|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SWL RECOGNITION – ASSESSMENT RECORDFOR VCE VET PROGRAMS AND SBATs | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Family Name:** | | | | |  | | | | | | | | | | | | | | **First Name:** | | | | | | | | |  | | | | | | | | |
| **School:** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **Year Level:** | | | | |  | | |
|  | | | | | | | |  | | | |  | | | | | | | | |  | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | |  | | | | | | | | |  | | | | | | | | | | | | | | | |
| **VCE VET Program (VE1):** | | | | | | | |  | **Qualification:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | |  |  | | | | | | | | | | | | | | | | |  | | | | | |  |  | | |  |  |
| **School-Based Apprenticeship and Traineeship SBAT (VE2):** | | | | | | | |  | | | | | | | | | | | | | | | | |  | | | | | |  |  | | |  |  |
|  | **Qualification:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **Start Date:** | | | |  | | | | | | | | | | | | | | | **End Date:** | | | |  | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer/Company/Business:** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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 | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 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** | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | |  | | | | | | | | |  | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SWL RECOGNITION (🗸) SATISFACTORY (S) NOT YET completed (N) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Teacher/Assessor Name**: | | | | | | | |  | | | | | | | | | | **Position/Title** | | | | | | | | |  | | | | | | | | | |
| **Signature**: | | | | | |  | | | | | | | | | | | | | | | | | | | | **Date:** | | | |  | | | | | | |