

Term 3, 2005 Update: New resources for VCAL, Applied Learning, Career Pathways, Work Education and Work Experience/Work Placement.

New
resources now
available term 2.

New Literacy and Numeracy resources for 2016

In line with the proposed VCAA review and implementation in 2016 of Literacy Skills and Numeracy Skills new Literacy and Numeracy resource sets are now being developed.

- ⇒ New: **Literacy - Senior** featuring a carefully planned literacy (and oracy) program designed to support students as they develop into young adults. For the first time for VCAL includes the option of a **master PDF e-version**.
- ⇒ Updated: Literacy Intermediate - 3ed, revised and refreshed and with more content, and also available as a **master PDF e-version**.)
- ⇒ New: **Numeracy - Senior** with content geared towards situations facing Year 12 students, and with all assessment tasks offering the choice to apply to personal and/or work-related situations. (Note: **Numeracy Intermediate**, released in 2015 will only be updated if necessitated by changes to the study.)
- ⇒ New colour editions will be release of the workbook/texts for **WRS - Intermediate 3ed**, **PDS Intermediate - 3ed** and **PDS - Senior 2ed**. This means that all VCAL titles will now be in full colour. If you are booklisting these you will need to update to the new editions with new ISBNs. (Available from October 2015.)
- ⇒ You can pre-order new resources now and/or booklist. Samples will be available soon.

Keep up to date with uploads of samples by joining the email list. If you receive this flyer without receiving an email then you are not on the list. Contact me to join and to add relevant staff members so they can be kept up to date.

Released in 2015

A range of new resources are now ready for order. All of these new resources are available as full colour printed books or as e-version PDF masters that students can complete using ICT devices.

- ⇒ **Personal Development Activity Planner: Introductory** (suitable for PDS Foundation and introductory PDS Intermediate activities and projects) & **Personal Development Project Planner: Advanced** (suitable for advanced PDS Intermediate and PDS Senior projects).
These new colour-coded planning guides have been created specifically for schools and students to support Personal Development activities and projects. The planners are formatted as write-in booklets with colour-coded pages to support planning, organising, doing and reviewing a personal development activity or project.
- ⇒ **Work Placement Journal** (suitable for year 11 and Year 12 students work-related and vocational placements).
Full colour A4 size and includes 40 pages of daily journals as well as all 20+ work-related application activities.
- ⇒ **Community Services: Foundation & Community Services: Intermediate** (industry-specific sets)
These new industry-specific resource sets and workbooks support your VCAL, Applied Learning and work education and career/pathways programs with content-based topics and applied activities.
Each full colour workbook includes targeted industry-specific material, explanations, examples, images and activities. This flexibility allows teachers to teach general program content while disparate students within the same class can apply this to their own industry experience and context.

Feel free to contact me to discuss which resource sets might be best suited for your teaching program.

Current resource list: 2015 into 2016

Career pathways, work education and personal development (PDF e-versions also available)

- >> Career Pathways
- >> Work Experience Journal
- >> Work Placement Journal (new in term 2, 2015)
- >> Personal Development Activity Planner: Introductory (new in term 2, 2015)
- >> Personal Development Project Planner: Advanced (new in term 2, 2015)

Industry-specific resources (PDF e-versions also available)

- >> Community Services Foundation (new in term 2, 2015)
- >> Community Services Intermediate (new in term 2, 2015)
- >> Retail Foundation
- >> Retail Intermediate

Industry and Enterprise

- >> I&E Unit 1: Workplace Participation 3ed (& e-version)
- >> I&E 1&2: Towards an Enterprising You 4ed (revised for 2016)
- >> I&E 3&4: Towards an Enterprising Australia 3ed

VCAL and Applied Learning (Master sets also available)

