Workplace Learning Record

VCE VET Sport and Recreation



SIS20213 Certificate II in Outdoor Recreation

**Student name**:

Modification history

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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 WLR helps you gather evidence for assessment and is part of the requirement for obtaining SWL recognition.

To be eligible for one unit of credit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 nominal hours of units of competency (UoCs) from the SIS20213 Certificate II in Outdoor Recreation
* undertake a minimum of 80 hours (equivalent to 10 days of work) in an outdoor recreation industry placement
* reflect on a minimum of six UoCs from your program including the WHS UoC (SISXOHS101A — see page 13).

VCE VET Sport and Recreation

SIS20213 Certificate II in Outdoor Recreation

The VCE VET Sport and Recreation program is drawn from a national training package and offers qualifications recognised throughout Australia.

These qualifications provide students with a broad range of knowledge and skills to pursue a career or further training in the sport and recreation industry.

SIS20213 Certificate II in Outdoor Recreation provides students with the knowledge and skills to be competent in performing core skills in outdoor recreation environments, and assisting with the conduct of a range of outdoor activities.

Work may be undertaken as part of a team and would be performed under supervision in field locations such as camps or indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

Units in this program include; assist in conducting outdoor recreation sessions, respond to emergency situations and minimise environmental impact.

Electives can be chosen from a range of streams including Abseiling, Bushwalking, Cycling, Skiing, Surfing and more.

Possible job titles include:

* outdoor activity assistant
* indoor recreation centre assistant.

Workplace Learning Record

The WLR is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET 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 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

SIS20213 Certificate II in Outdoor Recreation

UoCs included in this program are listed below. There are compulsory UoCs, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Indicate the year you are undertaking each UoC.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit code | Unit of Competency | Year | Page |
| **VCE VET Units 1–2** | | | |
| **Compulsory** | | | |
| HLTAID003 | Provide first aid |  | 8 |
| SISOODR201A | Assist in conducting outdoor recreation sessions |  | 9 |
| SISOOPS201A | Minimise environmental impact |  | 10 |
| SISXEMR201A | Respond to emergency situations |  | 11 |
| SISXIND101A | Work effectively in sport, fitness and recreation environments |  | 12 |
| SISXOHS101A | Follow occupational health and safety policies |  | 13 |
| **Electives** | | | |
| SISOCLN201A | Demonstrate top rope climbing skills on natural surfaces |  | 14 |
| SISOBWG201A | Demonstrate bushwalking skills in a controlled environment |  | 15 |
| SISOCNE201A | Demonstrate simple canoeing skills |  | 16 |
| SISOCVE201A | Demonstrate caving skills |  | 17 |
| SISOKYS201A | Demonstrate simple sea kayaking skills |  | 18 |
| SISOMBK201A | Demonstrate basic off-road cycling skills |  | 19 |
| SISONAV201A | Demonstrate navigation skills in a controlled environment |  | 20 |
| SISOSNK201A | Demonstrate snorkelling activities |  | 21 |
| SISOSRF201A | Demonstrate surf survival and self rescue skills |  | 22 |
| SISOSRF202A | Demonstrate basic surfing manoeuvres in controlled conditions |  | 23 |
| SISXCAI002 | Assist with activity sessions |  | 24 |

List any other UoCs you are undertaking and include comments regarding additional UoCs on page 25.

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?

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|  |

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

This WLR contains three key questions per UoC designed to draw out related experiences you may be exposed to in an outdoor recreation 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. This record does not require identifying actual people or events, as this may breach confidentiality.

VCE VET units of competency

HLTAID003 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 procedure in case of an injury or illness? |  |

SISOODR201A Assist in conducting outdoor recreation sessions

This unit describes the performance outcomes, skills and knowledge to assist in the conduct of outdoor recreation sessions under the direct supervision of a responsible person. This unit focuses on the application of skills to contribute to the safe conduct of outdoor recreation sessions and monitor personal performance.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Outline all the different outdoor recreation sessions that you observed in the workplace.  What was your role? |  |
| How were the needs of clients being met in the sessions that you observed? |  |
| What methods were used to collect feedback from participants?  Was this effective?  Did the feedback change future sessions? |  |

SISOOPS201A Minimise environmental impact

This unit describes the performance outcomes, skills and knowledge required to implement minimal environmental impact practices while participating in and assisting in outdoor recreation activities under supervision.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What environmental impacts could have been caused by the participation in outdoor recreation activities conducted by the workplace? |  |
| How did the workplace identify the consequences of the impact on the environment? |  |
| What minimal impact practices did the workplace use?  Was there any relevant legislation related to this that the workplace followed? |  |

SISXEMR201A 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. The unit focuses on the application of organisational policies and procedures to maintain the welfare of participants in an activity in response 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 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? |  |

SISXIND101A Work effectively in sport, fitness and recreation environments

This unit describes the performance outcomes, skills and knowledge required to work effectively in a sport, fitness and recreation environment. The unit focuses on the application of industry knowledge and organisational work practices to support the completion of day-to-day work activities.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace keep up-to-date with industry information? |  |
| What were the industry standards that the workplace used and followed? |  |
| How did the workplace record communication and follow up on feedback from clients? |  |

SISXOHS101A Follow occupational health and safety policies

This unit describes the performance outcomes, skills and knowledge required to apply general occupational health and safety (OHS) requirements in the workplace. It describes generic OHS responsibilities applicable to employees without managerial or supervisory responsibilities.

