

## Order form: Current from Term 2, 2015

**Current resources** (Note: All prices are GST inc.)

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	New 2015	_____ @ \$25	_____ @ \$165	_____
Personal Development Project Planner: Advanced	New 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	New 2015	_____ @ \$33	_____ @ \$165	_____
Community Services - Intermediate	New 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
Literacy Intermediate 2ed.	2015	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
PDS - Intermediate 2ed.	2012	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
PDS - Senior	2013	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
WRS - Foundation	2014	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
WRS - Intermediate 2ed.	2014	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
WRS - Senior 2ed.	2014	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
Numeracy - Intermediate	New 2015	_____ @ \$35	_____ @ \$27.50	_____ @ \$165	_____ @ \$77	or _____ @ \$220
<b>Totals</b>		_____	_____	_____	_____	_____

**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:** \_\_\_\_\_

**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](http://www.deliverededucation.com.au) [michael@deliverededucation.com.au](mailto:michael@deliverededucation.com.au)**

## Term 2, 2005 Update: New resources for VCAL, Applied Learning, Career Pathways, Work Education and Work Experience/Work Placement.

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 doing 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** (industry-specific sets (available May), Retail Trade also available).
- ⇒ **Community Services: Intermediate** (industry-specific sets, Retail Trade also available).  
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.  
**More information is giving on the following pages. You can view PDF preview samples on the website. Some smaller preview files can be e-mailed. Feel free to contact me for more information and to discuss which resource sets might be best suited for your teaching program.**

### New Literacy and Numeracy resources for 2016

In line with the proposed review and implementation in 2016 of Literacy Skills and Numeracy Skills new Literacy and Numeracy resource sets will be developed.

- ⇒ New: Literacy Senior
- ⇒ New: Numeracy Senior
- ⇒ Updated: Literacy Intermediate (with different focus and more content)
- ⇒ Updated: Numeracy Intermediate (only if required, might only need very minor changes from the new resource released this year)
- ⇒ Proposed new: Literacy Foundation and Numeracy Foundation (however, timing of these will depend on when the new curriculum planning guide is released.)

I'll provide more information and some introductory draft samples in mid-May.

#### Current resource list: 2015 Semester 1

##### Career pathways, work education and personal development

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

##### Industry-specific resources

- >> Community Services Foundation (**new in term 2**)
- >> Community Services Intermediate (**new in term 2**)
- >> 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.
- >> I&E 3&4: Towards an Enterprising Australia 3ed.

#### VCAL and Applied Learning

- >> Literacy - Intermediate 2ed. Workbook/text) and Activities Portfolio booklet.
- >> Numeracy - Intermediate Workbook/text and Activities Portfolio booklet. (**new in term 1**)
- >> Personal Development - Intermediate 2ed. Workbook/text and Activities Portfolio booklet.
- >> Personal Development - Senior Workbook/text and Activities Portfolio booklet.
- >> Work Related Skills - Foundation Workbook/text and Activities Portfolio booklet.
- >> Work Related Skills - Intermediate 2ed. Workbook/text and Activities Portfolio booklet.
- >> Work Related Skills - Senior 2ed. Workbook/text and Activities Portfolio booklet.

# 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
<b>Daily Journals .....</b>	<b>9</b>
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
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Occupation Summary .....	39
Rights and Responsibilities .....	40
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Activities Checklist .....	3
Contact Information .....	4
School Information .....	5
Induction Checklist .....	6
Induction Information .....	7
Timesheet Summary .....	8
<b>Daily Journals .....</b>	<b>10</b>
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	\$ _____
<b>Add Postage:</b> 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.				<b>Grand total =</b> \$ _____

## Order Details

Name: \_\_\_\_\_

Position: \_\_\_\_\_

e-mail: \_\_\_\_\_

School: \_\_\_\_\_

Address: \_\_\_\_\_

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

# Work Placement Journal

Workplace Placement To-Do List .....	2	Personal Protective Equipment.....	55
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Evaluation - Work-Related Skills .....	50	Work-Related Problems .....	67
Evaluation - Industry-Specific Skills .....	51	Self-Assessment .....	68
Working Safely .....	52		
Managing Risks.....	53		
Safety Signs.....	54		

## Work Placement Journal

For preview purposes only:

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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 check with the relevant authorities about the suitability of a task.