- >> Literacy - Intermediate 3ed Workbook/text and Activities Portfolio booklet (revised for 2016) !!!also new e-version!!!
- >> Literacy - Senior Workbook/text and Activities Portfolio booklet (new for 2016) !!!also new e-version!!!
- >> Numeracy - Intermediate Workbook/text and Activities Portfolio booklet (new in term 1, 2015)
- >> Numeracy - Senior Workbook/text and Activities Portfolio booklet (new for 2016)
- >> Personal Development - Intermediate 3ed Workbook/text and Activities Portfolio booklet (new colour ed for 2016)
- >> Personal Development - Senior 2ed Workbook/text and Activities Portfolio booklet (new colour ed for 2016)
- >> Work Related Skills - Foundation Workbook/text and Activities Portfolio booklet
- >> Work Related Skills - Intermediate 3ed Workbook/text and Activities Portfolio booklet (new colour ed for 2016)
- >> Work Related Skills - Senior 2ed Workbook/text and Activities Portfolio booklet

WACE Career and Enterprise (PDF e-versions also available)

- >> Career and Enterprise General 11
- >> Career and Enterprise General 12/ATAR 11

DELIVER Educational Consulting

PO Box 40, Moonee Vale 3055 Ph & Fax (03) 9939 1229 ABN 80 922 381 610
Check for samples at: www.deliverededucation.com.au michael@deliverededucation.com.au

Order form: Current from Term 3, 2015 (Note: All prices are GST inc.)

WACE: Career and Enterprise (exp. Dec 2015)	Printed text	e-version master	Total
Career and Enterprise General 11	_____ @ \$52	_____ @ \$660	_____
Career and Enterprise General 12/ATAR 11	_____ @ \$55	_____ @ \$660	_____

Careers, Work Education & Personal Development	Printed text	e-version master	Total
Career Pathways 2015	_____ @ \$35	_____ @ \$440	_____
Work Experience Journal 2015	_____ @ \$20	_____ @ \$165	_____
Work Placement Journal 2015	_____ @ \$27.50	_____ @ \$220	_____
Personal Development Activity Planner: Introductory 2015	_____ @ \$25	_____ @ \$165	_____
Personal Development Project Planner: Advanced 2015	_____ @ \$27.50	_____ @ \$220	_____

Industry and Enterprise	Printed text	e-version master	Total
I&E Unit 1: Workplace Participation 3ed. 2015	_____ @ \$33	_____ @ \$440	_____
I&E Units 1&2: Towards an Enterprising You 4ed. 2015	_____ @ \$42.50	na	_____
I&E Units 3&4: Towards an Enterprising Australia 3ed. 2012	_____ @ \$59.95	na	_____

Industry-Specific Resources	Printed text	e-version master	Total
Retail - Foundation 2014	_____ @ \$33	_____ @ \$165	_____
Retail - Intermediate 2014	_____ @ \$33	_____ @ \$165	_____
Community Services - Foundation 2015	_____ @ \$33	_____ @ \$165	_____
Community Services - Intermediate 2015	_____ @ \$33	_____ @ \$165	_____

VCAL/ Applied Learning Resource Sets	Printed text/workbook	Printed activities book	CD Master text/workbook	CD Master activities book	Combined CD master sets	or license with master e-version
Literacy - Intermediate 3ed. (pre-order for 2016) 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	or _____ @ \$330
Literacy - Senior (pre-order for 2016)) New 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	or _____ @ \$330
Numeracy - Intermediate 2015	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	na
Numeracy - Senior (pre-order for 2016) New 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	na
PDS - Intermediate 3ed. 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	nya
PDS - Senior 2ed 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	nya
WRS - Foundation 2014	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	nya
WRS - Intermediate 3ed. 2016	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	nya
WRS - Senior 2ed. 2014	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220	nya
Totals	_____	_____	_____	_____	_____	_____

Add Postage: CD-only orders = \$5 Melb metro printed books = \$11
Regional Vic and interstate 1 book = \$12 2-4 books = \$15 Contact me for larger orders.
***In a hurry? I recommend an extra \$5 postage for Express Post. (More for larger orders)**

Postage amount \$ _____	Grand Total \$ _____
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Order Details

Name: _____

Position: _____

e-mail: _____

School: _____

Address: _____

Order No: _____ **Approx. Amount \$** _____ **ABN:** _____

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Work Experience and Work Placement Journals

New
full colour journals
for 2015.

