



**Applied Fashion Design  
and Technology  
Work Placement logbook**

**LMT21707 - Certificate II in Applied Fashion Design and  
Technology**

**and selected units of competency from**

**LMT31707 - Certificate III in Applied Fashion Design and  
Technology**

(

Student Name.....  
School.....



**Australian Government**

**Department of Education, Science and Training**

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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.

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### **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: .....

## 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.

## 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.





## LIST OF COMPETENCIES

For the Certificate II in Applied Fashion Design and Technology this student will be studying the following units.

Code	Title	VCE units 1 - 2
LMTGN2001B	Follow defined OH&S policies and procedures	
LMTGN2002B	Apply quality standards	
LMTCL 2001B	Use a sewing machine	
LMTFD2001B	Design and produce a simple garment	
LMTFD2005B	Identify design process for fashion designs	
LMTCL2004B	Sew components	
LMTCL2010B	Modify patterns to create basic styles	
LMTCL2011B	Draw and interpret a basic sketch	
LMTGN2009B	Operate computing technology in textiles, Clothing and Footwear workplace	
LMTGN2003B	Work in the Textiles, Clothing and Footwear industry	

Code	Title	VCE units 3 - 4
LMTCL2003B	Identify fibres and fabrics	
LMTCL3001B	Identify fabric performance and handling requirements	
LMTCL3002B	Prepare and produce sewn garment	
LMTCL3003B	Perform garment repairs and alterations	
LMTCL3006B	Assemble bra or swimwear	
LMTCL3007B	Embellish garment by hand or machine	
LMTCL3009B	Develop patterns from a block using basic patternmaking principles	
LMTFD3001B	Market design products to local outlets	
LMTFD3003B	Prepare design concept for a simple garment	
LMTFD3004B	Draw a trade drawing for fashion design	
LMTGN3002B	Organise and plan own work to achieve planned outcomes	

## COMPETENCY RECORD SHEET

### VCE VET units 1 -2

#### LMTGN2001B Follow defined OH&S policies and procedures

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify and follow workplace practices for hazard identification and risk control		
2. Apply OHS practices to own work		
3. Contribute to participative arrangements for management of OHS		

#### LMTGN 2002B Apply quality standards

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Work within a quality system		
2. Assess own work		
3. Assess quality of materials, component parts or final products		
4. Investigate causes of quality deviations		
5. Complete documentation		

**LMTCL 2001B Use a sewing machine**

<b>Practical Evidence Report</b>		
<b>Elements of Competency</b>	<b>Tasks that student undertakes in work place</b>	<b>Supervisor Signature</b>
1. Prepare work pieces		
2. Prepare for machine use		
3. Identify poor machine performance		
4. Sew work pieces		
5. Assess quality of sewn pieces		

**LMTFD2001B Design and produce a simple garment**

<b>Practical Evidence Report</b>		
<b>Elements of Competency</b>	<b>Tasks that student undertakes in work place</b>	<b>Supervisor Signature</b>
1. Design garment		
2. Prepare for garment production		
3. Produce garment		
4. Complete production process		

### LMTFD2005B Identify design process for fashion designs

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify design process		
2. Identify elements and principles of design		
3. Prepare workstation		
4. Identify characteristics of colour and prepare colour chart		

### LMTCL 2004B Sew components

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare Components		
2. Prepare workstation		
3. Identify poor machine performance		
4. Sew components		
5. Complete work		

### LMTCL 2010B Modify patterns to create basic styles

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify pattern components		
2. Prepare to modify patterns		
3. Modify and finalise pattern		

### LMTCL2011B Draw and interpret a basic sketch

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare drawing tools, equipment and workstation		
2. Identify basic design styles		
3. Use template to draw sketches		
4. Interpret sketch		
5. Complete work		

**LMTGN2009B - Operate computing technology in Textiles, Clothing and Footwear workplace**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Determine work requirements		
2. Use technology		
3. Select and use program features		

**LMTGN2003B- Work in the Textiles, Clothing and Footwear industry**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify key industry representatives		
2. Identify relevant legislation and guidelines		
3. Identify production processes and supply chains		
4. Describe workplace processes		
5. Learn skills for productive work		
6. Manage own work		

## COMPETENCY RECORD SHEET

### VCE VET units 3 - 4

#### LMTCL2003B- Identify fibres and fabrics

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify fibres and fabrics		
2. Describe fabric construction processes		
3. Describe qualities of fabrics		
4. Determine uses of fabrics		

#### LMTCL3006B- Assemble bra or swimwear

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare workstation		
2. Prepare for assembly of bra or swimwear		
3. Identify poor machine performance		
4. Assemble bra or swimwear		

### LMTCL3001B- Identify fabric performance and handling requirements

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify fibres and fabrics		
2. Identify fabric performance characteristics		
3. Identify fabric handling requirements		
4. Identify cleaning and labelling requirements		

### LMTCL3002B- Prepare and produce sewn garment

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare for garment construction		
2. Prepare work pieces		
3. Prepare workstation		
4. Identify poor machine performance		
5. Sew garment		
6. Complete work		

**LMTCL3007B- Embellish garment by hand or machine**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Interpret design brief or specifications		
2. Select appropriate machine attachments		
3. Select appropriate embellishment components		
4. Prepare work pieces and workstation		
5. Embellish garment or piece		
6. Despatch completed work		

**LMTFD3001B- Market design products to local outlets**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify key elements of design		
2. Identify sales outlets		
3. Prepare design product for presentation		
4. Confirm sale conditions		

**LMTCL3009B - Develop patterns from a block using basic patternmaking principles**

<b>Practical Evidence Report</b>		
<b>Elements of Competency</b>	<b>Tasks that student undertakes in work place</b>	<b>Supervisor Signature</b>
1. Prepare workstation		
2. Select blocks to be used		
3. Apply basic patternmaking principles to develop patterns		
4. Test patterns		
5. Complete work		

**LMTFD3003B- Prepare design concept for a simple garment**

<b>Practical Evidence Report</b>		
<b>Elements of Competency</b>	<b>Tasks that student undertakes in work place</b>	<b>Supervisor Signature</b>
1. Prepare workstation		
2. Identify influences on fashion design		
3. Identify how fashion is influenced by design principles		
4. Interpret design brief to develop garment concept		

5. Complete work		
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**LMTFD3004B - Draw a trade drawing for fashion design**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Prepare drawing tools and equipment		
2. Prepare workstation		
3. Interpret design brief or specifications		
4. Use template to produce trade drawing		
5. Complete work		

**LMTGN3002B - Organise and plan own work to achieve planned outcomes**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Confirm and interpret work requirements		
2. Develop personal work plan		
3. Communicate with relevant personnel		
4. Access resources		
5. Coordinate work		

## LMTCL3003B- Perform garment repairs and alterations

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
1. Identify repair requirements		
2. Identify alteration requirements		
3. Prepare work		
4. Prepare workstation		
5. Identify poor machine performance		
6. Sew minor alterations or repairs by machine or hand		
7. Complete work		

# 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:		

## Further Comments

(optional):.....  
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