



**Furnishing Studies
Work Placement Logbook**

LMF20309 Certificate II in Furniture Making

with select units from

LMF30302 Certificate III in Furniture Making

Student Name.....

School.....



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 this updated version of the log book. We hope it is a useful addition to your work placement.

Contents

Details: Student, School, Employer, SWL Placements Coordinator	Page 4
Guidelines for Employers	Page 5
Orientation Checklist	Page 6
Student Attendance Record	Page 7
List of competencies	Page 8
Employer On-the-Job Assessment	Pages 9-20
Student's Demonstrated Qualities and Attributes	Page 21

Student Details

Name:
Address:
Home Telephone:
Emergency Contact:
Emergency Contact Telephone:

School Details

School:
Address:
Contact:
Telephone:

Employer Details

Organisation:
Address:
Telephone:
Fax:
Contact Person/Supervisor:
Title:
SWL Placements Dates:
Hours of Work:

Structured Workplace Learning Support provided by

Program Coordinator:
Phone:
Address:
Fax:
Email:
Mobile.....
Phone:

Guidelines for Employers

Vocational Education and Training (VET) in Schools provides 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 work environment reinforces the concepts that are taught, ensuring the student can perform the activity or function within an occupation to the standards of the Furniture industry.

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 anything that has been performed well.

Please date and sign in the "Employer Assessment" column 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.

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

Please keep a record of the student's attendance in the space provided in the log book.

Please phone the program coordinator 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 Workplace Learning Agreement Form, as the student is only covered by WorkCover for the times specified on that form.

What should I pay the student?

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

Attendance Record

(The employer may like to photocopy this record to keep with them, as the student may need to refer to their log book frequently)

Day	Date	Arrival Time	Lunch Break	Departure Time

Comments

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List of Competencies

For a Certificate II in Furniture Making 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 other will be the electives the student has chosen to study.

Code	Title	VET Units 1 - 2
Compulsory units		
MSAPMSUP102A	Communicate in the workplace	
MSAPMSUP106A	Work in a team	
CPCCOHS1001A AND/OR	Work safely in the construction industry	
MSAPMOHS200A	Work safely	
LMFFF2004B	Prepare surfaces for finishing	
LMFFM1001B	Construct a basic timber furnishing product	
LMFGG2002B	Apply first aid	
Electives: Student to select a minimum of two units from the following		Selected
LMFFM2010B	Set up, operate and maintain basic static machines	
LMFFM2007B	Follow plans to assemble production furniture	
LMFFM2003B	Select and apply hardware	
LMFFM2004B	Apply sheet laminates by hand	
LMFFM2005B	Join solid timber	
LMFFM2006B	Hand make timber joints	
LMFFM2011B	Apply manufactured board conversion techniques	
LMFKB2001A	Prepare for cabinet installation	
LMFKB2002A	Provide assistance in cabinet installation	
MSACMT271A	Use sustainable environmental practices	
VET Units 3 and 4		
LMFFM3002B	Construct furniture using leg and rail method	
LMFFM3012B	Prepare cutting list from plans and job specifications	
LMFGN3001B	Read and interpret work documents	
LMFFM2002B	Assemble furnishing components	
MSACMT251A	Apply quality standards	
LMFCR0003B	Carry out measurements and calculations	
LMFFM2001B	Use furniture making hand and power tools	

Competency Record Sheet:

VCE VET Units 1-2

MSAPMSUP102A Communicate in the workplace

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Receive and relay messages		
2. Interpret messages		
3. Respond to information		
4. Complete workplace forms		

MSAPMSUP106A Work in a team

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify work activities		
2. Organise daily work plan		
3. Participate in a team		

CPCCOHS1001A Work safely in the construction industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify OHS legislative requirements		
2. Identify construction hazards and control measures		
3. Identify OHS communication and reporting processes		
4. Identify OHS incident response procedures		

AND/OR MSAPMOHS200A Work safely

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify hazards and assess risk		
2. Follow procedures for risk control		
3. Follow emergency procedures		
4. Initiate suggestions to enhance task / job- specific safety		

LMFFF2004B Prepare surfaces for finishing

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for surface preparation		
2. Prepare surfaces		
3. Clean work area and maintain equipment		

LMFFM1001B Construct a basic timber furnishing product

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for work		
2. Complete construction		
3. Finalise operation and maintain equipment		

LMFGG2002B Apply first aid

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify the need for First Aid		
2. Ensure the safety of patient and carer		
3. Asses patient and apply First Aid		

Electives: Select a minimum of two units

LMFFM2010B Set up, operate and maintain basic static machines

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for work		
2. Set up machines		
3. Operate machines		
4. Clean up work area and maintain equipment		

LMFFM2007B Follow plans to assemble production furniture

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for assembly		
2. Assemble furniture		

LMFFM2004B Apply sheet laminates by hand

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare the work		
2. Layout and prepare materials		
3. Apply and/or fit and finish		
4. Finalise operation and maintain equipment		

LMFFM2003B Select and apply hardware

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan and prepare work		
2. Apply and /or fit and finish		
3. Finalise operation and maintain equipment		

LMFFM2005B Join solid timber

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare the work		
2. Layout and prepare materials		
3. Join timber		
4. Finalise operation and maintain equipment		

LMFFM2006B Hand make timber joints

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan and prepare for work		
2. Make joint		
3. Complete housekeeping		

LMFFM2011B Apply manufactured board conversion techniques

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for work		
2. Set up machines		
3. Apply conversion techniques		
4. Clean up work area and maintain equipment		

LMFKB2001A Prepare for cabinet installation

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Follow occupational health and safety (OHS) procedures for on-site work		
2. Prepare workplace		
3. Confirm cabinet readiness for assembly and installation		

LMFKB2002A Provide assistance in cabinet installation

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Lay out components and materials according to installation plan		
2. Assemble carcass		
3. Fix cabinets as specified by site supervisor of tradesperson		
4. Finish work		

MSACM271A Use sustainable environmental practices

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify resource use		
2. Comply with environmental obligations		
3. Follow resource conservation plans		
4. Improve resource use		

VCE VET UNITS 3 & 4

LMFCR0003B Carry out measurements and calculations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Obtain measurements		
2. Perform simple calculations		
3. Estimate approximate quantities		

LMFFM2002B Assemble furnishing components

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for assembly		
2. Assemble components		
3. Clean work area and maintain equipment		

LMFFM2001B Use furniture making hand and power tools

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify hand and power tools		
2. Select hand tools		
3. Use hand tools		
4. Select power tools		
5. Use power tools		
6. Clean up work area and tools		

LMFFM3002B Construct furniture using leg and rail method

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for work		
2. Complete construction		
3. Finalise operation		

LMFFM3012B Prepare cutting list from plans and job specifications

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Read plans and job specifications		
2. Prepare cutting lists		
3. Read and interpret cutting lists		

MSACMT251A Apply quality standards

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Assess own work		
2. Assess quality of received component parts/materials		
3. Record information on production indicator		
4. Investigate causes of quality deviations		

LMFGN3001B Read and interpret work documents

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify document type and purpose		
2. Read and interpret the document		
3. Plan own work sequence		
4. Maintain document files		

Students 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:	

