# **Work Experience Journal**

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# For preview purposes only:

Important: All material, advice and persessment tasks are provided as a guide only and do not constitute official advice. As always you must both on the suitability of a task.

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#### Work Experience Journal

#### By Michael Carolan

#### DELIVER Educational Consulting (978-1-925172-05-8)

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- Work Experience Journal
- Also available for VCAL and Applied Learning

- Also available for industry-specific work education • Retail Trade Industry - Foundation (Dec 2013)
- Retail Trade Industry Intermediate (Dec 2013)

Also available for Industry & Enterprise

- I&E 1: Workplace Participation 3rd ed (Sep 2014)
- I&E 1: Workplace Participation e-version (Jan 2012)
- I&E 1&2: Towards an Enterprising You (Jan 2012)
- I&E 3&4: Towards an Enterprising Australia (Nov 2011)

# Literacy - Intermediate 2ed (Oct 2014) Perso Develop port Intermediate 2ed (Ion 2012) Perso Dovelop For Antermediate 2e

- Work Related Skills Foundation (May 2014)
- Work Related Skills Intermediate 2ed. (Jan 2014)
- Work Related Skills Senior (Jan 2014)
- Numeracy Intermediate (Oct 2014)

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#### Carolan, Michael

#### Work Experience Journal (978-1-925172-05-8)

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Work Related Skills VPC: 3&4	@ \$49.50	@ \$27.50	@ \$385	or @ \$495
Literacy VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495
Numeracy VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495
Personal Development VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495
Work Related Skills VPC: 1&2	@ \$49.50	@ \$27.50	@ \$385	or @ \$495

### Vocational and Work Education Resources

	Printed Book	e-version Master license PDFs
Vocational Numeracy General - SDB	@ \$30	or @ \$165
Work Experience Journal	@ \$22	or @ \$165
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PDS Planner: VPC 1&2	@ \$33	or @ \$220
PDS Planner: VPC 1&2	@ \$33	or @ \$220
PDS Planner: VM 1&2	@ \$33	or @ \$220
PDS Planner: VM 3&4	@ \$33	or @ \$220
Foundation Numeracy	@ \$33	na
Senior Numeracy	@ \$33	na

## WACE: Career and Enterprise

Career and Enterprise	Printed Text	e-version
**CAE: General 11 3ed for 2025**	For 2025 (nya e	expected Nov '24)
CAE: General 11 2ed (almost gone)	@ \$60	or @ \$660
CAE: General 12/ATAR 11 2ed	@ \$62	or @ \$660
CAE: ATAR 12 2ed	@ \$68	or @ \$770
CAE: Foundation 11	@ \$55	or @ \$595
CAE: Foundation 12	@ \$55	or @ \$595

### VCE: Industry and Enterprise

I&E Unit 1: Workplace Participation 5ed - book	@ \$38
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#### --- New (Previews online) ---Money Matters 1: Cash transactions & orders

LIN & LAC

2		· · · · · · · · · · · · · · · · · · ·
Master license only		\$165.00
Master license pack		\$247.50
Add postage:		\$16
Inc. Master license files, Money se	et, Print	ed book
Print book only 1-4 copies		\$33
Print book only 5+ copies		\$30
Print book only 20+ copies		\$27.50
Add postage:		
Master w/money set & book	\$16	
Printed book only: 1-2 copies	\$10	
Printed book only: 3-10 copies	\$15	
Printed book only: 10+ copies	\$20	
Total Amount (approx)	Ś	

--- New: (Expected late Aug) ---Vocational Numeracy General: Skills Development Booklet Print books, masters & e-version masters --- Preview sample online ---

Order	Details
Name:	
Position:	
e-mail:	
School:	
Address:	
State:	Postcode:
Order No:	ABN:
email for invoice (if different):	
VM Total \$ \$ VPC	Total Other Total \$
Voc Ed Total     CAE       \$     \$	Total I&E Total \$
Ś Am	otal ount prox) \$
I Consulting	

DELIVER Educational Consulting PO Box 40, Moonee Vale 3055 (03) 9939 1229 ABN 80 922 381 610 Check for samples at: www.delivereducation.com.au michael@delivereducation.com.au

## Work Experience To-Do List

Use the pro-forma below to record the activities and tasks you have to complete as part of the process of finding, organising, completing and reporting on your work experience placement. List due dates and record tasks as they are done. Add any other details and information in the spaces if relevant. Your teacher might add other steps and tasks, if so add them below and complete these when required. Note, in this booklet:

- ⇒ Red = school-based,
- $\Rightarrow$  Green = work experience based
- $\Rightarrow$  Blue = work experience supervisor based.