These new full colour booklets have been created specifically for schools and students to support Years 10-12 Career Pathways/Work Experience/Work Education programs. Key features include:

- ⇒ Pages formatted as write-in journal booklets with colour-coded pages to support work experience and work placement programs as part of your Career Pathways, VCAL, Applied Learning, Industry and Enterprise and Work Education teaching programs
- ⇒ Pro-formas to record important school and student information, safety induction checklist, evaluation forms and many more tasks
- ⇒ 15(WE) and 40(WP) pages of daily journals
- ⇒ A range of activities specifically related to a student's work experience and work placement to complete before, during and/or after their work experience placement
- ⇒ Smaller convenient size for (WE) that makes it easier for students to take booklet along with them on their work experience placement.
- ⇒ Full A4 size for (WP) to support greater depth expected of students at Years 11-12.

These journals are also complemented by the new Career Pathways workbook/text. (See overleaf)

Work Experience & Placement Journals: e-versions

Also available are fully reproducible e-versions through a site license. e-versions include interactive write-in PDF files of each section as well as the PDF 'print' version of the book with live web links.



978-1-925172-05-8
Printed colour book @\$20



978-1-925172-15-7
Printed colour book @\$27.50

Work Experience Journal: Contents

Workplace Experience To-Do List	2
Activities Checklist.....	3
Contact Information	4
School Information.....	5
Induction Checklist	6
Timesheet Summary	8
Daily Journals	9
Evaluation-Work-Related Skills ..	24
Evaluation-Indus.-Specific Skills ..	25
Working Safely.....	26
Managing Risks.....	27
Safety Signs.....	28
Personal Protective Equipment ..	29
Safety Audit	30
Employability Skills	32
Teamwork	33
Workplace Participation	34
Work Procedure	35
Work Conditions.....	36
Networking	37
Occupation Summary	38
Occupation Summary	39
Rights and Responsibilities	40
Workplace Problems	41
Self-Assessment.....	42

Work Placement Journal: Contents

Workplace Placement To-Do List ..	2
Activities Checklist	3
Contact Information	4
School Information	5
Induction Checklist	6
Induction Information	7
Timesheet Summary	8
Daily Journals	10
Evaluation - Work-Related Skills ..	50
Evaluation - Indus.-Specific Skills ..	51
Working Safely	52
Managing Risks.....	53
Safety Signs.....	54
Personal Protective Equipment ..	55
Safety Audit	56
Employability Skills	58
Teamwork	59
Workplace Participation	60
Work Procedure	61
Work Conditions	62
Networking	63
Occupation Summary	64
Rights and Responsibilities	66
Work-Related Problems	67
Self-Assessment	68

Order	Availability	Printed Books	e-version Master	Total (GST inc.)
Career Pathways	(New for 2015)	_____ @ \$35	_____ @\$440	\$ _____
Work Experience Journal	(New for 2015)	_____ @ \$20	_____ @\$165	\$ _____
Work Placement Journal	(New for 2015)	_____ @ \$27.50	_____ @\$220	\$ _____
Add Postage: CD-only orders = \$5 Melb metro printed books = \$11. Regional Vic and interstate 1 book = \$12, 2-4 books = \$15. Contact me for larger orders.				Grand total = \$ _____

Order Details

Name: _____

Position: _____

e-mail: _____

School: _____

Address: _____

Order No: _____ Approx. Amount \$ _____ ABN: _____

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Work Experience Journal

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Activities Checklist	3	Safety Audit	30
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Evaluation of Work Related Skills	24	Occupational Summary	38
Evaluation of Workplace	25	Workplace Problems.....	41
Working Safely	26	Managing Risks	42
Managing Risks	27		
Safety Signs.....	28		

Work Experience Journal;

Draft sample

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Important: All material, advice and assessment tasks are provided as a guide only and do not constitute official advice. As always you must use your own judgement about the suitability of a task.

