



VET in the VCE
Community Services
Log Book

CHC20202
Certificate II in Community Services Work
and
Selected units of competency from
CHC30802 Certificate III in Community Services Work
CHC30402 Certificate III in Children's Services

School.....

Student name



Australian Government

Department of Education, Science and Training

Statement

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Acknowledgment

“This product was funded by the Commonwealth Department of Education, Science & Training under the Enterprise and Career Education Foundation Limited Program”.



Youthnow is pleased to be able to provide the updated version of the log book.
We hope it is a useful addition to your work placement.

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CONTACT DETAILS

Student Details

Name:

Address:

Home Telephone:

Emergency Contact name:

Emergency Contact Telephone:

School Details

School:

Address:

Telephone:

Contact Person:

Employer Details

Organisation:

Address:

Telephone:

Contact Person/Supervisor:

Structured Workplace Learning support provided by

Program Coordinator:

Address:

Telephone:

Organisation:

INTRODUCTION

Vocational Education and Training (VET) in Schools provide training both in the classroom and in the workplace. This logbook provides a record of the student's achievements and learning activities. Learning in a workplace environment reinforces the concepts that are taught, ensuring the student can perform the activity or function within an occupation to the standards of the industry or sector i.e. they have achieved competency.

SWL placements compliment the structured training undertaken at school. It provides the context for;

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competencies, as determined by the RTO
- increase of opportunity for project based experience

This logbook demonstrates:

- how the student's skills are developing in the workplace
- an overview of what was achieved during the program.

When completed the log book provides a summary of all the skills acquired by the student during the program, so it can be used as evidence:

- for prospective employers
- when claiming advanced standing in further training programs.

KEY DEFINITIONS

Competence:

Describes performance that is normally required to produce a satisfactory result. It is the standard that you as an employer require of your employees.

Structured Workplace Learning:

When students undertake specific studies in a Vocational area of their choice under a VET in Schools program they then have the opportunity to display these skills on the job with an employer.

Performance Criteria:

These are statements that specify the standard of performance required.

Should there be any other terms used in this logbook that you are unsure of please contact the Vocational Placement Officer listed at the front of this logbook.

Guidelines for Employers and Supervisors

How do I use the log book?

When a student has successfully completed a "Task", the Workplace Supervisor should **sign and date in the appropriate place**. It is recommended that you refer to the log book with the student every day or at least twice a week in order to focus the student on what they should be learning and to sign off any competencies that have been achieved.

Please date and sign next to **Task** in the log book if the student has the opportunity to practise that skill in your workplace AND you are satisfied that the student can do this at the level expected of a trainee in your organisation. Please provide the student with exposure to as many skills as possible, but note that there is no expectation that you will be in a position to cover everything in the log book.

What should I pay the student?

You need to pay the student a minimum amount of \$5 per day, as stated on the Structured work place learning Arrangement Form.

STRUCTURED WORK PLACE LEARNING

Orientation Checklist.

	Discussion Completed		Discussion Completed
<p>Words of welcome</p> <ul style="list-style-type: none"> • Welcome the student to the organisation • Chat with employee to reduce tension. 	<input type="checkbox"/>	<p>Discuss job, content/job description</p> <ul style="list-style-type: none"> • Explain the basic duties and responsibilities of the job. Again show the importance of the job. • Explain dress code required. 	<input type="checkbox"/>
<p>Provide a tour of entire work area.</p>	<input type="checkbox"/>	<p>Explain the nature of the business and the importance of the functions the student will perform.</p>	<input type="checkbox"/>
<p>Introduction to co-workers and immediate supervisor.</p> <ul style="list-style-type: none"> • Introduce the structured work place learning student to the person who will be responsible for doing the training on the job if you will not be doing it yourself. • Introduce the student to their immediate supervisor, if it is someone other than yourself. • Make sure the student understands who they report to during the training period. • Identify who they can go to for help when they can not find the supervisor. 	<input type="checkbox"/>	<p>Explain problem solving or grievance procedure</p>	<input type="checkbox"/>
<p>Explain working conditions.</p>	<input type="checkbox"/>	<p>Fire and safety (explain as appropriate)</p> <ul style="list-style-type: none"> • Fire alarms and procedures • First aid locations • Safety and reporting procedures 	<input type="checkbox"/>
<p>Show the student:</p> <ul style="list-style-type: none"> • Where they do their work. • When they do their work: <ul style="list-style-type: none"> – starting time – finishing time – Pay, method of payment – break periods and location – meal period (canteen) – toilets/locker rooms – personal use of telephone – Staff entrance 	<input type="checkbox"/>	<p>General information:</p> <p>As appropriate, explain:</p> <ul style="list-style-type: none"> • Who and how to call if a problem develops and employee is going to be absent or late. • Available public transport. 	<input type="checkbox"/>