Work experience to-do list	Other details/information	Required by?	Done?
1. Interview Work	Experience Jour	nal;	
2. Create shortlist of work experience opportunities.	Draft sample		
3. Contact Folger (1) are arrange Fe Off. Offe	view purposes (	only:	
4. Negotiate workplace tasks and roles.	Do not copy		
5. Get relevant forms signed.	0.0		
6. Complete school-based safety induction program.			
7. Complete contact details in this book.			
8. Participate in workplace induction.			
9. Complete workplace journal pages.			
10. Complete relevant tasks and those from this book.			
11. Complete relevant evaluation forms.			
12. Prepare draft written assignment and report			
13. Submit fina	oublished July 2	UTAS	
14. Prepare oral report and presentation.			
15. Present final oral report.			

## Workplace Learning: Activities Checklist

Act	tivity/Task	Required?	Due by?	Done?	Teacher Initials
i	School-based safety induction program	$\checkmark$			
ii	Workplace safety induction				
iii	Work experience journals: How many?				
iv	Work experience timesheet	$\checkmark$			
v	Work experience general evaluation				
vi	Work exp. Work an Experience (self-assessment)		PULL	IEI,	
vii	Work experience general ev Draft Sat	mple			
viii	Work ex Fience specific evaluation (self-as: FOID) DI EVIEW DUD	DÓS	98 0	nlv:	
ix	Working Safely				
x	Managing Risks				
xi	Safety Signs				
xii	Personal Protective Equipment				
xiii	Safety Audit				
xiv	Employability Skills				
xv	Teamwork				
xvi	Workplace Participation				
xvii	Work Procedure				
xviii	Work Conditions				
×	Book to be publishe	<u>d 12</u>	je ju	1 <u>1y</u> 20	014
xx	Occupation Summary				
xxi	Rights and Responsibilities				
xxii	Workplace Problems				

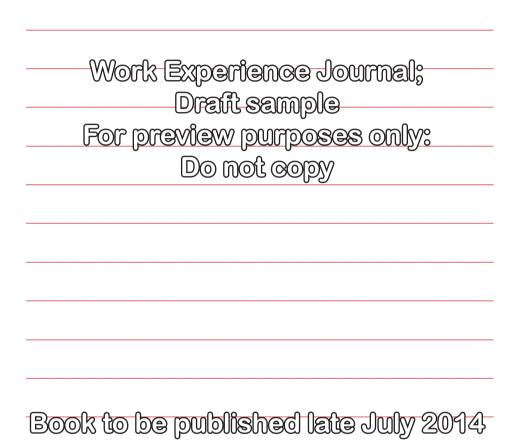
## **Contact Information**

#### This page must be completed prior to commencing your work experience, copied 3 times with a copy distributed to your school, to your parent/guardian and to your workplace.

	1. Contact	details: School	
School:			
Address:			
Phone:	Hours of cont	act:	Fax:
Teacher:	hisigxe xho	ence joi	urnal;
Workplace Learning/ Careers Coordinator:		sample	
Year Level For Coordinator:	) weiveng'	PUITPOSE	s only:
	D	ot copy	
After hours Name direct contact:		96 00 00	Phone:
	2. Contact	details: Student	
Name:		Age:	
Address:		Stude	nt phone:
Travel method/route to/from placement:			
Parent/guardian name:	Contact number BH:	Times:	
	Contact number AH:	Times:	
Any other important information, (ie allergies?):			
Bo	ok publis	hedrJuly	2014
Organisation/ workplace:		General phone:	
Address of worksite:			
Work experience Dates: placement details:		Times:	Contact & number for absences/lates:
Contact person:	ł	Position:	Contact number:
Student's direct supervisor:	F	Position:	Contact number:
Any other important information, (ie off- site details?):			

### **School Information**

There might be specific state-based arrangements and legal requirements that apply to your work experience placement such as emergency contact cards as well as prohibited tasks, equipment, occupations, industries and working hours, restrictions in shift lengths and other relevant information. Your teacher and/or coordinator will go through these with you. Add any of this other school-based information here (attach if required).