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Work Experience Journal

By Michael Carolan

DELIVER Educational Consulting (978-1-925172-05-8)

Available for Careers, Pathways and Work Education

- Career Pathways
- Work Experience Journal

Also available for VCAL and Applied Learning

- Literacy - Intermediate 2ed (Oct 2014)
- Personal Development - Intermediate 2ed (Jan 2012)
- Personal Development - Senior 1st ed (Jan 2012)
- Work Related Skills - Foundation (May 2014)
- Work Related Skills - Intermediate 2ed. (Jan 2014)
- Work Related Skills - Senior (Jan 2014)
- Numeracy - Intermediate (Oct 2014)

Also available for industry-specific work education

- Retail Trade Industry - Foundation (Dec 2013)
- Retail Trade Industry - Intermediate (Dec 2013)

Also available for Industry & Enterprise

- I&E 1: Workplace Participation 3rd ed (Sep 2014)
- I&E 1: Workplace Participation - e-version (Jan 2012)
- I&E 1&2: Towards an Enterprising You (Jan 2012)
- I&E 3&4: Towards an Enterprising Australia (Nov 2011)

Available for pathways and careers education

- Career Pathways (Jan 2012)
- Work Experience Journal (Jan 2012)

Book to be published late July 2014

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Carolan, Michael

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Work Experience Journal

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Work Experience To-Do List

Use the pro-forma below to record the activities and tasks you have to complete as part of the process of finding, organising, completing and reporting on your work experience placement. List due dates and record tasks as they are done. Add any other details and information in the spaces if relevant. Your teacher might add other steps and tasks, if so add them below and complete these when required. Note, in this booklet:

- ⇒ Red = school-based,
- ⇒ Green = work experience based
- ⇒ Blue = work experience supervisor based.

Work experience to-do list	Other details/information	Required by?	Done?
1. Interview v. Coordinator	Work Experience Journal; Draft sample For preview purposes only: Do not copy	<input type="checkbox"/>	<input type="checkbox"/>
2. Create shortlist of work experience opportunities.		<input type="checkbox"/>	<input type="checkbox"/>
3. Contact v. classes (s) and arrange interview.		<input type="checkbox"/>	<input type="checkbox"/>
4. Negotiate workplace tasks and roles.	Do not copy	<input type="checkbox"/>	<input type="checkbox"/>
5. Get relevant forms signed.		<input type="checkbox"/>	<input type="checkbox"/>
6. Complete school-based safety induction program.		<input type="checkbox"/>	<input type="checkbox"/>
7. Complete contact details in this book.		<input type="checkbox"/>	<input type="checkbox"/>
8. Participate in workplace induction.		<input type="checkbox"/>	<input type="checkbox"/>
9. Complete workplace journal pages.		<input type="checkbox"/>	<input type="checkbox"/>
10. Complete relevant tasks and those from this book.		<input type="checkbox"/>	<input type="checkbox"/>
11. Complete relevant evaluation forms.		<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare draft written assignment and report.	Book published July 2014	<input type="checkbox"/>	<input type="checkbox"/>
13. Submit final written assignment and report.		<input type="checkbox"/>	<input type="checkbox"/>
14. Prepare oral report and presentation.		<input type="checkbox"/>	<input type="checkbox"/>
15. Present final oral report.		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Workplace Learning: Activities Checklist

Activity/Task	Required?	Due by?	Done?	Teacher Initials
i School-based safety induction program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ii Workplace safety induction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
iii Work experience journals: How many? _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
iv Work experience timesheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
v Work experience general evaluation (employer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vi Work experience general evaluation (self-assessment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vii Work experience general evaluation (employer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
viii Work experience specific evaluation (self-assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ix Working Safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
x Managing Risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xi Safety Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xii Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xiii Safety Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xiv Employability Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xv Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xvi Workplace Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xvii Work Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xviii Work Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xix Work Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xx Occupation Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xxi Rights and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xxii Workplace Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Work Experience Journal;

Draft sample

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Contact Information

This page must be completed prior to commencing your work experience, copied 3 times with a copy distributed to your school, to your parent/guardian and to your workplace.