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### Work Placement Journal

By Michael Carolan

DELIVER Educational Consulting (978-1-925172-15-7)

Available for VCAL and Applied Learning

- Personal Development Project Planner: Introductory (2015)
- Personal Development Project Planner: Advanced (2015)
- Literacy - Intermediate 2ed. (Oct 2014)
- Personal Development - Foundation 2ed. (Oct 2014)
- Personal Development - Senior (2013)
- Work Related Skills - Foundation (2013)
- Work Related Skills - Intermediate 2ed. (2014)
- Work Related Skills - Senior 2ed. (2014)
- Numeracy - Intermediate (2015)

Also available for industry-specific work education

- Retail Trade Industry - Foundation (2014)
- Retail Trade Industry - Intermediate (2014)
- Community Services Industry - Foundation (2015)
- Community Services Industry - Intermediate (2015)

Available for Careers, Pathways and Work Education

- Career Pathways (2014)

Also available for Industry & Enterprise

- I&E 1: Workplace Participation 3ed. (2015)
- I&E 1: Workplace Participation - e-version 3ed. (2015)
- I&E 1&2: Towards an Enterprising You 4ed. (2015)
- I&E 3&4: Towards an Enterprising Australia 3ed. (2012)

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Carolan, Michael

Work Placement Journal (978-1-925172-15-7) for printed book only

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Work Placement Journal

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## Work Placement 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 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 placement based

⇒ Blue = work placement supervisor based

# Work Placement Journal

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Work Placement to-do list	Other details/information	Required by?	Done?
1. Interview with Careers Coordinator.		<input type="checkbox"/>	<input type="checkbox"/>
2. Create shortlist of work placement		<input type="checkbox"/>	<input type="checkbox"/>
3. Contact workplace(s) and arrange interview.		<input type="checkbox"/>	<input type="checkbox"/>
4. Negotiate workplace tasks and roles.		<input type="checkbox"/>	<input type="checkbox"/>
5. Get relevant forms signed.		<input type="checkbox"/>	<input type="checkbox"/>
6. Complete school-based safety induction		<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		<input type="checkbox"/>	<input type="checkbox"/>
11. Complete relevant evaluation forms.		<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare draft written assignment and report.		<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 placement Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
iv Work Placement Timesheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
v Work Placement General Evaluation (employer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vi Work Placement General Evaluation (self)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vii Work Placement General Evaluation (employer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
viii Work Placement Specific Evaluation (self and school)	<input checked="" 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"/>
xvix Networking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xx Occupation Survey	<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"/>
	<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"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

## Contact Information

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

1. Contact details: School			
School:			
Address:			
Phone:			
Teacher:		Direct number if available:	
Workplace Learning/ Careers Coordinator:		Direct number if available:	
Year Level Coordinator:		Direct number if available:	
After hours direct contact:	Name:	Position:	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?):			

3. Contact details: Workplace			
Organisation/ workplace:		General phone:	
Address of worksite:			
Work Placement details:	Dates: lates:	Times:	Contact & number for absences/
Contact person:		Position:	Contact number:
Student's direct supervisor:		Position:	Contact number:
Any other important information, (ie off-site details?):			

There might be specific state-based arrangements and legal requirements that apply to your work 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).

# Work Placement Journal

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Book to be published

April 2015.