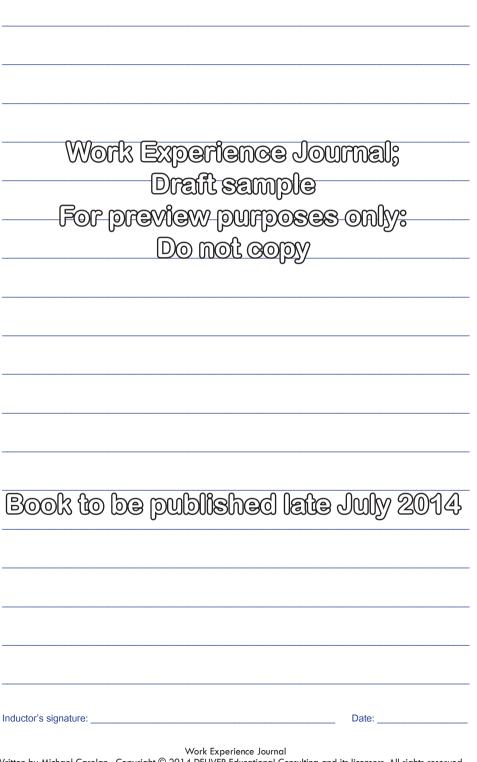
## **IN1** Induction Checklist

Ensure that this induction checklist is completed before and during the work experience placement.

Student:			
Workplace:			
Student's role:			
Induction by:			Position:
Prior to placem		•	At commencement of and during placement
Activity to be co	EXP	ORIC	NCOUME Chitial Date
➡ Meet with student.	D		Greet student and provide
Discuss the operation of the organisation.     Determine suitability of suident	evie	9 W	Check for appropriate attire.
for work tasks. ⇒ Introduce to supervisor if appropriate.	De	) NO	A emergency contact information.
⇒ Describe appropriate attire.			
<ul> <li>⇒ Clarify supply of personal protective equipment or work wear.</li> <li>⇒ Outline this</li> </ul>			Conduct specific worksite     familiarisation.
			➡       Make student aware of immediate and common dangers.
			Conduct tour of first-aid facilities     and emergency exits.
<ul> <li>Negotiate dates, start, end and break times.</li> <li>Outline these</li> </ul>			➡ Outline emergency and evacuation procedures. Main points:
	jug	lish	
Provide contact details for absences/lateness. Outline these			employee with responsibility.         ⇒ Supply and demonstrate proper use of personal protective equipment.
			Conduct training of student in how to complete work tasks.
			➡ Undertake start-of-day and end-of-day briefings with student.
Supply student with appropriate literature, handbooks, etc			➡ Host visit from school staff member.
➡ Meet with school representative.			➡ Complete student evaluation(s).
⇔			⇒
⇔			⇔

#### Induction Information IN2

Add any other induction information that is necessary for your specific workplace (attach if required). i.e. Restrictions and prohibitions, common dangers, confidentiality issues, etc..



## **TS** Timesheet Summary

Name:			Dates/Duration at work:		
Workplace/Worksi	te:		Supervisor:		
Day/Date	Starting time	Ending time	Time at work	Break time:	Total time:
e.g. Monday May 3rd	8.30am	4.45pm	8 hours/ 15 min	hrs/min 12-1pm 60 min	hrs/min 7 hours/ 15 min
(	Nork E	xperie	suce ja	DUMDE	၂၀
	(	Drafts	ample	)	
F	ETQ TO	view p	UFPOS	es onl	y:
		Do no	l copy		
				~ ଭାଦସ	A
L L	en siona	WIGUISU	eg Jul	y 2014	<u>مر</u>
Total days:			Total time at work:	Total breaks:	Total time worked:
Add any other information that might need to be added to explain the times shown above.					
Student signature:					
Supervisor's signature: Date:					ite:

# Daily Journal JN1

Name:		Day/date:	Times at work/duration:			
Workplace/Worksite:		Supervisor:				
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.			
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.			
	Work Experience Journal;					
	Draits	ample				
	For preview p	UNPOSES (	only:			
	0 0	teopy	0			
		6.0000				
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:			
Boo	k to be publis	hed late J	uly 2014			
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:						
Student Date:						
signature: Date: Supervisor's Date:						

## JN2 Daily Journal

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experie	ence Jour	nel;		
	Draft s	emple			
	For preview p	0	only:		
	Do no	t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
	Book published July 2014				
A WHS/OH8	S practice I followed or saw in action today:	Special arrangements or re	equirements for tomorrow:		
Student signature:		·	Date:		
Supervisor's signature:	i		Date:		

