



SIH20111 Certificate II in Hairdressing

# STUDENT WORK PLACEMENT LOGBOOK

The Workplace Learning Coordinator Program is funded by the Australian Government under the national Partnership on Youth Attainment and Transitions - a joint initiative of The Australian and State and Territory Governments.



Endless Opportunities

## PLACEMENT CONTACT DETAILS

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### STUDENT

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

Mobile Number: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

### SCHOOL

Name of School: \_\_\_\_\_

Phone Number: \_\_\_\_\_

VET Coordinator: \_\_\_\_\_

Principal: \_\_\_\_\_

### EMPLOYER

Name of Company: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

Dates of Placement: \_\_\_\_\_

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- Evaluating my placement

***It is divided into three sections:***

- **Placement Preparation**

Before you start your placement, please read and follow all the guidelines and complete the placement details below.

- **On the Job**

Take your Logbook with you each day and fill in your activities as you go. You may need to ask your supervisor for assistance with this.

- **Placement evaluation and follow-up**

What to do after your Work Placement  
Evaluating my placement (your evaluation of the work placement)

# PLACEMENT PREPARATION

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Before you start your placement please read and follow all the guidelines in this section of your booklet and complete the Placement Details on the opposite page.

**This section of your Log Book contains:**

- Placement Details, please contact your employer prior to your commencement date to confirm these details, if they were not discussed at your meet and greet prior to placement.
- What is Work Placement?
- What to do before your placement
- What employers expect
- What can students expect
- What to do if...

## PLACEMENT DETAILS

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PLEASE COMPLETE THIS PAGE **BEFORE** YOUR PLACEMENT STARTS

Business Name:		
Business Address:		
Business Telephone:		
Contact Person:		
Title (eg. Manager)		
Type of Work:		
Work Hours:	Start:	Finish:
Date From:	To:	
Breaks:	From:	To:
	From:	To:
Lunch Arrangements:		
Clothing Requirements:		
Transport Arrangements:		
Any Special Arrangements:		

## WHAT IS WORK PLACEMENT?

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### **Work Placement aims to provide:**

- “Hands-on” experience in the workplace
- Knowledge of employers expectations
- The opportunity to test career choices before leaving school
- Establishing contacts for future job prospects
- Opportunity to gain confidence and better communication skills through learning in an adult environment
- Interest and variety is added to your VCE / VCAL leading to increased enthusiasm and motivation
- Substantial credit towards further study, apprenticeships etc.
- Exposure to the real world of work and the opportunity to learn about a particular industry
- Improved employment prospects. Unemployment Rates for 15 – 19 year olds is approximately 28%. 15 – 19 year olds who have completed a VET course is 4%

### **What are Employability Skills?**

These are skills which you can use over and over again in your life. They are the tools which help you to be effective in the workplace:

**Communication:** Contributing to productive and harmonious relations across employees and customers. Examples include listening and understanding, speaking clearly and directly, writing, reading and understanding.

**Teamwork:** Contributing to productive outcomes. Example include identifying problems, developing solutions, solving problems in teams

**Self-Management:** Contributing to employee satisfaction and growth. Examples include taking responsibility and evaluating and monitoring your own performance.

**Planning and organizing:** Contributing to long and short term strategic planning. Examples include time management, setting priorities, making decisions, setting goals, collecting, analyzing and organizing information.

**Technology:** Contributing to effective execution of tasks. Examples include having a wide range of basic IT skills, using IT to organize information, being willing to learn new IT skills.

**Learning:** Contributing to ongoing improvement and expansion in employee and company operations and outcomes. Examples include being enthusiastic about learning, being willing to learn, being open to new ideas and techniques.

**Initiative and enterprise:** Contributing to innovative outcomes. Examples include adapting to new situations, being creative, turning ideas into action, coming up with a range of options.