# Induction Checklist

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

Student: \_\_\_\_\_

Workplace: \_\_\_\_\_

Student's role: \_\_\_\_\_

Induction by: \_\_\_\_\_ Position: \_\_\_\_\_

## Work Placement Journal

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Prior to placement			At commencement of and during placement		
Activity to be completed	Initial when done	Date & time	Activity to be completed	Initial when done	Date & time
⇒ Meet with student.			⇒ Check for appropriate attire.		
⇒ Discuss the operation of the organisation.			⇒ Collect from student appropriate emergency contact information.		
⇒ Determine suitability of student for work tasks.			⇒ Conduct general tour of facilities.		
⇒ Introduce to supervisor if appropriate.			⇒ Introduce to supervisor.		
⇒ Describe appropriate attire.			⇒ Conduct specific worksite familiarisation.		
⇒ Clarify supply of personal protective equipment or work wear. Outline this...			⇒ 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:		
			⇒ Introduce to safety rep or relevant person with responsibility.		
⇒ Collect and sign appropriate forms.			⇒ Supply and demonstrate proper use of personal protective equipment.		
⇒ Provide contact details for absences/lateness. Outline these...			⇒ Conduct training of student in how to complete work tasks.		
			⇒ Undertake start-of-day and end-of-day briefings with student.		
⇒ Supply student with appropriate literature, handbooks, etc..			⇒ Host visit from school staff member.		
⇒ Meet with school representative.			⇒ Complete student evaluation(s).		
⇒			⇒		
⇒			⇒		

Book to be published April 2015.

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

Work Placement Journal  
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Book to be published  
April 2015.

Inductor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Timesheet Summary

<b>Name:</b>	<b>Dates/Duration at work:</b>
<b>Workplace/Worksite:</b>	<b>Supervisor:</b>

[illegible]

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

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

## Timesheet Summary

<b>Name:</b>	<b>Dates/Duration at work:</b>
<b>Workplace/Worksite:</b>	<b>Supervisor:</b>

[illegible]

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

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

## Daily Journal 1

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published</p> <p>April 2015.</p>	
Examples of how I used workplace training today:	Examples of the practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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



## Daily Journal 3

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p style="text-align: center;">Book to be published April 2015.</p>	
Examples of how I used workplace teaching strategies:	Examples of the practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

## Daily Journal 5

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p style="text-align: center;">Book to be published April 2015.</p>	
Examples of how I used workplace teaching strategies:	Examples of the practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

## Daily Journal 7

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of safety practice I followed or observed in action today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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

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

[illegible]

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published</p> <p>April 2015.</p>	
Examples of how I used workplace training today:	Examples of the practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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



## Daily Journal 9

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I followed or observed in action today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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

## Daily Journal 11

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace technology today:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 13

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I followed or observed in action today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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



## Daily Journal 15

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of work-related skills I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I followed or observed in action today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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

## Daily Journal 17

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

Times at work  
 eg 8:30-9:29am

Description of the main tasks you performed and/or the duties you undertook during this time.  
 Signed on at 8.30am. Continued with the stock take in the warehouse started yesterday.

# Work Placement Journal

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Do not copy

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
Book to be published April 2015.	
Examples of how I used workplace technology today:	Examples of practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I used workplace technology today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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

## Daily Journal 19

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I used workplace technology today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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



## Daily Journal 21

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace technology today:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 23

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace teaching aids:</b>	<b>Which OLC practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 25

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace technology today:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 27

[illegible]

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace technology today:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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



## Daily Journal 29

[illegible]

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I used workplace technology today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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

## Daily Journal 31

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace technology today:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 33

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace teaching strategies:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 35

[illegible]

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I followed or observed in action today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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



## Daily Journal 37

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of how I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<b>Explanation of training I received today:</b>	<b>Explanation of work-related skills I demonstrated today:</b>
<b>Book to be published April 2015.</b>	
<b>Examples of how I used workplace teaching strategies:</b>	<b>Examples of practice I followed or observed in action today:</b>
<b>Special arrangements or requirements for next workday:</b>	

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

## Daily Journal 39

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 8.30am. Continued with the stock take in the warehouse started yesterday.