# Daily Journal JN3

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experience Journal; Draft sample For preview purposes only:				
	• •	•	0005/0		
		t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
Book to be published late July 2014					
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:					
Student Date:					
signature: Date: Supervisor's Date:					

## JN4 Daily Journal

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experie	ence Jour	nel;		
	Drafts	emple			
	For preview p	0	only:		
	Do no	t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
	Book publish	ed July 20	014		
A WHS/OH8	A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:				
Student signature:		·	Date:		
Supervisor's signature:			Date:		

# Daily Journal JN5

Name:		Day/date:	Times at work/duration:		
Workplace/W	/orksite:	Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	h the stocktake in the wareho	use started yesterday.		
	Work Experience Journal;				
		ample			
	For preview p	UNPOSES (	Mly:		
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		00000			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
Boo	k to be publis	hed late J	uly 2014		
A WHS/OH&	S practice I followed or saw in action today:	Special arrangements or re	equirements for tomorrow:		
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:					
Student Date: signature:					
Supervisor's Date:					

## JN6 Daily Journal

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experie	ence Jour	nel;		
	Draft s	emple			
	For preview p	0	only:		
	Do no	t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
	Book published July 2014				
A WHS/OH8	S practice I followed or saw in action today:	Special arrangements or re	equirements for tomorrow:		
Student signature:		·	Date:		
Supervisor's signature:	i		Date:		

# Daily Journal JN7

Name:		Day/date:	Times at work/duration:			
Workplace/Worksite:		Supervisor:				
Times at work	Description of the main tasks you perfo	rmed and/or the duties you ur	ndertook during that time.			
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	h the stocktake in the wareho	use started yesterday.			
	For preview p	elqma				
Explanation	of work-related skills I demonstrated today:	Examples of how I used we	orkplace technology today:			
Book to be published late July 2014						
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:						
Student signature:			Date:			
Supervisor's Signature: Date:						

## JN8 Daily Journal

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experie	ence Jour	nel;		
	Draft s	emple			
	For preview p	0	only:		
	Do no	t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
	Book published July 2014				
A WHS/OH8	S practice I followed or saw in action today:	Special arrangements or re	equirements for tomorrow:		
Student signature:		·	Date:		
Supervisor's signature:	i		Date:		

# Daily Journal JN9

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experience Journal; Draft sample For preview purposes only:				
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		t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
Book to be published late July 2014					
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:					
Student Date:					
signature: Date: Supervisor's Date:					

## JN10 Daily Journal

Name:		Day/date:	Times at work/duration:		
Workplace/Worksite:		Supervisor:			
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.		
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.		
	Work Experie	ence Jour	nel;		
	Drafts	emple			
	For preview p	0	only:		
	Do no	t copy			
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:		
	Book publish	ed July 20	014		
A WHS/OH8	A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:				
Student signature:		·	Date:		
Supervisor's signature:			Date:		

# Daily Journal JN11

Name:		Day/date:	Times at work/duration:			
Workplace/Worksite:		Supervisor:				
Times at work	Description of the main tasks you perfo	rmed and/or the duties you ur	ndertook during that time.			
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	h the stocktake in the wareho	use started yesterday.			
	For preview p	ample				
Explanation	of work-related skills I demonstrated today:	Examples of how I used we	orkplace technology today:			
Book to be published late July 2014						
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:						
Student signature:			Date:			
Supervisor's Date:						

## JN12 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.
	Work Experie	ence Jour	nel;
	Drafts	emple	
	For preview p	0	only:
	Do no	t copy	
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:
Book published July 2014			
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:			
Student signature:		·	Date:
Supervisor's signature:			Date:

# Daily Journal JN13

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	
Times at work	Description of the main tasks you perfo	rmed and/or the duties you ur	ndertook during that time.
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	h the stocktake in the wareho	use started yesterday.
	For preview p	ample	
Explanation	of work-related skills I demonstrated today:	Examples of how I used we	orkplace technology today:
Book to be published late July 2014			
A WHS/OH&	S practice I followed or saw in action today:	Special arrangements or r	equirements for tomorrow:
Student signature:			Date:
Supervisor's signature:			Date:

## JN14 Daily Journal

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	
Times at work	Description of the main tasks you perfo	rmed and/or the duties you un	dertook during that time.
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	n the stocktake in the wareho	use started yesterday.
	Work Experie	ence Jour	nel;
	Drafts	emple	
	For preview p	0	only:
	Do no	t copy	
Explanation	of work-related skills I demonstrated today:	Examples of how I used wo	orkplace technology today:
Book published July 2014			
A WHS/OH&S practice I followed or saw in action today: Special arrangements or requirements for tomorrow:			
Student signature:		·	Date:
Supervisor's signature:			Date:

# Daily Journal JN15

Name:		Day/date:	Times at work/duration:
Workplace/Worksite:		Supervisor:	
Times at work	Description of the main tasks you perfo	rmed and/or the duties you ur	ndertook during that time.
eg 8:30- 9:29am	Signed on at 8.36am. Continued with	h the stocktake in the wareho	use started yesterday.
	For preview p	ample	
Explanation	of work-related skills I demonstrated today:	Examples of how I used we	orkplace technology today:
Book to be published late July 2014			
A WHS/OH&	S practice I followed or saw in action today:	Special arrangements or r	equirements for tomorrow:
Student signature:			Date:
Supervisor's signature:			Date:

### **EV1** Evaluation - Work-Related Skills

This evaluation needs to be completed by your supervisor in relation to your work experience or work placement (or enterprise activity).

Stud	ent:
Work	xplace:
Stud	ent's role:
Eval	uated by: Position:
The	performan Work Experiencer Journal . Not shown
	Communicating effectively Differ if seminale
	showinffor(preview purposes only:
<ul><li>○</li></ul>	Solving-problemsDo not copy
<b>∷</b>	Managing and leading
	Planning & organising
	Learning new tasks
	Using technology
	Being self-aware
	Working in teams
	Working safely
Brief	ly describe up to three of this student's most successful contributions/areas of involvement.
1.	
2.	
Ζ.	
3.	Book published July 2014
Brief	ly suggest areas that this student should aim to develop further.
1.	
0	
2.	
Feel	free to comment further. (Add another page or a specific evaluation if necessary.)
Sign	ed: Date:
Ŭ	
	Work Experience Journal

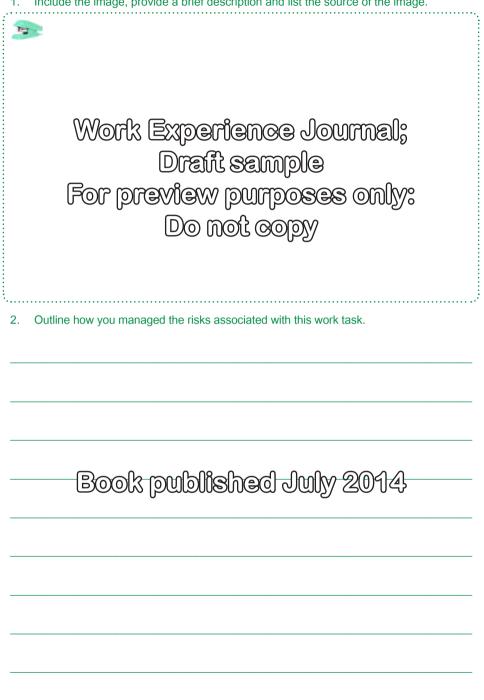
25

This evaluation needs to be completed by your supervisor in relation to your work experience or work placement (or enterprise activity).
Student:
Workplace:
Student's role:
Evaluated by: Position:
Specific work-related skills or competencies successfully demonstrated by the student:
e.g. Safely used WORK EXPERIENCE JOURNAL; chine.
Draft sample
For preview purposes only:
Do-Not copy
Book to be published late July 2014
Feel free to comment further. (Add another page or a specific evaluation if necessary.)
Circada Deter
Signed: Date:
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## WS1 Working Safely

