



VET in the VCE
Laboratory Skills
Log Book

MSL30109
Certificate III in Laboratory Skills

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:

Guidelines for Employers and Supervisors

Vocational Education and Training (VET) in Schools provided 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 of function within an occupation to the standards of the industry or sector.

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.

What will I get the student to do?

The Orientation Checklist provides you with a range of activities that will get the student started.

It is good to get the student familiar with a relatively routine task first, such as photocopying, so that they can gain some confidence and feel useful from day one. Later on the first day, you might like to train the student on more complex tasks such as data entry into your database.

It is good to consolidate the students learning by getting them to practise these tasks again the next day. Most students will feel stimulated and comfortable with the introduction of one complex task per day.

Being able to stop and start different tasks and prioritise them is usually the most difficult thing for students to learn. It is good to start to build this necessity into the students work after a couple of days of doing single tasks.

Attendance Record Guidelines

How do I keep track of the students 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 III in Laboratory Skills 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		
Compulsory		
MSAENV272A	Participate in environmentally sustainable work practices	
MSL913001A	Communicate with other people	
MSL913002A	Plan and conduct laboratory/field work	
MSL922001A	Record and present data	
MSL943002A	Participate in laboratory/field workplace safety	
MSL933001A	Maintain the laboratory fit for purpose	
Electives		Selected
MSL953001A	Receive and prepare samples for testing	
MSL973001A	Perform basic tests	
MSL973005A	Assist with fieldwork	
MSL954001A	Obtain representative samples in accordance with sampling plan	
MSL974004A	Perform food tests	
VCE VET Units 3 - 4		
Compulsory		
MSL933002A	Contribute to the achievement of quality objectives	
MSL973004A	Perform aseptic techniques	
MSL973002A	Prepare working solutions	
MSL973007A	Perform microscopic examination	
Electives		Selected
MSL973003A	Prepare culture media	
MSL914001A	Prepare practical science classes and demonstrations	
MSL974008A	Capture and manage scientific images	

COMPETENCY RECORD SHEETS

VCE VET Units 1 and 2

MSAENV272A - Participate in environmentally sustainable work practices

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify current resource use.		
2. Comply with environmental regulations		
3. Seek opportunities to improve resource efficiency		

MSL913001A - Communicate with other people

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Receive and act upon instructions		
2. Receive and convey messages		
3. Demonstrate appropriate interpersonal skills		
4. Provide appropriate information		

MSL913002A - Plan and conduct laboratory/field work

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Plan and organise daily work activities		
2. Complete allocated work		
3. Identify and resolve work problems		
4. Work in a team environment		
5. Update knowledge and skills as required		

MSL922001A - Record and present data

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Record and check data		
2. Calculate simple scientific quantities		
3. Present data in tables, charts and graphs		
4. Store and retrieve data		

MSL943002A - Participate in laboratory/field workplace safety

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify, control and report OHS and environmental hazards		
2. Conduct work safely		
3. Follow incident and emergency response procedures		
4. Contribute to OHS in the workplace		

MSL933001A - Maintain the laboratory fit for purpose

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Clean work preparation areas		
2. Clean and store equipment		
3. Monitor stocks of materials and equipment		
4. Maintain a safe work environment		

MSL953001A - Receive and prepare samples for testing

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Log samples		
2. Address customer service issues		
3. Prepare samples for testing		
4. Distribute samples		
5. Maintain a safe work area and environment		

MSL973001A - Perform basic tests

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Interpret test requirements		
2. Prepare sample		
3. Check equipment before use		
4. Perform tests on samples		
5. Maintain a safe work environment		

MSL973005A - Assist with fieldwork

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Assist with organisation of fieldwork		
2. Support field operations		
3. Assist with field activities		
4. Demonstrate basic field survival skills		
5. Assist with the completion of fieldwork		

MSL954001A - Obtain representative samples in accordance with sampling plan

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for sampling		
2. Conduct sampling and log samples		
3. Prepare samples for testing		
4. Address client issues		
5. Maintain a safe work environment		

MSL974004A - Perform food tests

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Interpret and schedule test requirements		
2. Receive and prepare food samples		
3. Check equipment before use		
4. Test samples to determine food components and characteristics		
5. Process data		
6. Maintain a safe work environment		
7. Maintain laboratory records		

VCE VET Units 3-4

MSL933002A - Contribute to the achievement of quality objectives

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Apply quality control procedures		
2. Contribute to quality improvements		
3. Maintain commitment to enterprise quality standards in own work		
4. Assist in maintaining customer relationships		
5. Update knowledge and skills as required		

MSL973004A - Perform aseptic techniques

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for aseptic sampling or transfer		
2. Transfer materials aseptically		
3. Maintain work area and equipment to prevent cross-infection and contamination		

MSL973002A - Prepare working solutions

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Safely use laboratory chemicals, glassware and equipment		
2. Make up working solutions		
3. Check existing stock of solutions		

MSL973007A – Perform microscopic examination

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Interpret test requirements		
2. Set up work area for preparation and examination of samples		
3. Prepare samples for examination		
4. Set up and use a light microscope		
5. Observe, identify and report sample characteristics		
6. Maintain a safe work environment		

MSL973003A - Prepare culture media

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare culture media		
2. Sterilise media		
3. Pour, label and store media		
4. Perform quality control checks		
5. Maintain work area and equipment to prevent cross-infection and contamination		

MSL914001A - Prepare practical science classes and demonstrations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Ensure safe work practices		
2. Plan work schedule		
3. Organise experiments and demonstrations		
4. Manage resources		

MSL974008A - Capture and manage scientific images

Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Establish requirements for image capture		
2. Plan and set up the shoot		
3. Capture and reproduce the required image		
4. Keep records and deliver images		

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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