Explanation of training I received today:	Explanation of work-related skills I demonstrated today:
<p>Book to be published April 2015.</p>	
Examples of how I used workplace technology today:	Examples of work-related skills I followed or observed in action today:
Special arrangements or requirements for next workday:	

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

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

[illegible]

<p>Explanation of training I received today:</p>	<p>Explanation of work-related skills I demonstrated today:</p>
<p>Examples of how I used workplace technology today:</p>	
<p>Examples of how I followed or observed in action today:</p>	
<p>Special arrangements or requirements for next workday:</p>	

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

## Evaluation - Work-Related Skills

This evaluation needs to be completed by your supervisor in relation to your work placement.

Student: \_\_\_\_\_

Workplace: \_\_\_\_\_

Student's role: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Position: \_\_\_\_\_

The performance of the student in relation to:	Excellent	Very Good	Good	Basic	Not shown
⇒ Communicating effectively .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Being adaptable .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Showing initiative (and enterprise).....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Solving-problems .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Managing and leading.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Planning & organising .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Learning new tasks .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Using technology .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Being self-aware .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Working in teams .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
⇒ Working safely .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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: \_\_\_\_\_

This evaluation needs to be completed by your supervisor in relation to your work placement.

Student: \_\_\_\_\_

Workplace: \_\_\_\_\_

Student's role: \_\_\_\_\_

Evaluated by: \_\_\_\_\_

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

e.g. Safely used kitchen equipment including microwave, industrial dishwasher and peeling machine.

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Briefly suggest areas that this student is good at or needs to improve.

1. \_\_\_\_\_

2. \_\_\_\_\_

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 correctly 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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only:  
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2. Outline how this employee managed the risks associated with this work task.

---

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## 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 Placement Journal For preview purposes only:</p>
2.	<p>Do not copy</p>
3.	
4.	<p>Book to be published</p>
5.	<p>April 2015.</p>
6.	

## Personal Protective Equipment

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.

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PPE/Workwear	Description/function	Image	Training provided or reasons for workwear.
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## 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 up to 10 other workplace safety risks that relate specifically to this work environment.
4. Draw or photograph 2 workplace safety hazards that are being controlled effectively.
5. Draw or photograph 2 workplace safety hazards that could be controlled more effectively.

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Workplace: _____		Worksite: _____	
Inspected by: _____		Date(s): _____ Time(s): _____	
<b>→ Floors...</b> <input type="checkbox"/> Coverings in place and in good condition. <input type="checkbox"/> No spills, waste or rubbish. <input type="checkbox"/> No stock, boxes or materials on floor. <input type="checkbox"/> _____		<b>→ Aisles...</b> <input type="checkbox"/> Free from clutter and obstructions. <input type="checkbox"/> Proper line-marking and/or traffic signs. <input type="checkbox"/> Adequate vision and illumination. <input type="checkbox"/> _____	
<b>→ Windows...</b> <input type="checkbox"/> No broken panes. <input type="checkbox"/> Allowing adequate illumination. <input type="checkbox"/> Allowing appropriate ventilation if appropriate. <input type="checkbox"/> _____		<b>→ Illumination...</b> <input type="checkbox"/> Proper lighting for area. <input type="checkbox"/> Avoidance of shadowing. <input type="checkbox"/> Light fittings in good repair. <input type="checkbox"/> _____	
<b>→ Workspace...</b> <input type="checkbox"/> Free from clutter. <input type="checkbox"/> Benches, desks, chairs correct height. <input type="checkbox"/> Adequate lighting. <input type="checkbox"/> _____		<b>→ Safety equipment...</b> <input type="checkbox"/> Proper protective equipment available. <input type="checkbox"/> Equipment in good repair. <input type="checkbox"/> All employees using PPE. <input type="checkbox"/> _____	
<b>→ Machinery...</b> <input type="checkbox"/> Safety cutoffs accessible and working. <input type="checkbox"/> Proper guards in operation. <input type="checkbox"/> Adequate lighting. <input type="checkbox"/> _____		<b>→ First-aid...</b> <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"/> _____	
<b>→ Electricals...</b> <input type="checkbox"/> Appliances tagged. <input type="checkbox"/> No frayed leads. <input type="checkbox"/> Appropriate storage of items. <input type="checkbox"/> _____		<b>→ Fire...</b> <input type="checkbox"/> Appropriate extinguishers in place & serviced. <input type="checkbox"/> Fire exits marked and kept clear. <input type="checkbox"/> Emergency procedures known and shown. <input type="checkbox"/> _____	
<b>→ Other relevant WHS/OH&amp;S issues</b> <div> <input type="checkbox"/> _____         </div> <div> <input type="checkbox"/> _____         </div> <div> <input type="checkbox"/> _____         </div> <div> <input type="checkbox"/> _____         </div> <div> <input type="checkbox"/> _____         </div>			