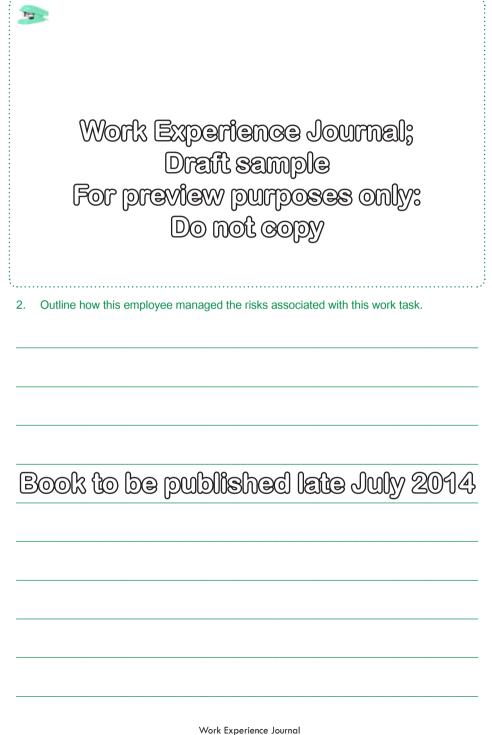
Produce an image of you properly performing a work task in accordance with WHS/OH&S auidelines.

1. Include the image, provide a brief description and list the source of the image.



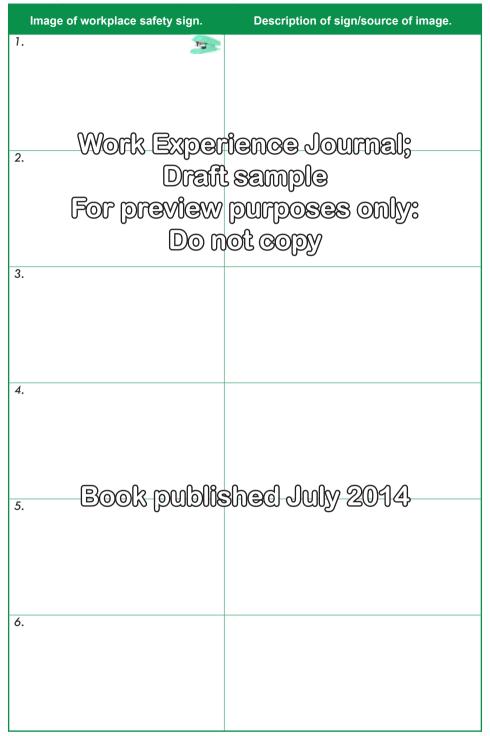
Produce an image of another employee from your workplace performing a hazardous or risky work task. Provide a brief description of the source of the image.

1. Include the image, provide a brief description and list the source of the image.



## WS3 Safety Signs

Produce images of workplace safety signs from your workplace. Provide a brief description of the sign and the source of the photo/image.



- 1. Source and describe images of examples of personal protective equipment and/or uniforms/workwear required for use in your workplace.
- Briefly outline the function and reasons for these. You could ask your workplace WHS/ OH&S rep for more guidance.
- 3. Outline any specific training required to use the items of PPE properly.

PPE/ Workwear	Description/function	Image	Training needed or reasons for workwear.
	for preview	t sample	
Book	lduq ed of	ished late	July 2014

## WS5 Safety Audit

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- 1. Perform a WHS/OH&S audit of a work environment in your workplace or worksite.
- 2. Fill in an additional safety item for each of the 10 categories on the audit.
- 3. Add at least 4 other WHS/OH&S risks that relate specifically to this work environment.
- 4. Draw or photograph 2 WHS/OH&S hazards that are being controlled effectively.
- Draw or photograph at least 1 WHS/OH&S hazard that could be controlled more effectively.

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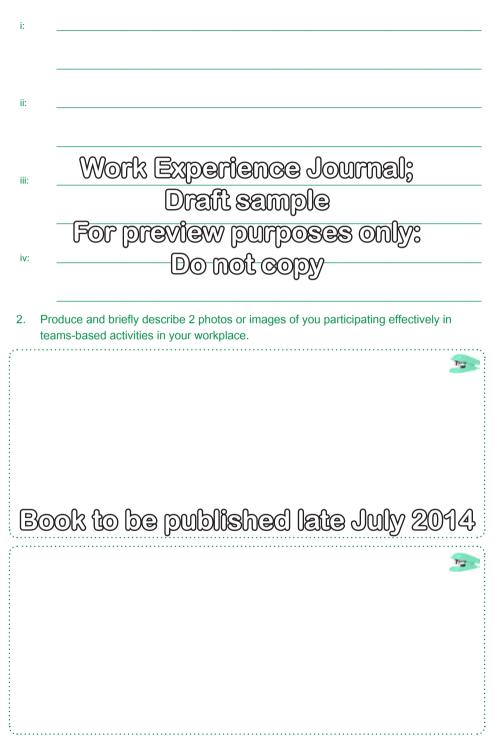
## Safety Audit WS6