Employee's Signature:

Manager/Supervisor Signature:

Attendance Record Guidelines

How do I keep track of the student's attendance?

Please keep a record of the student's attendance (See below)

Please phone your School contact in the event that the student does not attend on any particular day, even if the student has phoned you to let you know that they cannot attend.

Please ensure that you do not have the student working at times other than outlined on the Structured work place learning Agreement Form, as the student is only covered by WorkCover for the times specified on that form.

How often should I look at the log book?

It is recommended that you refer to the log book with the student every day or at least twice a week in order to focus the student on what they should be learning and to tick off any competencies that have been achieved.

(You may like to photocopy this to have it with you, as the student may need to refer to their log book frequently)

Day	Date	Arrival Time	Lunch Break	Departure Time

LIST OF COMPETENCIES

For the Certificate II in Community Services this student will be studying a combination of the following units. Some of the units are fundamental or core units that the student must complete and three will be the electives this student has chosen to study.

Code	Title	
VCE VET Units 1 - 2		
CHCCS211A	Prepare for work in the Community Services Industry	
CHCCOM201C	Communicate with people accessing the services of the organisation	
CHCORG201A	Follow policies, procedures and programs of the organisation	
CHCORG202C	Work with others	
CHCOHS201A	Follow OHS procedures	
HLTOHS200A or CHCOHS312A	Participate in OHS processes or Follow safety procedures for direct care work	
HLTFA301B	Apply basic First Aid	
The three electives this student has selected		Selected
CHCAC316B	Prepare food services	
CHCAC317A	Support older people to maintain their independence	
CHCAC3188A	Work effectively with older people	
CHCADMIN201C	Undertake basic administrative duties	
CHCCN301A	Ensure the health and safety of children	
CHCCOM302C	Communicate appropriately with clients and colleagues	
CHCCS200D	Deliver services to clients	
CHCCS308B	Provide first point of contact	
CHCCS401B	Facilitate responsible behaviour	
CHCCS405C	Identify and address specific client needs	
CHCCS411A	Work effectively in the community sector	
CHCDIS220B	Prepare for disability work	
CHCDIS301A	Work effectively with people with a disability	
CHCER301A	Deliver emergency relief services	
CHCFC301A	Support the development of children	
CHCGROUP201C	Support the activities of existing groups	

Electives VCE VET units 1 – 2 continued.

Code	Title	
VCE VET Units 1 - 2		
CHCIC201B	Communicate with children	
CHCRF301D	Work effectively with families to care for the child	
HLTCSD307B	Care for the home environment of clients	
HLTFA402D	Apply advanced first aid	
HLTFS201B	Distribute meals and refreshments to clients	
HLTFS207B	Follow basic food safety practices	
HLTFS302B	Prepare foods suitable for a range of food service settings	
HLTIN301A	Comply with infection control policies and procedures in health work	