## Employability Skills

Describe a specific example from your work 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 placement
communication	<p>Work Placement Journal</p> <p>For preview purposes only:</p> <p>Do not copy</p>
teamwork	
problem-solving	
planning and organising	
self-awareness	
learning	
technological	<p>Book to be published April 2015.</p>
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:

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2. Produce and briefly describe 3 photos or images of you participating effectively in teams-based activities in your workplace.

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## 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:

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Describe how to do the task properly.

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Describe how this task requires teamwork.

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Describe how an employee is able to learn how to do a task

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## 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 (Employment conditions)? (to be filled in)	
Rates of pay: (Include penalties, casual loadings and junior rates if applicable):	
Penalty rates/bonuses, allowances, etc.:	
Junior rates of pay (and classifications):	
Casual loadings:	
Breaks/hours of work:	
Leave entitlements and other:	

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One of the benefits of completing a work 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?
Contact 3:	Contact 4:
Full name:	Full name:
Workplace:	Workplace:
Title/role:	Title/role:
Phone:	Phone:
email:	email:
Referee?	Referee?
Written reference?	Written reference?
Contact 5:	Contact 6:
Full name:	Full name:
Workplace:	Workplace:
Title/role:	Title/role:
Phone:	Phone:
email:	email:
Referee?	Referee?
Written reference?	Written reference?

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## Occupation Summary

Choose an occupation related to your work 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](http://www.myfuture.edu.au) and/or
- ⇒ The Job Guide online at: [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au) as well as
- ⇒ Job Outlook: [www.joboutlook.gov.au](http://www.joboutlook.gov.au)



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Occupational Summary

Correct occupation title

⇒

Brief summary description:

⇒

Main tasks as part of the job:

⇒

⇒

⇒

⇒

⇒

⇒

⇒

⇒

Specialisations (if applicable):

⇒

⇒

⇒

⇒

⇒

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Related jobs and/or industry:



Personal requirements:



Job prospects (from Job Outlook):



Education and/or training required (if indicated by requirements):



Other relevant information (if applicable):



Contacts (for your state):



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## 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 8 key workplace rights and responsibilities.

Workplace rights	Workplace responsibilities
e.g. Employees have a right to expect that employers have developed and implemented policies and procedures to protect them from discrimination and harassment.	e.g. Employees have a responsibility to work safely and inform their employer of any safety concerns.
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

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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.
<p>Participant 1: <b>Work Placement Journal</b></p> <p>For preview purposes only: Do not copy</p>	
<p>Participant 2: _____ Role: _____</p> <p>Book to be published April 2015.</p>	

## Self-Assessment

Complete this assessment to reflect on your work placement.  
You might also self-assess using the evaluation pro-formas on pp.50-51.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. What did I learn from my placement?

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

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

4. What might be the important things for me to focus on next for my career pathway?

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

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