



**VET
Information Technology
Workplacement
Log Book**

**Program 1- Completion of
ICA20105 Certificate II in Information Technology
Or
Program 2 - Partial completion of
ICA30105 Certificate III in Information Technology**

School.....

Student name



Australian Government

Department of Education, Science and Training

Statement

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Acknowledgment

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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 Training Organisation
- 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> <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>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>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"/>
<p>Employee's Signature:</p> <p>Manager/Supervisor Signature:</p>			

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 a Certificate II qualification in Information Technology 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 others will be the electives this student has chosen to study.

Code	Title	VCE units 1 - 2
Core		
BSBCM106A	Follow workplace safety procedures	
ICAD2012A	Design organisational documents using computing packages	
ICAU2005A	Operate computing hardware	
ICAU2006A	Operate computing packages	
ICAU2013A	Integrate commercial computing packages	
ICAU2231A	Use computer operating system	
ICAW2001A	Work effectively in an IT environment	
ICAW2002A	Communicate in the workplace	
Electives		
ICAD2003A	Receive and process oral and written communication	
ICAI2015A	Install software applications	
ICAS2008A	Maintain inventories for equipment, software and documentation	
ICAS2009A	Interact with clients	
ICAS2010A	Apply problem solving techniques to routine malfunctions	
ICAS2014A	Connect hardware peripherals	
ICAS2016A	Record client support requirements	
ICAS2017A	Maintain system integrity	
ICAS2243A	Detect and protect from spam and destructive software	
ICAU2007A	Maintain equipment and consumables	
ICAW2011A	Work individually or as a team member to achieve organisational goals	
ICPMM263A	Access and use the internet	

Code	Title	VCE units 3-4
Core		
ICAD3218A	Create user documentation	
ICAI3020A	Install and optimise operating system software	
ICAT3025A	Run standard diagnostic tests	
ICA3004A	Apply occupational health and safety procedures	
ICA3031A	Provide advice to clients	

Students choose one of the streams.

Code	Title	VCE units 3-4
APPLICATIONS STREAM		
ICAU3126A	Use advanced features of computer applications	
ICAU3028A	Customise packaged software applications for clients	
NETWORK ADMINISTRATION STREAM		
ICAI3101A	Install and manage network protocols	
ICAS3024A	Provide basic system administration	
ICAS3032A	Provide network system administration	
ICAS3121A	Administer network peripherals	
SUPPORT STREAM		
ICAS3024A	Provide basic system administration	
ICAS3115A	Maintain equipment and software in working order	
ICAI3021A	Connect internal hardware components	
ICTCC330A	Manage customer relationships	

COMPETENCY RECORD SHEET

VCE VET units 1 -2

BSBCMN106A – Follow workplace safety procedures

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Follow workplace safety procedures		
2. Contribute to Occupational Health & Safety in the workplace		

COMPETENCY RECORD SHEET

ICAD2012A – Design organisational documents using computing packages

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Design documents to meet organisational needs		
2. Access, retrieve, manipulate and save data		

ICAU2005A – Operate computing hardware

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify computer hardware components		
2. Understand the interrelationship between computer hardware and software		
3. Use computer input equipment		

COMPETENCY RECORD SHEET

ICAU2006A – Integrate commercial computing packages

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Determine work requirements		
2. Produce required data/documents to new format		
3. Save and retrieve data with the aid of help functions		

ICAU2231A – Use computer operating system

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify computer hardware components		
2. Understand the inter-relationship between computer hardware and software		
3. Use computer input equipment		

COMPETENCY RECORD SHEET

ICAW2001A – Work effectively in an IT environment

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify IT in an organisation and related relevant policies and procedures		
2. Identify IT equipment, software and operating systems used by the organisation		

ICAW2002A – Communicate in the workplace

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Establish contact with clients		
2. Process information		

COMPETENCY RECORD SHEET

Elective one

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

Elective two

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

COMPETENCY RECORD SHEET

Elective three

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

Elective four

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

COMPETENCY RECORD SHEET

Elective five

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

Elective six

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

COMPETENCY RECORD SHEET

VCE VET units 3-4

ICAD3218A – Create user documentation

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Determine documentation standards and requirements		
2. Produce user documentation		
3. Review and obtain sign off		

ICAI3020A – Install and optimise system software

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Determine function of operating systems		
2. Obtain operating system		
3. Install, configure and optimise operating system		
4. Provide instruction to meet new software requirements		

COMPETENCY RECORD SHEET

ICAT3025A –Run standard diagnostic tests

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Operate system diagnostics		
2. Scan system for viruses		

ICAU3004A – Apply occupational health and safety procedures

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Determine OH&S issues relating to immediate work environment		
2. Document and disseminate OH&S requirements		
3. Provide basic ergonomic advice		

COMPETENCY RECORD SHEET

ICAU3031A – Provide advice to clients

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Analyse client support issues		
2. Provide advice on software, hardware or network		
3. Obtain client feedback		

Stream unit one

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

COMPETENCY RECORD SHEET

Stream unit two

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

Stream unit three

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

Stream unit four

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1.		
2.		
3.		
4.		

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: _____				

Further comments (optional)

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