## WHAT TO DO BEFORE YOUR PLACEMENT

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### ***You should already know the basic details of your work placement***

- The name of your employer
- The address of the business
- The phone number of the business
- The name of your contact person

There are still some things that you need to do in the weeks before your placement begins:

### **Ensure that you are covered by Work Cover and for Public Liability**

Only students who have completed the blue Structured Workplace Learning Arrangement Form (this form can be obtained from your VET coordinator) and submitted this to their school will be covered. Please ensure that the following has been undertaken:

- Student details completed
- School Details completed (including details of teacher in charge)
- Course of study, skills & competencies 'sections
- In case of emergency details
- Student Agreement, Name, Signature & Date
- Parent/Guardian Agreement Name, Signature & Date
- Work Cover & Public Liability – section completed
- Principal consent, Name of school, Signature & Date
- Employer signature

Only the completed **Original form** is acceptable. If you have not completed this form or are unsure, **do not commence placement**. Speak to your VET Co-coordinator.

### **Contact and/or meet your employer**

If you haven't already met your employer, you **MUST** do so before your placement starts, to get your blue Structured Workplace Learning Arrangement Form from school signed. If you have already met your employer, then you must speak to your employer by phone during the week before you placement starts, just to touch base.

### **Check the necessary details with your employer**

- Find out (or make a final check on) the following details:
- Your start and finish times each day.
- What should you wear? What is appropriate in that particular workplace?
- What lunch arrangements will you need to make? What is expected? What is available?
- Any other special requirements or arrangements you will need to be aware of?
- What you will be doing during your week at work? Discuss with the employer the types of tasks that you might be given and the possible program you could be following. This step is very important. It is one way that you can show some interest in the workplace and impress your employer even before you arrive at work!

### **Organise your transport**

Organise in advance how you will get to and from work each day. Travel arrangements are your own responsibility. If you need assistance with how to do this or how to research the possible travel arrangements please see your VET coordinator. If you are required to travel with your host employer as part of the placement requirements, an additional form is required. Please discuss this with your VET coordinator.

### **Get all of your questions answered**

Discuss with your employer, teachers and family any concerns or questions you might have regarding your placement.

**Work placement is an opportunity for you to become more independent and confident in your ability to communicate effectively in an adult setting.**



## WHAT EMPLOYERS EXPECT

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### ***Have the right attitude***

- Show enthusiasm and initiative
- Accept and complete duties planned by the work place supervisor
- Listen to instructions and ask questions when you are unsure
- Ask for jobs when you have nothing to do
- Be polite, courteous and well-mannered throughout the placement with all staff members
- Dress appropriately to industry standards in the work place
- Ask questions about the job, business and the industry.
- Be positive. A positive attitude is the best thing you can take with you to your work placement. Your employer, who will incur costs in time and money to help you, will appreciate if you make a positive contribution.
- Smile and enjoy yourself.

### ***Attendance and Punctuality***

- Start your placement on time each day
- Take only the allocated time for your breaks
- Contact the employer and IMVC first thing in the morning if you are unable to attend on a particular day
- Attend your placement for the normal hours of work for that job, unless you have negotiated otherwise

### ***Confidentiality***

- You may be exposed to information about the business and/or clients that will be confidential. You will be expected to maintain privacy by not repeating any of this information. In some cases employers may want you to sign a confidentiality contract. Find out from your work place supervisor what is considered confidential.

### ***Safety***

You will be required to comply with occupational health and safety guidelines:

- You may be required to wear protective clothing
- You will be required to work in a safe manner
- You will need to report any accidents to your work place supervisor immediately
- You should notify your work place supervisor and your school if you identify any hazards in the work place

**The more you put in to your Work Placement, The more you will get out of it!**

## WHAT STUDENTS CAN EXPECT

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### ***The employer is expected to:***

- provide a safe working environment
- provide support for you in the work place and encourage you to participate in a range of activities
- assist you to record your achievement of skills and knowledge demonstrated in the work place in your logbook
- complete the student evaluation form
- provide adequate supervision at all times
- pay you a minimum of \$5.00 a day to cover costs such as transport and lunch. (Not for profit organisations and Government Departments are exempt from paying)
- notify IMVC immediately if any problems or issues arise

## WHAT TO DO IF...

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### **You are going to be late for work:**

This shouldn't happen. However, if something happens to make you late you should phone your employer or supervisor at the workplace to make them aware that you are on your way. Provided you get there as soon as possible, and your reason is genuine and unavoidable, your employer will understand.