Workplace: Worksite:		
Inspected by:	Date(s): Time(s):	
→ Floors	→ Aisles	
Coverings free from holes.	Free from clutter and spillages.	
No spills, waste or rubbish.	Proper line-marking and/or traffic signs.	
No stock, boxes or materials on floor.	Adequate vision and illumination.	
□		
WindowsWORK EXPERIM	iencerioumal:	
No broken panes.	Proper lighting for area.	
<ul> <li>No broken panes.</li> <li>Allowing adequate illumination</li> </ul>		
	purposes only:	
	of copy	
→ Workspace	→ Safety equipment	
Free from clutter.	Proper protective equipment available.	
Benches, desks, chairs correct height.	Equipment in good repair.	
Adequate lighting.	All employees using equipment.	
•	_ 🖵	
→ Machinery	→ First-aid	
Safety cutoffs accessible and working.	Trained first-aid officer available and known.	
Proper guards in operation.	Equipment clean, maintained and locatable.	
Adequate lighting.	Emergency procedures known and displayed.	
•	_ □	
Book ito be publik	shedilete, July 2014	
No frayed leads.	Fire exits marked and kept clear.	
Appropriate storage of items.	<ul> <li>Emergency procedures known and shown.</li> </ul>	
Other relevant WHS/OH&S issues		
	L	

## SK1 Employability Skills

Describe a specific example from your work experience placement when you demonstrated each of these 8 employability skills and 2 enterprise capabilities. These examples could be used on your résumé.

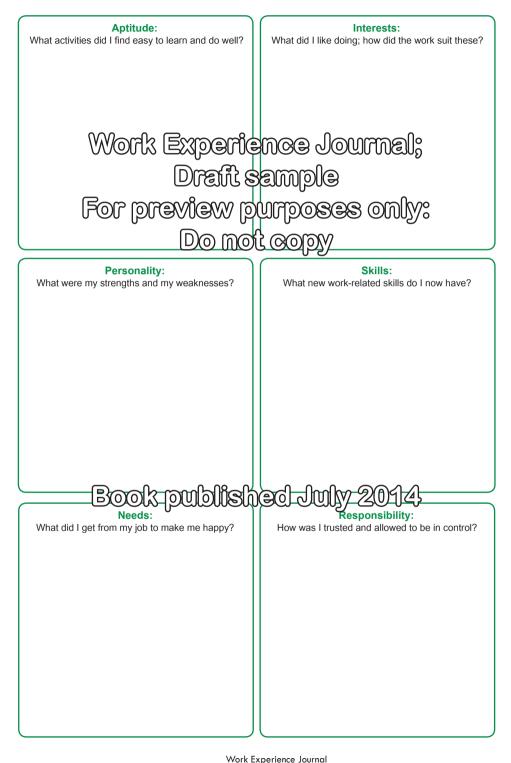
Employability skill, (& EC)	Description from your work experience placement.
communication	
teamwork W	York Experience Journal; Draft sample
problem FC solving	r preview purposes only: Do not copy
planning and organising	
self- awareness	
learning	
technologica	300k published July 2014
initiative and enterprise skills	
adaptability	
managing and leading	



1. Outline 4 skills or abilities that you contributed to a team situation in your workplace.

### SK3 Workplace Participation

Fill out each box below profiling your participation in your workplace. Later, you will be able to match these to possible job interests. These will also help you prepare your résumé.



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#### Work Procedure SK4

In a workplace it is vital to have accurate information about how to perform work tasks properly and safely. Select a work task that you did at your workplace. Complete the table below by describing the procedure of how to do this work task.

Work task:
Describe how to do the task properly.
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Describe how this task requires teamwork.
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#### **PW1** Work Conditions

Interview a manager or employee in your workplace to find out the information for an occupation in which you are pursuing as part of your career pathway.

Interviewee:	
Workplace:	Occupation:
	Classification:
Award title? or registered agreement (EBA) title? or (ot	her?)
Rates of pay: (MORK, EXPERIE	nce loumal:
0	ample
	0
	urposes only:
Penalty rates/bonuses, allowances,	t copy
Junior rates of pay:	
Casual loadings:	
BOOK (PUDIISh	ed July 2014
Breaks/hours of work:	
Dieakshibuis of work.	
Leave entitlements and other:	

#### **Networking PW2**

One of the benefits of completing a work experience placement is the opportunity to develop a network of job-seeking contacts. Approach different workplace stakeholders such as your employer, manager, clients, suppliers or others, ask if they would be happy to help support you by being part of your job-seeking network, and if so record and their contact details.

