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| SWL RECOGNITION – ASSESSMENT RECORD FOR VCE VET PROGRAMS AND SBATs |
|  **Family Name:** |  | **First Name:** |  |
|  **School:** |  | **Year Level:** |  |
|  |  |  |  |
|  |  |  |  |
| **VCE VET Program (VE1):** |  | **Qualification:** |  |
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|  |  |  |  |  |  |  |  |
| **School-Based Apprenticeship and Traineeship SBAT (VE2):** |  |  |  |  |  |  |
|  | **Qualification:** |  |
|  | **Start Date:**  |  | **End Date:** |  |
|  |  |
| **Employer/Company/Business:** |  |
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| workplace learning record COMPLETION: |
| Evidence for workplace learning recognition should be provided on the Workplace Learning Record (WLR). Students can do this in a number of ways. Please indicate (🗸) how the student has provided the evidence. |
| € | Detailed responses provided 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 were provided to support the WLR  | € | SBAT workplace logbook attached where appropriate |
| STRUCTURED WORKPLACE LEARNING REQUIREMENTS – VCE VET PROGRAMS AND SBATs: |
| To be eligible for one unit of credit towards VCE or VCAL a student must:  |
|  **VCE VET PROGRAM** |  |  **SBAT** |
| € | Be enrolled in a minimum of **180 hours** of training in a VCE VET program  |  | € | Be enrolled in a minimum of **180 hours** of training in a SBAT |
| € | Undertake a minimum of **10 days** of structured workplace learning in a workplace matching the VET enrolment |  | € | Undertake a minimum of **20 days** in the workplace |
| € | Complete **the Learner Profile** in the WLR (Section 1) |  | € | Complete **the Learner Profile** in the WLR (Section 1) |
| € | Reflect on a minimum of **6** **UoCs**, including the Workplace Health and Safety UoC in the WLR (Section 2) |  | € | Reflect on a minimum of **5** **UoCs**, including the Workplace Health and Safety UoC in the WLR (Section 2) |
| € | Reflect on the **8** Employability Skills in the WLR (Section 3) |  | € | Reflect on the **8** Employability Skills in the WLR (Section 3) |
|  |  |  | € | Attach the **Training Plan** for the SBAT  |
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| COMMENTS (Meeting notes and/or required follow up with the student) |
| The assessor is required to discuss the reflections or evidence with the student prior to making a final assessment of Satisfactory (S) or Not Yet Completed (N). Points made by the student in discussion may be added to the WLR by the assessor. |
| **DATE** | **COMMENTS**  | **DATE** | **COMMENTS** |
|  |  |  |  |
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| SWL RECOGNITION (🗸) SATISFACTORY (S) NOT YET completed (N) |
| **Teacher/Assessor Name**: |   | **Position/Title** |  |
| **Signature**: |  | **Date:** |  |