However, do not make this a habit.

### **If you are sick and cannot go to work:**

Make two phone calls, one to the employer, and one to IMVC.

- Phone your employer or supervisor before normal starting time and explain why you will be absent. Give your employer an indication of the length of time you think you will be absent. Ask if they require a doctor's certificate. If so, make an appointment with your doctor.
- Your parent/guardian should write a letter to your school advising the reason for your absence.

### **If you are injured at work:**

There are specific procedures for your employer to follow if you are injured. However, no matter how trivial you think the injury is, you should report it to your employer immediately. Depending on the extent of your injury, the employer will contact your parent/guardian, school, or the IMVC.

Work Cover forms will have to be completed. **However, if your Structured Workplace Learning Arrangement Form is not completed, you will not be covered.**

### **If you have a part time job which clashes with your work placement:**

Discuss this in advance with your employer. Try to arrange your regular roster to fit in with this work placement. If there is a problem, see your Careers Teacher/VET Coordinator who will help you to arrange something suitable.

### **You are involved in a sports team or other activities during your work placement:**

If a sporting event (school based) occurs during the time of your work placement, and it essential that you attend, see your Careers Teacher/VET Coordinator to discuss this. Do this prior to your work placement. If you are involved in a sports team that trains during the week and training will clash with your work placement, see your Careers Teacher/VET Coordinator in advance, to work out a solution to the problem.

### **If you feel you are being harassed at work:**

Harassment at work may fall into a number of categories. It is essential that, if you are not comfortable with your workmates or supervisor, you discuss this with someone immediately. This may be someone from your family or from the school. If necessary, the school may need to act on your behalf.

**Do not wait until the placement is over to discuss the issue – it is important to resolve the problem as soon as possible. Phone the school if you have any problems you can't deal with during your time at work. Your Careers Teacher/VET Coordinator will be available to help you.**

## ON THE JOB

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Take your logbook to work every day and have your work supervisor sign it at the end of every day. Please complete the Business Profile details, as this will help you understand exactly what the company do that you are undertaking your work placement with.

You may need to ask your supervisor for assistance with this.

### **This section of the booklet contains:**

- Hints for your work placement
- Business Profile (for you to complete)
- Daily record, activities and Employability Skills

## HINTS

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If you have a **mobile phone** with you – **turn it off** before you enter your place of employment. Only check messages during breaks and lunch. Also put your employers phone number into your phone contacts so that you can make contact with them if need be.

Remember to **smile when you are introduced** to people.

Make sure you **learn and use the names of the people you will be working with**. Introduce yourself to workers as you meet them.

Find out if there are any special **occupational health and safety issues** you need to be aware of at this type of workplace.

Make sure you **understand** what your employer wants you to do.

## BUSINESS PROFILE

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### Describe the type of business you are working for:

- |  |  |
|--|--|
| <input type="checkbox"/> Sole trader     | <input type="checkbox"/> Public Company        |
| <input type="checkbox"/> Partnership     | <input type="checkbox"/> Government Department |
| <input type="checkbox"/> Private Company | <input type="checkbox"/> Other, please explain |

### Where does the business operate?

- |   |  |
|---|--|
| <input type="checkbox"/> Local Area       | <input type="checkbox"/> Internationally       |
| <input type="checkbox"/> Across the state | <input type="checkbox"/> Other, please explain |
| <input type="checkbox"/> Across Australia |  |

