Workplace Learning Record

VCE VET Applied Fasion Design and Technology



MST20616 Certificate II in Applied Fashion Design and Technology

**Student name**:

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SWL Recognition

Structured workplace learning (SWL) recognition provides you with the opportunity to gain credit into your VCE or VCAL for undertaking SWL that matches your VCE VET program.

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET course. Your reflections are to be recorded in the three sections of this workplace learning record (WLR).

About this workplace learning record

This workplace learning record helps you gather evidence for assessment and is part of the requirement for obtaining SWL Recognition.

To be eligible for one Unit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 hours of units of competency (UoC) from the MST20616 Certificate II in Applied Fashion Design and Technology
* undertake a minimum of 80 hours (equivalent to 10 days of work) in an applied fashion design and technology industry placement
* reflect on a minimum of six units of competency (UoC) from your program including the WHS UoC (MSMWHS200 — see page 9).

VCE VET Applied Fashion Design and Technology

MST20616 Certificate II in Applied Fashion Design and Technology

The VCE VET Applied Fashion Design and Technology program is drawn from a national training package and offers a portable qualification which is recognised throughout Australia.

This qualification provides students with a broad range of knowledge and skills to pursue a career or further training in the fashion industry.

It includes skills used in the design and production of garments and millinery, as well as in the development of unique fashion and textile designs used in Indigenous Australian culture.

The qualification is designed to introduce students to fashion industry environment.

Specifically a graduate of this course may:

* learn skills in design principles, sewing, garment construction, pattern making, colour and fabric
* lead to a higher level qualification in Applied Fashion Design and Technology, or higher education, or employment in the industry.

Workplace Learning Record

The workplace learning record is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET units of competency 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 placement.

|  |  |
| --- | --- |
| **Name** |  |
| **School** |  |
| **Contact information** |  |

Within your VCE/VCAL why did you undertake this VET course?

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What VCE/VCAL subjects are you also undertaking?

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Why have you chosen this overall VCE/VCAL program?

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Program outline

MST20616 Certificate II in Applied Fashion Design and Technology

**Units of competency** (UoC) included in this program are listed below. There are compulsory UoC, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Also indicate the year you’re undertaking each UoC.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit code | Unit of Competency | Year | Page |
| **VCE VET Units 1–4** |
| **Compulsory** |
| MSMENV272  | Participate in environmentally sustainable work practices  |  | 8 |
| MSMWHS200  | Work safely  |  | 9 |
| MSS402051  | Apply quality standards  |  | 10 |
| MSTCL2011  | Draw and interpret a basic sketch  |  | 11 |
| **Electives** |
| MSTCL2020  | Lay up uncomplicated fabrics and lays  |  | 12 |
| MSTFD2001  | Design and produce a simple garment  |  | 13 |
| MSTFD2006  | Use a sewing machine for fashion design  |  | 14 |
| MSTFD2005  | Identify design process for fashion designs  |  | 15 |
| MSTCL1001  | Produce a simple garment  |  | 16 |
| MSTTX1001  | Produce a simple textile fabric or product  |  | 17 |
| MSTCL3007  | Embellish garment by hand or machine  |  | 18 |
| MSTGN2003  | Work in the textile, clothing and footwear (TCF) industry  |  | 19 |
| MSTCL2010  | Modify patterns to create basic styles  |  | 20 |

List any other units you are undertaking and include comments regarding additional units on page 21.

What interests you about the industry?

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What is your planned career path or future career aspiration?

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Describe any workplace skills you have developed through previous work experience, SWL or part time employment?

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Section 2: Learning about VET units of competency in the workplace

This workplace learning record contains three key questions per UoC designed to draw out related experiences you may be exposed to in an applied fashion design and technology 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 units you’ve 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. This record does not require identifying actual people or events, as this may breach confidentiality.

VCE VET units of competency

MSMENV272 Participate in environmentally sustainable work practices

This unit of competency covers the skills and knowledge required to effectively find out current resource use and carry out improvements, in own work area, including those that reduce the negative environmental impacts of work practices.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What environmental policies were followed by workers in the workplace?  |  |
| Briefly outline the environmental hazards/ risks that were considered by the workplace.  |  |
| How did the business aim to improve environmental performance and to promote more efficient production and consumption of resources? |  |

MSMWHS200 Work safely

This unit of competency covers the skills and knowledge required to apply workplace policies and procedures to maintain a safe work environment for self and others.

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| **Respond to the following** | **Comments/observations** |
| Name three hazards in the work area at your workplace.  |  |
| Briefly describe three workplace procedures that you followed, e.g. standard operating procedures (SOPs)?  |  |
| What was the process in your workplace for providing suggestions for enhancing tasks and job safety? |  |

MSS402051 Apply quality standards

This unit of competency covers the skills and knowledge required to apply quality standards to work operations in an organisation. The unit is designed to complement competitive systems and practices units.

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| **Respond to the following** | **Comments/observations** |
| Briefly describe the process in the workplace for reporting faults, faulty parts, material and identified causes to the supervisor.  |  |
| What quality checking procedures were you involved in or observed in your workplace?  |  |
| Name three policy and procedures documents you learned about in your workplace. |  |

MSTCL2011 Draw and interpret a basic sketch

This unit of competency covers the skills and knowledge required to draw and interpret a two-dimensional sketch of a garment, and to identify construction features.

