

# Work Experience Journal

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**Important: All material, advice and assessment tasks are provided as a guide only and do not constitute official advice. As always you must use your own judgement about the suitability of a task.**

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## Work Experience Journal

By Michael Carolan

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

Available for Careers, Pathways and Work Education

- Career Pathways
- Work Experience Journal

Also available for VCAL and Applied Learning

- Literacy - Intermediate 2ed (Oct 2014)
- Personal Development - Intermediate 2ed (Jan 2014)
- Personal Development - Senior 1ed (Jan 2014)
- Work Related Skills - Foundation (May 2014)
- Work Related Skills - Intermediate 2ed. (Jan 2014)
- Work Related Skills - Senior (Jan 2014)
- Numeracy - Intermediate (Oct 2014)

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)

Available for pathways and careers education

- Career Pathways
- Work Experience Journal

**Book to be published late July 2014**

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First published, May 2014 by DELIVER Educational Consulting, PO BOX 40, Moonee Vale, 3055, Victoria, Australia.

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Work Experience Journal

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	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs
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Numeracy VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Personal Development VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
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Numeracy VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Personal Development VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
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--- All U1-4 now available ---

	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs
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Numeracy VPC: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
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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

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

**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
Work Placement Journal	___ @ \$33	or ___ @ \$220
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
<b>**CAE: General 11 3ed for 2025**</b>	For 2025 (nya 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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Voc Ed Total	CAE Total	I&E Total
\$	\$	\$
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\$		

## 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,
- ⇒ Green = work experience based
- ⇒ Blue = work experience supervisor based.

Work experience to-do list	Other details/information	Required by?	Done?
1. Interview <del>with</del> <b>Coordinator</b>	<b>Work Experience Journal;</b>		<input type="checkbox"/>
2. Create shortlist of work experience opportunities.	<b>Draft sample</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Contact <del>relevant</del> <b>class(es) and arrange interview.</b>	<b>For preview purposes only:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. Negotiate workplace tasks and roles.	<b>Do not copy</b>	<input type="checkbox"/>	<input type="checkbox"/>
5. Get relevant forms signed.		<input type="checkbox"/>	<input type="checkbox"/>
6. Complete school-based safety induction program.		<input type="checkbox"/>	<input type="checkbox"/>
7. Complete contact details in this book.		<input type="checkbox"/>	<input type="checkbox"/>
8. Participate in workplace induction.		<input type="checkbox"/>	<input type="checkbox"/>
9. Complete workplace journal pages.		<input type="checkbox"/>	<input type="checkbox"/>
10. Complete relevant tasks and those from this book.		<input type="checkbox"/>	<input type="checkbox"/>
11. Complete relevant evaluation forms.		<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare draft written assignment and report.	<b>Book published July 2014</b>	<input type="checkbox"/>	<input type="checkbox"/>
13. Submit final written assignment and report.		<input type="checkbox"/>	<input type="checkbox"/>
14. Prepare oral report and presentation.		<input type="checkbox"/>	<input type="checkbox"/>
15. Present final oral report.		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

## Workplace Learning: Activities Checklist

Activity/Task	Required?	Due by?	Done?	Teacher Initials
i School-based safety induction program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ii Workplace safety induction	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
iii Work experience journals: How many? _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
iv Work experience timesheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
v Work experience general evaluation (employer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vi Work experience general evaluation (self-assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vii Work experience general evaluation (employer)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
viii Work experience specific evaluation (self-assessment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
ix Working Safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
x Managing Risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xi Safety Signs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xii Personal Protective Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xiii Safety Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xiv Employability Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xv Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xvi Workplace Participation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xvii Work Procedure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xviii Work Conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xix <b>Book to be published late July 2014</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xx Occupation Summary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xxi Rights and Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
xxii Workplace Problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Work Experience Journal;  
 Draft sample  
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## 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 contact:	Fax:
Teacher:	Direct number, if available:	
Workplace Learning/ Careers Coordinator:	Teacher:	
Year Level Coordinator:	Teacher:	
After hours direct contact:	Name:	Phone:

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**Draft sample**  
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2. Contact details: Student		
Name:	Age:	
Address:	Student phone:	
Travel method/route to/from placement:		
Parent/guardian name:	Contact number BH:	Times:
	Contact number AH:	Times:
Any other important information, (ie allergies?):		

**Book published July 2014**

Organisation/ workplace:	General phone:		
Address of worksite:			
Work experience placement details:	Dates:	Times:	Contact & number for absences/lates:
Contact person:	Position:	Contact number:	
Student's direct supervisor:	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).