**What does the business do?**

**How many people are employed in the business?**

**What area/occupation are you doing your placement in?**

**Describe some of the main tasks you would expect to perform in this occupation:**

**Describe some of the personal requirements you would need for this type of work:**

**List the other occupations that exist in the business:**

## SIH20111 Certificate II Hairdressing

Units of competency		
1.	BSBSUS201A	Participate in environmentally sustainable work practices
2.	SIHHBAS201A	Perform shampoo and basin services
3.	SIHHCCS201A	Greet and prepare clients for salon services
4.	SIHHHDS201A	Dry hair to shape
5.	SIHHIND201A	Maintain and organise tools, equipment and work areas
6.	SIHHOHS201A	Apply salon safety procedures
7.	SIRXCOM001A	Communicate in the workplace
8.	SIRXIND001A	Work effectively in a retail environment
9.	SIHHHDS202A	Apply hair braiding techniques
10.	SIRXMER001A	Merchandise products
11.	SIRXRPK002A	Recommend hair, beauty and cosmetic products and services
12.	SIRXSLS001A	Sell products and services
13.	SIHHCLS201A	Apply hair color products

## WORK PLACEMENT TASK LOG

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Unit Name: Participate in environmentally sustainable work practices - BSBSUS201A

Tasks to be undertaken relating to this unit	Supervisor Signature	Date
Report on at least three (3) environmentally sustainable practices used in your workplace. Comment on how these benefit both the environment and the business.		

Unit Name: Perform shampoo and basin services - SIHHBAS201A

Tasks to be undertaken relating to this unit	Supervisor Signature	Date
Create a customer feedback form. Have a client complete the questions on completion of the shampoo & basin service. Alternatively, you may ask a third party to observe you and complete the feedback form.		

Unit Name: Greet and prepare clients for salon services - SIHHCCS201A

Tasks to be undertaken relating to this unit	Supervisor Signature	Date
Explain the standards and process for greeting and preparing client for service in your salon? Comment on your observations in the workplace. Would you say that staff exceed customer expectations?		

Unit Name: Communicate in the workplace - SIRXCOM001A

Task undertaken relating to this unit	Supervisor Signature	Date
What is the work place standard for greeting customers in your workplace? How is this information communicated to staff?		
What is the work place standard for answering the phone in your work place? Record the process for taking messages.		

Unit Name: Dry hair to shape - SIHHHDS201A

Task undertaken relating to this unit	Supervisor Signature	Date
Provide photo evidence of <b>two</b> client blow waves that you have completed. Ask your supervisor to comment on the end results. Submit both the photo and the supervisor feedback to your trainer.		

Unit Name: Work effectively in a retail environment - SIRXIND001A

Task undertaken relating to this unit	Supervisor Signature	Date
Explain the workplace process for reporting absence; personal leave and annual leave requests.		
Identify another business similar to the one where you are undertaking placement. Complete a comparison between		

the two businesses. Include information such as size of businesses, typical client, products and/or services offered.		
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**Unit Name: Merchandise products - SIRXMER001A**

Task undertaken relating to this unit	Supervisor Signature	Date
You are required to redo a display in your work place. This will involve removing of existing stock. Cleaning the display surfaces and removing any rubbish. Replacing stock in correct positions. Ensure stock is current, clean and faced up. Ensure that the correct price ticket or label in in place. Provide a photo of the completed display.		

**Unit Name: Maintain and organise tools, equipment and work areas - SIHHIND201A**

Task undertaken relating to this unit	Supervisor Signature	Date
Provide evidence of how the following occurs in your workplace. If there is not a formal process create a step by step process for each: 1. Cleaning & disinfecting of tools & equipment 2. Storage of equipment 3. Maintenance of tools & equipment		

**Unit Name: Recommend hair, beauty and cosmetic products and services - SIRXRPK002A**

Task undertaken relating to this unit	Supervisor Signature	Date
You are required to identify two products (similar) offered in your workplace. Write a report on the differences between the two. Which product would you recommend? Why?		