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| **Respond to the following** | **Comments/observations** |
| What pattern pieces or components of garments did you use at your workplace?  |  |
| In your workplace, what were the quality criteria for basic sketches?  |  |
| Outline the drawing tools and equipment you used/observed in the workplace. |  |

MSTCL2020 Lay up uncomplicated fabrics and lays

This unit of competency covers the skills and knowledge required to lay up and mark uncomplicated fabrics and lays.

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| **Respond to the following** | **Comments/observations** |
| Describe the workplace procedures for setting up the work area?  |  |
| What fabrics did you work with in the workplace?  |  |
| What equipment did you use/observe in the lay-up process? |  |

MSTFD2001 Design and produce a simple garment

The unit of competency covers the skills and knowledge required to design, plan and produce a simple garment. Production of the garment involves the use of a domestic sewing machine or plain lock stitch machine. Designs involve modification of existing blocks or patterns.

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| **Respond to the following** | **Comments/observations** |
| Describe the tools and equipment you use during the production process of a simple garment.  |  |
| What components of the design process did you use/observe in garment production? e.g. storyboard  |  |
| What improvements did you make to your simple garment and why? |  |

MSTFD2006 Use a sewing machine for fashion design

This unit of competency covers the skills and knowledge required to use a sewing machine to align and sew pattern pieces and sew components.

The unit of competency applies to aligning and sewing straight seams, joining flat pieces of stable fabric together, sewing components and stitching hems, using basic stitching.

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| **Respond to the following** | **Comments/observations** |
| How did you identify poor machine performance?  |  |
| What sewing operations did you use in your workplace?  |  |
| Describe how completed work was inspected and assessed in your workplace. |  |

MSTFD2005 Identify design process for fashion designs

This unit of competency covers the skills and knowledge required to identify the design process for fashion designs.

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| **Respond to the following** | **Comments/observations** |
| What specific elements were listed in fashion design briefs in your workplace?  |  |
| Describe the commercial considerations that were important in the workplace for producing a design.  |  |
| Provide examples of colour combinations you used or observed for designs in your workplace? |  |

MSTCL1001 Produce a simple garment

This unit of competency covers the skills and knowledge to assemble garment components using a domestic machine and operation techniques.

The unit of competency applies to selecting fabrics, laying up pattern pieces, and cutting and assembling garments in a non-commercial environment.

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| **Respond to the following** | **Comments/observations** |
| What personal protective equipment (PPE) did you use during production of garments?  |  |
| In your workplace, what types of fabrics and patterns did you use?  |  |
| When pressing garments what workplace procedures did you follow? |  |

MSTTX1001 Produce a simple textile fabric or product

This unit of competency covers the skills and knowledge required to produce a simple fabric or product.

The unit of competency applies to the production of a simple fabric or product on commercial or craft level equipment for spinning, weaving, knitting or sewing operations.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace assess suitability of materials, tools and equipment for producing a simple textile product?  |  |
| What types of equipment were available in the workplace for producing fabric or products?  |  |
| Briefly describe the fault finding procedures used in the workplace. |  |

MSTCL3007 Embellish a garment by hand or machine

This unit of competency covers the skills and knowledge required to embellish a garment using hand or machine techniques.

The unit of competency applies to selecting and applying an embellishment on garments, either at the completion of production, or during the production stage. The embellishments may be added by either hand or machine, as determined by the design brief.

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| **Respond to the following** | **Comments/observations** |
| What were your experiences using specifications, drawings, job sheets or work instructions in your workplace?  |  |
| Outline three embellishing methods/ equipment you used in your workplace.  |  |
| What was the process in your workplace for directing completed garments to the next operation? |  |

MSTGN2003 Work in the textile, clothing and footwear (TCF) industry

This unit of competency covers the skills and knowledge required to identify key production processes within the textiles, clothing and footwear (TCF) sector.

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| **Respond to the following** | **Comments/observations** |
| What are the key industry associations, unions and relevant government bodies that you learned about in your workplace?  |  |
| Outline five industry terms or acronyms you learned while in the workplace.  |  |
| Briefly outline two key personnel and their roles in the workplace? |  |

MSTCL2010 Modify patterns to create basic styles

This unit of competency covers the skills and knowledge required to modify patterns to create basic styles.

The unit of competency applies to the modification of existing styled patterns to create new styles with minimal modification.

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| **Respond to the following** | **Comments/observations** |
| What was the process in the workplace for checking pattern components against pattern specifications?  |  |
| What pattern modifications did you use in the workplace?  |  |
| What key information was included on pattern specifications in the workplace? |  |

Comment/observation on any other unit of competency/s not listed

|  |  |
| --- | --- |
| **Unit(s)** | **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. Team work
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative & enterprise

When you’re on work placement, you’ll be using employability skills in many different ways.

This record will assist you when applying for jobs and in interviews. The skills you’re developing may be transferred to a range of occupations. Assessment of SWL recognition is based on a discussion of each of the sections from this booklet with a school representative.

In Section 3, identify the employability skills you’ve used and how you’ve demonstrated them in the workplace. Identify how the skills you 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 skills.

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How did you demonstrate **team work**? 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 activities.

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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’ve 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:

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| --- | --- |
| **Employer/Company/Business name** | **Total hours of placement** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

I have completed the reflections and evidence submitted in this workplace learning record and they are from my own experiences.

**Signed** (Student)

**Name** (Block letters)

**Date**