1. Contact details: School		
School:		
Address:		
Phone:	Hours of contact:	Fax:
Teacher:	Direct number, if available:	
Workplace Learning/ Careers Coordinator:	Teacher:	
Year Level Coordinator:	Contact number:	
After hours direct contact:	Name:	Phone:

2. Contact details: Student		
Name:	Age:	
Address:	Student phone:	
Travel method/route to/from placement:		
Parent/guardian name:	Contact number BH:	Times:
	Contact number AH:	Times:
Any other important information, (ie allergies?):		

Book published July 2014			
Organisation/ workplace:	General phone:		
Address of worksite:			
Work experience placement details:	Dates:	Times:	Contact & number for absences/lates:
Contact person:	Position:		Contact number:
Student's direct supervisor:	Position:		Contact number:
Any other important information, (ie off- site details?):			

School Information

There might be specific state-based arrangements and legal requirements that apply to your work experience placement such as emergency contact cards as well as prohibited tasks, equipment, occupations, industries and working hours, restrictions in shift lengths and other relevant information. Your teacher and/or coordinator will go through these with you. Add any of this other school-based information here (attach if required).

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IN1 Induction Checklist

Ensure that this induction checklist is completed before and during the work experience placement.

Student: _____

Workplace: _____

Student's role: _____

Induction by: _____ Position: _____

Prior to placement			At commencement of and during placement	
Activity to be completed	Initial	Done	Initial	Date & time
⇒ Meet with student.			⇒ Greet student and provide	
⇒ Discuss the operation of the organisation.			⇒ Check for appropriate attire.	
⇒ Determine suitability of student for work tasks.			⇒ Collect from student appropriate emergency contact information.	
⇒ Introduce to supervisor if appropriate.			⇒ Conduct general tour of facilities.	
⇒ Describe appropriate attire.			⇒ Introduce to supervisor.	
⇒ Clarify supply of personal protective equipment or work wear. ⇒ Outline this...			⇒ Conduct specific worksite familiarisation.	
			⇒ Make student aware of immediate and common dangers.	
			⇒ Conduct tour of first-aid facilities and emergency exits.	
⇒ Negotiate dates, start, end and break times. Outline these...			⇒ Outline emergency and evacuation procedures. Main points:	
			⇒ Show toilets and other staff amenities.	
⇒ Collect and sign up on forms.			⇒ Introduce to safety rep or relevant employee with responsibility.	
⇒ Provide contact details for absences/lateness. Outline these...			⇒ Supply and demonstrate proper use of personal protective equipment.	
			⇒ Conduct training of student in how to complete work tasks.	
⇒ Supply student with appropriate literature, handbooks, etc..			⇒ Undertake start-of-day and end-of-day briefings with student.	
⇒ Meet with school representative.			⇒ Host visit from school staff member.	
⇒			⇒ Complete student evaluation(s).	
⇒			⇒	
⇒			⇒	

Add any other induction information that is necessary for your specific workplace (attach if required). i.e. Restrictions and prohibitions, common dangers, confidentiality issues, etc..

Work Experience Journal;
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Inductor's signature: _____ Date: _____

TS Timesheet Summary

Name:	Dates/Duration at work:
Workplace/Worksite:	Supervisor:

[illegible]

Add any other information that might need to be added to explain the times shown above.