**Unit Name: Sell products and services - SIRXSL001A**

Task undertaken relating to this unit	Supervisor Signature	Date						
Features tell, benefits sell. What is meant by this statement? Choose one product from your work place and complete a table similar to the one shown below.								
<table border="1"> <thead> <tr> <th>Product name</th> <th>Features of Product</th> <th>Benefits to customer</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Product name	Features of Product	Benefits to customer					
Product name	Features of Product	Benefits to customer						

**Unit Name: Apply salon safety procedures - SIHHOHS201A**

Task undertaken relating to this unit	Supervisor Signature	Date
Provide evidence of your workplace evacuation plan. (A photo of this is sufficient).		
Who are workplace accidents or incidents reported to in your workplace? Provide the person's name and position.		
Provide a copy of an incident or accident report form from your workplace. DO NOT include completed report forms.		



Unit Name: Apply hair braiding techniques - SIHHDS202A

Task undertaken relating to this unit	Supervisor Signature	Date
Provide a photo of a hair braid that you have completed. Ask your supervisor to comment on the final result. Submit both to your trainer.		

Unit Name: Apply hair color products - SIHHCLS201A

Task undertaken relating to this unit	Supervisor Signature	Date
Provide a photo of two hair color treatments that you have completed. Ask your supervisor to comment on the final result. Submit both photos and feedback to your trainer.		

DAILY RECORD – DAY ONE

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In the space below, list your duties at work today, also give some feedback on what you enjoyed.

Student’s Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAILY RECORD – DAY TWO

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In the space below, list your duties at work today, also give some feedback on what you enjoyed.

Student’s Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAILY RECORD – DAY THREE

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In the space below, list your duties at work today, also give some feedback on what you enjoyed.

Student’s Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAILY RECORD – DAY FOUR

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In the space below, list your duties at work today, also give some feedback on what you enjoyed.

Student’s Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DAILY RECORD – DAY FIVE

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In the space below, list your duties at work today, also give some feedback on what you enjoyed.

Student’s Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EMPLOYABILITY SKILLS

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Which of the following areas did you demonstrate abilities in during this placement?

EMPLOYABILITY SKILLS	YES	NO	N/A	EXPLAIN
Communication				
Team Work				
Problem Solving				
Self-Management				
Planning and organizing				
Technology				
Learning				
Initiative and enterprise				

Student's Signature: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_

Comments (optional): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# EVALUATION AND FOLLOW UP

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**This section of your Log Book contains:**

What to do after your work placement:

- **In the week after your placement, you are expected to:**
  - Follow the suggestions about things to do when the week is over.
  - Complete the evaluation sheet in the back of the book.
  - **Hand in your booklet to your IMVC Trainer.**

**IMVC will send you a link to fill in an online evaluation about your employer and how you found the work placement experience. It is vital that you fill in this evaluation, as this information goes to assisting IMVC with keeping quality placements available for other students.**

If you have not received your copy of the online survey, please email [reception@imvc.com.au](mailto:reception@imvc.com.au)

## HINT

On your last day...

...Do not leave work today until you have formally thanked all the people you have been working with.

Ask your employer if they have completed the Student Evaluation form and sent it back to IMVC. If not, ask for it to be forwarded to IMVC.

**Ask your supervisor to sign each day's record in your Logbook, and to comment on any skills you have demonstrated in line with your Units of Competency.**

## WHAT TO DO AFTER YOUR WORK PLACEMENT

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If appropriate, send your employer a **thank-you note** or **letter**

**Make sure you have discussed your Student Evaluation with your VET / VCAL Coordinator.**

If you didn't get the chance to read it before you completed your placement, check with your Careers Teacher/Workplace Learning Coordinator who will be happy to show you a copy.

Consider Starting a Career Portfolio. In it you can store things like your Employer Evaluation and any references. This can be the start to your resume.





TRAINER COMMENTS:

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<b>Trainer name:</b>	
<b>Trainer signature:</b>	
<b>Date:</b>	