



**Victorian Certificate of Applied
Learning (VCAL)**

**Work Related Skills
- Employer Log Book-**

Learning Outcomes from Unit 2 Foundation 1

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:

SWL Placements Coordinator details

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

Acknowledgement

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What is VCAL?

The Victorian Certificate of Applied Learning (VCAL) is a year 11 and 12 program designed to provide options and pathways for students interested in vocationally orientated training and employment and sits alongside the VCE.

The VCAL will provide an accredited program of studies in the following four compulsory strands:

- Work-related skills
- Industry specific skills
- Literacy and numeracy
- Personal development

The VCAL learning program is undertaken at school, with registered training providers and within workplace contexts. Students gain credit for the competencies they develop and build upon them within each of these contexts including the workplace.

Credit for Work Placement

The Victorian Qualification Authority (VQA) will grant a VCAL credit for 100 hours of work related learning including work placement. Young people therefore have an opportunity to develop the skills that are important for participation in the workforce and achieve credit towards a recognised certificate by completing a Structured Workplace Learning placement.

Guidelines for Employers

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./

Please note: **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 SWL Placement Arrangement Form.

Student Attendance Record

Please keep a record of the student's attendance

Date	Arrival Time	Lunch Break	Departure Time	Supervisor Signature

Things to keep in mind:

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 phone your contact at the school.

Please ensure that you do not have the student working at times other than that outlined on the Work Placement Agreement Form. The student is only covered by WorkCover for the times specified on that form.

Students Demonstrated Qualities and Attributes

One of the benefits of work placement is that the student learns the importance of key qualities and attributes that are essential for success in any job.

Could the workplace supervisor please 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):.....

EMPLOYER ON-THE - JOB ASSESSMENT

Training Plan

It is useful to both supervisor and student to have a focus for the work placement. The following table provides a list of the learning outcomes which are the focus of the VCAL work related skills program. The student and the supervisor can use the second column to document the tasks that demonstrate the student's competencies.

(Attention **teacher** - these are the learning outcomes for Unit 2 Foundation 1 if your students are at another level please replace with LOs of the appropriate course of study)

Practical Evidence Report		
Learning Outcomes	Tasks that the student has undertaken in work place	Employer signature
Prepare for a simple work related activity.		
Communicate basic work related ideas and information.		
Plan, organise and manage a basic work related activity.		
Identify and solve a problem relevant to a simple work related activity.		
Work in a team to complete a simple work related activity.		
Use information and communications technology in relation to a simple work related activity		

Further comments:

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Date: Signature