Contact 1:	Contact 2:
Full name:	rui name.
Workplace:	Workplace:
Title/role:	Title/role:
Work Experie	nce Journal;
Phone: Draft &	emple
email <sup>.</sup>	email <sup>.</sup>
0 0	urposes only:
Referee?	A Referee?
Written reference?	Written ruer ce?
l	

Contact 3:							
	Full name:						
	Workplace:						
	Title/role:						
	Phone:						
	e-mail:						
	Referee/Written reference?						
FBOOK to be publis Workplace:		G	Contact 5: TëClelate JUly 201 Workplace:	Ą			
Title/role:			Title/role:				
Phone:			Phone:				
email:			email:				
Referee?			Referee?				
Written reference?			Written reference?				

## PW3 Occupation Summary

Choose an occupation related to your work experience placement that you are interested in pursuing as part of your career pathway. Complete the following occupational summary using:

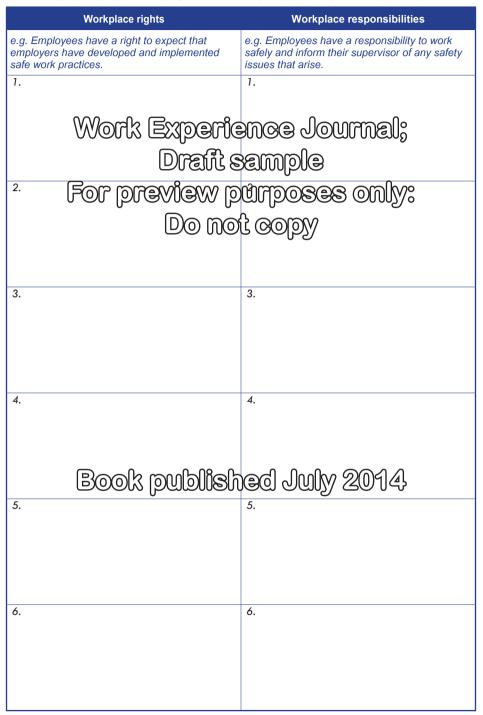
- ⇒ My Future: www.myfuture.edu.au and/or
- ⇒ The Job Guide online at: www.jobguide.deewr.gov.au as well as
- ⇒ Job Outlook: www.joboutlook.gov.au

Occupational Summary				
Correct occupation title				
⇒ Work Experience Journal;				
Brief summary description: Draft Sample				
For preview purposes only:				
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6 main tasks as part of the job:				
⇔				
⇒ Book published July 2014				
⇔				
⇔				
Specialisations (if applicable):				
⇒				
⇔				
⇔				

Related jobs and/or industry:					
⇔					
⇒					
⇔					
Personal requirements:					
⇔					
⇒ Work Experience Journal;					
⇒ Draft sample					
For preview purposes only:					
⇒ Do not copy					
⇒					
Job prospects (from Job Outlook)					
⇒					
⇒					
⇒					
⇒					
Education and/or training required (include course entry requirements):					
⇔					
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Other relevant information (if applicable):					
⇒					
Contacts (for your state):					
⇔					

## IS1 Rights and Responsibilities

Both employees and employers have a range of work-related rights and responsibilities related to safety, privacy, fair work conditions, freedom from discrimination and other issues. Interview your employer or manager and list 6 key workplace rights and responsibilities.



## Workplace Problems IS2

Interview 2 different workplace participants. Ask them about a key work-related problem they have to deal with, and also the strategies they use to help deal with this problem.

Describe the work-related problem.	Describe how they deal with the problem.
Participant 1:	Role:
Drafts g weiverg rof	ance Journal; ample urposes only: t copy
Participant 1:	Role:
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## AS1 Self-Assessment

Complete this assessment to reflect on your work experience. You might also self-assess using the evaluation pro-formas on pp.24-25.

Name:	Date:

1. What did I most enjoy as part of my work experience?

Work Experience Journal; Draft sample What For skills and or considering and the selection of t 2. Do-not-copy

3. Which person had the most positive influence on me during my placement and how so?

What miB@@KppUDISheduUKYo2012.pathway? 4.

5. How would I summarise my experiences, or what's my motto for the placement?

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