

VOCATIONAL EDUCATION AND TRAINING in SCHOOLS (VETiS)



Work Placement Record Book

Employability Skills

COMMUNICATION

You have to be a good talker and maybe also a good writer (depending on the job). You have to be confident in speaking to people face-to-face or over the phone and you might also need to write well enough to be understood in emails and memos.

TEAMWORK

You have to be good at working with people; this means both your workmates and other people that come into contact with your organisation. This will also include people from different genders, age groups and cultural backgrounds.

PROBLEM SOLVING

You have to find solutions when faced with difficulties or set-backs; you need to have a logical process for figuring things out even if you can't think of a solution straight away.

INITIATIVE AND ENTERPRISE

You need to think about the bigger picture and the future of the organisation you're working for. Employers will value your ability to think creatively and make improvements to the way things are.

SELF MANAGEMENT

You need to be able to get on with your work without someone having to check up on you every five minutes. You should also be able to stay on top of your own deadlines and be able to delegate tasks to make sure things get done on time.

PLANNING AND ORGANISING

You need to be able to organise yourself, plan project timelines and meet deadlines.

LEARNING

You should want to learn new things and be able to pick them up quickly. There are likely to be some changes to your job role and to the workplace structure during most of your periods of employment.

TECHNOLOGY

You'll need to know how to use a computer and how to touch-type for most office jobs but there are other types of technology that you might need to be familiar with depending on the industry you work in. Most jobs these days require you to use some form of technology.

~ IDENTIFICATION ~

Student's name:		
Telephone:		
Mobile number:		

Home School:		
Address:		
Telephone:		

EMERGENCY DETAILS

Parent/Guardian name:		
Telephone home:		
Telephone work:		
Mobile number:		

Employer's Name:		
Name of Business:		
Supervisor's Name:		
Business Address:		
Telephone:		
Dates of Work placement	From:	
	To:	

INDUSTRY INDUCTION / ORIENTATION

It is expected that each student will be given some form of induction or orientation to the workplace upon arrival or prior to attending work placement.

Businesses often have their own new staff inductions and students should be inducted as though they are new staff members. The minimum points listed below should be included:

	Describe the services the business provides
	Introduce appropriate staff members and explain the management structure and reporting guidelines (if appropriate)
	Outline key policies and procedures in your workplace
	Explain OH & S in your workplace
	Emphasise the importance of confidentiality
	Show them how to find their way around the workplace, pointing out key areas eg. toilets, break room, exits etc
	REMIND THEM OF ANY SPECIAL REQUIREMENTS LIKE DRESS STANDARDS (INCLUDING SAFETY EQUIPMENT/CLOTHING) OR CODES OF CONDUCT
	Remind them of the start, finish and break times
	Run through Emergency and fire drill procedures
	Explain to student the progress of tasks throughout the week and show them a learning plan (if prepared)
	Explain the procedure to follow and who to notify in the event of non-attendance as well as who to talk to regarding any problems
	Sign induction/orientation form
	View and note emergency contact info
	View confidentiality form (if required)
	View work placement diary

This induction/orientation will help to ensure the safety of the student, as well as assist them in making a quick and efficient transition into the workplace environment.

Industry induction/orientation completed

Supervisor's Name: _____ Supervisor's Signature: _____

Student's Name: _____ Student's Signature: _____

Date: _____

STUDENT ATTENDANCE RECORD

Name of Student: _____

DATE	TIME COMMENCED	TIME FINISHED	HOURS	SUPERVISOR'S SIGNATURE

TOTAL HOURS _____

If student is unable to attend on a day please note the absence and the reason if known.

STUDENT'S WORKPLACE DIARY

TERM	1	2	3	4
YEAR				

TO BE COMPLETED BY STUDENT

Day	Student's record of work undertaken in Work placement	Date
Day 1		
Day 2		
Day 3		
Day 4		
Day 5		

Supervisors Comments and Signature	Date
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SUPERVISOR'S ASSESSMENT REPORT

Please comment on the skills the student has acquired or demonstrated while at the workplace by circling the appropriate level below

Level 5
Excellent

Level 4
Very good

Level 3
Good

Level 2
Satisfactory

Level 1
Unsatisfactory

N/A
Not Applicable

General						
Attitude to the job	5	4	3	2	1	N/A
Persistence to tasks given	5	4	3	2	1	N/A
Appearance and dress for job requirements	5	4	3	2	1	N/A
Ability to deal with non routine/demanding situations	5	4	3	2	1	N/A
Ability to meet minimum quality requirements	5	4	3	2	1	N/A
Conduct	5	4	3	2	1	N/A
Application to task	5	4	3	2	1	N/A
Adjustment to the work environment	5	4	3	2	1	N/A
OH & S						
Meets and observes OH & S Standards	5	4	3	2	1	N/A
Team member						
Works as an effective member and contributes to the team	5	4	3	2	1	N/A
Self Management						
Ability to organise, manage time and meet deadlines.	5	4	3	2	1	N/A
Punctuality	5	4	3	2	1	N/A
Ability to work effectively	5	4	3	2	1	N/A
Working with others						
Willingness to seek additional work	5	4	3	2	1	N/A
Ability to work with others and in a team	5	4	3	2	1	N/A
Communication						
Ability to communicate effectively in the workplace and understand instructions	5	4	3	2	1	N/A
Initiative						
Ability to work independently and complete set tasks	5	4	3	2	1	N/A
Using technology						
Ability to use work-related equipment and technology	5	4	3	2	1	N/A

Supervisor's Name: _____ Supervisor's Signature: _____ Date: _____

SUPERVISOR'S COMMENTS

Please comment on the skills the student has acquired or demonstrated while at the workplace

Jobs skills: (Related to the job(s) the student was actually doing)
Organisational skills: (How the student organises, manages time and meets deadlines?)
Interpersonal skills: (How does the student communicate, interact with and behave towards others?)
Personal Qualities: (Comment on the student's work attitude, punctuality, initiative etc)
General comments:

Supervisor's Name: _____ Supervisor's Signature: _____

Date: _____

SUGGESTED TASK LIST

Students – please attach the Suggested Task List for your program here

Structured Workplace Learning

'Opportunities for tomorrow's workforce'

For more information visit www.highlandslle.org or contact

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