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book to be published late July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

JN2 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	Work Experience Journal; Draft sample For preview purposes only: Do not copy

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book published July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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Book to be published late July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

JN4 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	Work Experience Journal; Draft sample For preview purposes only: Do not copy

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book published July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book to be published late July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

JN6 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	Work Experience Journal; Draft sample For preview purposes only: Do not copy

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
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Student signature:	Date:
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Name:	Day/date:	Times at work/duration:
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Student signature:	Date:
Supervisor's signature:	Date:

JN8 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.		
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.		
	Work Experience Journal; Draft sample For preview purposes only: Do not copy		
Explanation of work-related skills I demonstrated today:		Examples of how I used workplace technology today:	
Book published July 2014			
A WHS/OH&S practice I followed or saw in action today:		Special arrangements or requirements for tomorrow:	

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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Student signature:	Date:
Supervisor's signature:	Date:

JN10 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	Work Experience Journal; Draft sample For preview purposes only: Do not copy

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book published July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book to be published late July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

JN12 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	Work Experience Journal; Draft sample For preview purposes only: Do not copy

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book published July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book to be published late July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

JN14 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	Work Experience Journal; Draft sample For preview purposes only: Do not copy

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
Book published July 2014	
A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
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A WHS/OH&S practice I followed or saw in action today:	Special arrangements or requirements for tomorrow:

Student signature:	Date:
Supervisor's signature:	Date:

EV1 Evaluation - Work-Related Skills

This evaluation needs to be completed by your supervisor in relation to your work experience or work placement (or enterprise activity).

Student: _____

Workplace: _____

Student's role: _____

Evaluated by: _____ Position: _____

The performance of this student in relation to the following skills		Very good				Basic		Not shown	
☺	Communicating effectively								
☺	Being adaptable								
☺	Showing initiative and enterprise								
☺	Solving problems								
☺	Managing and leading								
☺	Planning & organising								
☺	Learning new tasks								
☺	Using technology								
☺	Being self-aware								
☺	Working in teams								
☺	Working safely								

Briefly describe up to three of this student's most successful contributions/areas of involvement.

1. _____

2. _____

3. _____

Briefly suggest areas that this student should aim to develop further.

1. _____

2. _____

Feel free to comment further. (Add another page or a specific evaluation if necessary.)

Signed: _____ Date: _____

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This evaluation needs to be completed by your supervisor in relation to your work experience or work placement (or enterprise activity).

Student: _____

Workplace: _____

Student's role: _____

Evaluated by: _____ Position: _____

Specific work-related skills or competencies successfully demonstrated by the student:

e.g. Safely used a hand saw to cut a piece of wood. (Note: This is a sample entry and should not be copied.)

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Feel free to comment further. (Add another page or a specific evaluation if necessary.)

Signed: _____ Date: _____

WS1 Working Safely

Produce an image of you properly performing a work task in accordance with WHS/OH&S guidelines.

1. Include the image, provide a brief description and list the source of the image.



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2. Outline how you managed the risks associated with this work task.

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Produce an image of another employee from your workplace performing a hazardous or risky work task. Provide a brief description of the source of the image.

1. Include the image, provide a brief description and list the source of the image.




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2. Outline how this employee managed the risks associated with this work task.


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WS3 Safety Signs

Produce images of workplace safety signs from your workplace. Provide a brief description of the sign and the source of the photo/image.

Image of workplace safety sign.		Description of sign/source of image.		
1.		<p>Work Experience Journal; Draft sample For preview purposes only: Do not copy</p>		
2.				
3.				
4.				
5.	Book published July 2014			
6.				

- 1. Source and describe images of examples of personal protective equipment and/or uniforms/workwear required for use in your workplace.
- 2. Briefly outline the function and reasons for these. You could ask your workplace WHS/ OH&S rep for more guidance.
- 3. Outline any specific training required to use the items of PPE properly.

PPE/ Workwear	Description/function	Image	Training needed or reasons for workwear.
<div>Work Experience Journal; Draft sample For preview purposes only: Do not copy</div> 			

WS5 Safety Audit

- 1. Perform a WHS/OH&S audit of a work environment in your workplace or worksite.
- 2. Fill in an additional safety item for each of the 10 categories on the audit.
- 3. Add at least 4 other WHS/OH&S risks that relate specifically to this work environment.
- 4. Draw or photograph 2 WHS/OH&S hazards that are being controlled effectively.
- 5. Draw or photograph at least 1 WHS/OH&S hazard that could be controlled more effectively.