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| --- | --- |
| **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 reporting incidents and injuries? |  |
| Did any incidents or injuries occur that you observed?  If yes, explain what happened and how it was handled. |  |

SISOCLN201A Demonstrate top rope climbing skills on natural surfaces

This unit describes the performance outcomes, skills and knowledge required to climb and belay under supervision, using a top-rope set up, on natural surfaces. This unit focuses on the demonstration of simple climbing skills and techniques such as underclings and side pulls.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace identify hazards associated with the climbing activity? |  |
| What equipment did the workplace use for this activity? |  |
| Outline the belaying techniques and devices used by the workplace. |  |

SISOBWG201A Demonstrate bushwalking skills in a controlled environment

This unit describes the performance outcomes, skills and knowledge required to participate in supervised bushwalks. This unit focuses on the demonstration of bushwalking skills through the participation in planned bushwalks and associated activities under the supervision of a suitably qualified leader.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for a bushwalk? |  |
| What processes did the workplace use to select and adjust equipment to ensure client comfort and safety? |  |
| How did the workplace evaluate the bushwalks that they conducted? |  |

SISOCNE201A Demonstrate simple canoeing skills

This unit describes the performance outcomes, skills and knowledge required to participate in a canoeing activity under supervision. This unit focuses on the demonstration of canoeing skills, such as the ability to control and manoeuvre a canoe in controlled conditions.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for a canoeing activity? |  |
| What craft and equipment did the workplace use, and why was this equipment selected? |  |
| Outline the control, manoeuvring and capsize techniques that you observed being used in the workplace. |  |

SISOCVE201A Demonstrate caving skills

This unit describes the performance outcomes, skills and knowledge required to participate in supervised, minimal impact caving activities. This unit focuses on the demonstration of simple caving skills, such as navigation and laddering, in caves with frequently travelled tracks and marked routes.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for a caving activity? |  |
| What cave hazards and obstacles did you observe in the workplace?  How were these negotiated to ensure minimal environmental damage? |  |
| How did the workplace evaluate the caving activities that they conducted? |  |

SISOKYS201A Demonstrate simple sea kayaking skills

This unit describes the performance outcomes, skills and knowledge required to participate in a sea kayaking activity under supervision. This unit focuses on the demonstration of sea kayaking skills, such as the ability to control and manoeuvre a sea kayak in controlled conditions.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for a sea kayaking activity? |  |
| What craft and equipment did the workplace use, and why was this equipment selected? |  |
| How did the workplace evaluate the sea kayaking activities that they conducted? |  |

SISOMBK201A Demonstrate basic off-road cycling skills

This unit describes the performance outcomes, skills and knowledge required to participate in off-road cycling activities under supervision. This unit focuses on the demonstration of basic off-road cycling skills on gravel roads and single tracks with easy-to-intermediate terrain.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for an off-road ride? |  |
| What types of bicycles were used in the workplace, and how were they set up?  What were the different set ups and equipment used in different situations? |  |
| Outline the off-road cycling skills that you observed being demonstrated in the workplace. |  |

SISONAV201A Demonstrate navigation skills in a controlled environment

This unit describes the performance outcomes, skills and knowledge required to navigate in controlled environments where there are significant landmarks.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What equipment was used in the workplace for navigation? |  |
| What was your role in the workplace in relation to navigation in controlled environments? |  |
| What legislation and organisational policies were used by the workplace to ensure the safe conduct of all navigation activities? |  |

SISOSNK201A Demonstrate snorkelling activities

This unit describes the performance outcomes, skills and knowledge required to participate in snorkelling activities in confined and/or open water.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for a snorkelling activity? |  |
| How did the workplace assess conditions before entering the water? |  |
| How did the workplace instruct snorkel dive rescues?  What skills did you observe? |  |

SISOSRF201A Demonstrate surf survival and self rescue skills

This unit describes the performance outcomes, skills and knowledge required to apply surf survival and self rescue skills. This unit focuses on the demonstration of surf awareness and self rescue skills to safely participate in activities in surf environments.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace identify potential hazards within the surf environment and minimise risks? |  |
| What craft and equipment did the workplace use, and why was this equipment selected? |  |
| Outline the surf survival techniques that you observed in operation at the workplace. |  |

SISOSRF202A Demonstrate basic surfing manoeuvres in controlled conditions

This unit describes the performance outcomes, skills and knowledge required to perform basic surfing manoeuvres in controlled conditions.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace plan for a surfing activity? |  |
| What techniques did you observe for catching and riding a wave in the workplace? |  |
| How did the workplace evaluate surfing activities that they operated? |  |

SISXCAI002 Assist with activity sessions

This unit describes the performance outcomes, skills and knowledge required to assist in the preparation and conduct of sessions within the sport and recreation industry. The unit also focuses on assisting the responsible person to monitor and evaluate the sessions.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace conduct a risk analysis when preparing activity sessions? |  |
| What was your role in planning a specific session?  Did the workplace provide any assistance or tools to help you?  If so, what were they? |  |
| Outline the different ways in which staff communicated with clients in running sessions?  Which type of communication appeared to be the most effective?  Why? |  |

Comments/observations on any other unit(s) of competency 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 and enterprise

When you are on work placement, you will be using employability skills in many different 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. 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 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 **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 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** | **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** (Block letters)

**Date**