



# **Building & Construction Work placement logbook**

**21844 VIC  
Certificate II in Building & Construction  
(Pre-apprenticeship in Bricklaying)**

Student Name.....

School.....



## **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 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 Coordinator details**

Program Coordinator: .....  
Phone: .....  
Address: .....  
Fax: .....  
Email:.....  
Mobile .....  
SWL Coordinator: .....  
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 Building 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 your contact at Western Local Community Partnership 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.





## Competency Record Sheet: VCE VET Units 1-2

### VBQM697 – Workplace safety and industry induction

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Workplace safety and industry induction</b>		

### VBAU349 – Workplace safety in the construction industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Workplace safety in the construction industry</b>		

### VBQM698 – Workplace procedures for environmental sustainability

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Workplace procedures for environmental sustainability</b>		

# Competency Record Sheet: VCE VET Units 1-2

## VBQM708 - Workplace documents and plans

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Workplace documents and plans</b>		

## VBQM699 – Basic First Aid

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Basic First Aid</b>		

## VBQM705 – Levelling

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Levelling</b>		

## Competency Record Sheet: VCE VET Units 1-2

### VBQM707 – Safe handling of plant and power tools

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Safe handling of plant and power tools</b>		

### VBMQM704 – Introduction to scaffolding

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Introduction to scaffolding</b>		

### VBQM709 – Bricklaying hand tools

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Bricklaying hand tools</b>		

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### **VBQM706 – Quality principles for the building industry**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Quality principles for the building industry</b>		

### **VBM986 – Workplace documents and plans**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Workplace documents and plans</b>		

### **VBQM700 – Building structures**

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Building structures</b>		

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## Competency Record Sheet: VCE VET Units 1-2

### VBQM701 – Calculations for the building industry

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Calculations for the building industry</b>		

## Competency Record Sheet: VCE VET Units 3-4

### VBQM710 – Bricklaying basic skills

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Bricklaying basic skills</b>		

### VBQM713 – Masonry blockwork

Practical Evidence Report		
Elements of Competency	Tasks that student undertakes in work place	Supervisor Signature
<b>Masonry blockwork</b>		

## 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"/>	
<b>Workplace Supervisor Signature:</b>		<b>Date:</b>		

**Further Comments**

(optional):.....  
 .....  
 .....