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Workplace: _____		Worksite: _____	
Inspected by: _____		Date(s): _____ Time(s): _____	
→ Floors... <input type="checkbox"/> Coverings free from holes. <input type="checkbox"/> No spills, waste or rubbish. <input type="checkbox"/> No stock, boxes or materials on floor. <input type="checkbox"/> _____		→ Aisles... <input type="checkbox"/> Free from clutter and spillages. <input type="checkbox"/> Proper line-marking and/or traffic signs. <input type="checkbox"/> Adequate vision and illumination. <input type="checkbox"/> _____	
→ Windows <input type="checkbox"/> No broken panes. <input type="checkbox"/> Allowing adequate illumination. <input type="checkbox"/> Allowing adequate ventilation if appropriate. <input type="checkbox"/> _____		→ Ventilation <input type="checkbox"/> Proper lighting for area. <input type="checkbox"/> No excessive shadowing. <input type="checkbox"/> Properly adjusted and maintained. <input type="checkbox"/> _____	
→ Workspace... <input type="checkbox"/> Free from clutter. <input type="checkbox"/> Benches, desks, chairs correct height. <input type="checkbox"/> Adequate lighting. <input type="checkbox"/> _____		→ Safety equipment... <input type="checkbox"/> Proper protective equipment available. <input type="checkbox"/> Equipment in good repair. <input type="checkbox"/> All employees using equipment. <input type="checkbox"/> _____	
→ Machinery... <input type="checkbox"/> Safety cutoffs accessible and working. <input type="checkbox"/> Proper guards in operation. <input type="checkbox"/> Adequate lighting. <input type="checkbox"/> _____		→ First-aid... <input type="checkbox"/> Trained first-aid officer available and known. <input type="checkbox"/> Equipment clean, maintained and locatable. <input type="checkbox"/> Emergency procedures known and displayed. <input type="checkbox"/> _____	
→ Electricals... <input type="checkbox"/> Properly tagged and locked out. <input type="checkbox"/> No frayed leads. <input type="checkbox"/> Appropriate storage of items. <input type="checkbox"/> _____		→ Fire... <input type="checkbox"/> Properly stored and maintained. <input type="checkbox"/> Fire exits marked and kept clear. <input type="checkbox"/> Emergency procedures known and shown. <input type="checkbox"/> _____	
→ Other relevant WHS/OH&S issues... <input type="checkbox"/> _____ <input type="checkbox"/> _____		<input type="checkbox"/> _____ <input type="checkbox"/> _____	

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SK1 Employability Skills

Describe a specific example from your work experience placement when you demonstrated each of these 8 employability skills and 2 enterprise capabilities. These examples could be used on your résumé.

Employability skill, (& EC)	Description from your work experience placement.
communication	
teamwork	Work Experience Journal; Draft sample For preview purposes only: Do not copy
problem solving	
planning and organising	
self-awareness	
learning	
technological	Book published July 2014
initiative and enterprise skills	
adaptability	
managing and leading	

1. Outline 4 skills or abilities that you contributed to a team situation in your workplace.

i:

ii:

iii:

iv:

Work Experience Journal;

Draft sample

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2. Produce and briefly describe 2 photos or images of you participating effectively in teams-based activities in your workplace.



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SK3 Workplace Participation

Fill out each box below profiling your participation in your workplace. Later, you will be able to match these to possible job interests. These will also help you prepare your résumé.

Aptitude:

What activities did I find easy to learn and do well?

Interests:

What did I like doing; how did the work suit these?

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Personality:

What were my strengths and my weaknesses?

Skills:

What new work-related skills do I now have?

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Needs:

What did I get from my job to make me happy?