Code	Title	
VCE VET Units 3 - 4		
CHCRH401A	Work effectively on the leisure and health	
CHCCS421A	Undertake community sector work within own community	
CHCAD401D	Advocate for clients	
CHCCW301C	Operate under a casework framework	
The two electives this student has selected		Selected
CHCAOD201D	Prepare for alcohol and other drugs work	
CHCCD307C	Support community resources	
CHCGROUP302D	Support group activities	
CHCMH301A	Work effectively in mental health	
CHCPR301A	Provide experiences to support children's play and learning	
CHPR303D	Develop understanding of children's interests and developmental needs	
CHCYTH301D	Work effectively with young people	
HLTCSD306B	Respond effectively to difficult or challenging behaviour	

COMPETENCY RECORD SHEETS

VCE VET Units 1 and 2

CHCCS211A - Prepare for work in the Community Services Industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify and apply industry Information		
2. Demonstrate commitment to values and philosophies underpinning work in the sector		
3. Identify future career opportunities		

CHCCOM201C - Communicate with people accessing the services of the organisation

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Communicate appropriately with clients of the organisation		
2. Present a positive image of the service to the public		

COMPETENCY RECORD SHEETS

CHCORG201A - Follow policies, procedures and programs of the organisation

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Follow organisation guidelines		
2. Work ethically		

CHCORG202C - Work with others

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan own workload with supervisor		
2. Communicate with others about work matters		
3. Work cooperatively with others		

HCOHS201A – Follow OHS procedures

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Recognise hazards.		
2. Follow procedures for hazard control.		

COMPETENCY RECORD SHEETS

HLTOHS200A - Participate in OHS processes

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan and prepare to work safely		
2. Conduct work safely		
3. Participate in OHS consultative activities		
4. Follow emergency response procedures		

or

CHCOHS312A - Follow safety procedures for direct care work

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify sources of risk to personal safety, assess the level of risk and follow risk minimisation procedures		
2. Identify manual handling hazards, assess related risk and follow risk minimisation procedures		
3. Identify sources of infection and apply industry accepted practice to minimise risk of infection to themselves, clients and others		

COMPETENCY RECORD SHEETS

HLTFA301B - Apply basic First Aid

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Assess the situation		
2. Apply first aid procedures		

VCE VET units 1- 2

Elective one

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEETS

VCE VET units 1-2

Elective two

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature

VCE VET units 1-2

Elective three

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEETS

VCE VET Units 3 – 4

CHCRH401A - Work effectively on the leisure and health

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Work within the context of the leisure and health sector		
2. Develop knowledge of the leisure and health industry		
3. Demonstrate a commitment to the central philosophies of the leisure and health sector		
4. Operate within the policies and procedures of the leisure and health sector		

CHCAD401D - Advocate for clients

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Assist clients to identify their rights and represent their own needs		
2. Advocate on behalf of clients on request		
3. Advocate for clients		

COMPETENCY RECORD SHEETS

CHCCS421A - Undertake community sector work within own community

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Address cultural issues and complexities when working in own community		
2. Apply appropriate service frameworks and models		
3. Work in a culturally safe manner		
4. Apply strategies and policies relevant to service delivery		

CHCCW301C - Operate under a casework framework

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature

COMPETENCY RECORD SHEETS

VCE VET Units 3-4

Elective one

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature

Elective two

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature

Student's Demonstrated Qualities and Attributes

One of the benefits of structured work place learning is that the student learns the importance of key qualities and attributes that are essential for success in any job.

The workplace supervisor is asked to provide feedback about the student's performance in the following areas:

Quality/Attribute	Employer Assessment of Student Performance			Comments, if explanation is necessary
	Consistent and reliable	Needs some prompting	Requires further training	
Clarifies instructions to ensure can proceed with task correctly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Attention to detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible- will do what is required at the time, tries to fit in with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communicates in an appropriate manner with others in the team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Displays initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate personal presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punctual and reliable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Organised	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Workplace Supervisor Signature:		Date:		
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Further comments (optional)

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