLR | | | | | | | | | |
| € | Workplace documents have been provided to support the WLR | | | | | |  | |  | | | | | | | | | |
| SWL RECOGNITION REQUIREMENTS: | | | | | | | | | | | | | | | | | | |
| In order for a student to receive credit for SWL Recognition, they are required to satisfy the 6 elements in the table below.  Please tick when completed. | | | | | | | | | | | | | | | | | | |
| € | Enrolled in a minimum of **180 hours** in a VCE VET program | | | | | | € | | | Section 2: Reflected on a **minimum of 6 UoCs,** including the Workplace Health and Safety UoC | | | | | | | | |
| € | Undertaken **80 hours of Structured Workplace Learning (SWL)** in a workplace matching the VET enrolment | | | | | | € | | | **Section 3: Post Placement Reflection** completed in the WLR | | | | | | | | |
| € | **Section 1: Learner Profile completed** in the WLR | | | | | | € | | | Reflections discussed with the assessor (see below). | | | | | | | | |
| COMMENTS (Meeting Notes – required follow up) | | | | | | | | | | | | | | | | | | |
| The assessor is required to discuss the reflections or evidence with the student prior to making a final assessment judgement of S or N | | | | | | | | | | | | | | | | | | |
| **DATE** | | | **COMMENTS** | | | | **DATE** | | | | | **COMMENTS** | | | | | | |
|  | | |  | | | |  | | | | |  | | | | | | |
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| SWL ASSESSMENT (TICK) SATISTACTORY (S) NOT YET completed (N) | | | | | | | | | | | | | | | | | | |
| **Teacher/Assessor Name**: | | | | |  | | | **Position/Title** | | | | | |  | | | | |
| **Signature**: | | | | |  | | | | | | | | | **Date:** | |  | | |