Responsibility:

How was I trusted and allowed to be in control?

In a workplace it is vital to have accurate information about how to perform work tasks properly and safely. Select a work task that you did at your workplace. Complete the table below by describing the procedure of how to do this work task.

Work task:
Describe how to do the task properly.
Describe how this task requires teamwork.

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PW1 Work Conditions

Interview a manager or employee in your workplace to find out the information for an occupation in which you are pursuing as part of your career pathway.

Interviewee:	
Workplace:	Occupation:
	Classification:
Award title? or registered agreement (EBA) title? or (other?)	
Rates of pay: (If applicable, include penalty rates, allowances, etc.)	
Penalty rates/bonuses, allowances, etc.	
Junior rates of pay:	
Casual loadings:	
Breaks/hours of work:	
Leave entitlements and other:	

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One of the benefits of completing a work experience placement is the opportunity to develop a network of job-seeking contacts. Approach different workplace stakeholders such as your employer, manager, clients, suppliers or others, ask if they would be happy to help support you by being part of your job-seeking network, and if so record and their contact details.

Contact 1:	Contact 2:
Full name:	Full name:
Workplace:	Workplace:
Title/role:	Title/role:
Phone:	Phone:
email:	email:
Referee?	Referee?
Written reference?	Written reference?

Work Experience Journal;
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Contact 3:
Full name:
Workplace:
Title/role:
Phone:
e-mail:
Referee/Written reference?

Contact 4:	Contact 5:
Full name:	Full name:
Workplace:	Workplace:
Title/role:	Title/role:
Phone:	Phone:
email:	email:
Referee?	Referee?
Written reference?	Written reference?

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PW3 Occupation Summary

Choose an occupation related to your work experience placement that you are interested in pursuing as part of your career pathway. Complete the following occupational summary using:

- ⇒ My Future: www.myfuture.edu.au and/or
- ⇒ The Job Guide online at: www.jobguide.deewr.gov.au as well as
- ⇒ Job Outlook: www.joboutlook.gov.au



Occupational Summary

Correct occupation title

⇒ Work Experience Journal;

Brief summary description: Draft sample

⇒ For preview purposes only:
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6 main tasks as part of the job:

⇒

⇒

⇒

⇒

⇒

⇒

⇒

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Specialisations (if applicable):

⇒

⇒

⇒

Related jobs and/or industry:



Personal requirements:



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Job prospects (from Job Outlook)



Education and/or training required (include course entry requirements):



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Other relevant information (if applicable):



Contacts (for your state):



IS1 Rights and Responsibilities

Both employees and employers have a range of work-related rights and responsibilities related to safety, privacy, fair work conditions, freedom from discrimination and other issues. Interview your employer or manager and list 6 key workplace rights and responsibilities.

Workplace rights	Workplace responsibilities
e.g. Employees have a right to expect that employers have developed and implemented safe work practices.	e.g. Employees have a responsibility to work safely and inform their supervisor of any safety issues that arise.
1.	1.
Work Experience Journal; Draft sample	
2.	2.
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3.	3.
4.	4.
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5.	5.
6.	6.

Interview 2 different workplace participants. Ask them about a key work-related problem they have to deal with, and also the strategies they use to help deal with this problem.

Describe the work-related problem.	Describe how they deal with the problem.
<div>Participant 1: _____ Role: _____</div> <div>Work Experience Journal; Draft sample For preview purposes only: Do not copy</div>	
<div>Participant 1: _____ Role: _____</div> <div>Book to be published late July 2014</div>	

AS1 Self-Assessment

Complete this assessment to reflect on your work experience. You might also self-assess using the evaluation pro-formas on pp.24-25.

Name: _____ Date: _____

1. What did I most enjoy as part of my work experience?

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2. What major skills and/or competencies did I develop and why?

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3. Which person had the most positive influence on me during my placement and how so?

4. What might I do to prepare myself for a career pathway?

5. How would I summarise my experiences, or what's my motto for the placement?

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