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# 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 placement			At commencement of and during placement		
Activity to be completed	Initial	Date	Activity to be completed	Initial	Date
	done	& time		done	& time
⇒ Meet with student.			⇒ Greet student and provide		
⇒ Discuss the operation of the organisation.			⇒ Check for appropriate attire.		
⇒ Determine suitability of student for work tasks.			⇒ Collect from student appropriate emergency contact information.		
⇒ Introduce to supervisor if appropriate.			⇒ Conduct general tour of facilities.		
⇒ Describe appropriate attire.			⇒ Introduce to supervisor.		
⇒ Clarify supply of personal protective equipment or work wear. ⇒ Outline this...			⇒ Conduct specific worksite familiarisation.		
			⇒ Make student aware of immediate and common dangers.		
			⇒ Conduct tour of first-aid facilities and emergency exits.		
⇒ Negotiate dates, start, end and break times. Outline these...			⇒ Outline emergency and evacuation procedures. Main points:		
			⇒ Show toilets and other staff amenities.		
⇒ Collect and sign appropriate forms.			⇒ Introduce to safety rep or relevant employee with responsibility.		
⇒ Provide contact details for absences/lateness. Outline these...			⇒ 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).		
⇒			⇒		
⇒			⇒		

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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..

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Work Experience Journal;

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Book to be published late July 2014

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Inductor's signature: \_\_\_\_\_ Date: \_\_\_\_\_



## TS Timesheet Summary

Name:	Dates/Duration at work:
Workplace/Worksite:	Supervisor:

Day/Date	Starting time	Ending time	Time at work	Break time: hrs/min	Total time: hrs/min
<i>e.g. Monday May 3rd</i>	<i>8.30am</i>	<i>4.45pm</i>	<i>8 hours/ 15 min</i>	<i>12-1pm 60 min</i>	<i>7 hours/ 15 min</i>
<p><b>Work Experience Journal; Draft sample For preview purposes only: Do not copy</b></p>					
<p><b>Book published July 2014</b></p>					
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:	Date:
Supervisor's signature:	Date:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

**Work Experience Journal;**  
**Draft sample**  
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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<b>Book to be published late July 2014</b>	
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:

## JN2 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<p><b>Work Experience Journal;</b>  <b>Draft sample</b>  <b>For preview purposes only:</b>  <b>Do not copy</b></p>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<p><b>Book published July 2014</b></p>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

**Work Experience Journal;**  
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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:

# JN4 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<h2>Work Experience Journal;</h2> <h3>Draft sample</h3> <h3>For preview purposes only:</h3> <h3>Do not copy</h3>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<h2>Book published July 2014</h2>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
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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:

# JN6 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<p><b>Work Experience Journal;</b>  <b>Draft sample</b>  <b>For preview purposes only:</b>  <b>Do not copy</b></p>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<p><b>Book published July 2014</b></p>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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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 performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<p><b>Work Experience Journal;</b>  <b>Draft sample</b>  <b>For preview purposes only:</b>  <b>Do not copy</b></p>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<p><b>Book published July 2014</b></p>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
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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:

## JN10 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<p><b>Work Experience Journal;</b>  <b>Draft sample</b>  <b>For preview purposes only:</b>  <b>Do not copy</b></p>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<p><b>Book published July 2014</b></p>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<b>Book to be published late July 2014</b>	
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:

## JN12 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<p><b>Work Experience Journal;</b>  <b>Draft sample</b>  <b>For preview purposes only:</b>  <b>Do not copy</b></p>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<p><b>Book published July 2014</b></p>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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**Draft sample**  
**For preview purposes only:**  
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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
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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:

## JN14 Daily Journal

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.
	<p><b>Work Experience Journal;</b>  <b>Draft sample</b>  <b>For preview purposes only:</b>  <b>Do not copy</b></p>

Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
<p><b>Book published July 2014</b></p>	
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:

Name:	Day/date:	Times at work/duration:
Workplace/Worksite:	Supervisor:	

Times at work	Description of the main tasks you performed and/or the duties you undertook during that time.
eg 8:30-9:29am	Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.

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**Draft sample**  
**For preview purposes only:**  
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Explanation of work-related skills I demonstrated today:	Examples of how I used workplace technology today:
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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:



# 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).

Student: \_\_\_\_\_

Workplace: \_\_\_\_\_

Student's role: \_\_\_\_\_

Evaluated by: \_\_\_\_\_ Position: \_\_\_\_\_

The performance criteria	Very good	Good	Satisfactory	Basic	Not shown
☺ Communicating effectively .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Being adaptable .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Showing initiative .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Solving-problems.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Managing and leading .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Planning & organising .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Learning new tasks .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Using technology .....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Being self-aware.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Working in teams.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
☺ Working safely.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Experience Journal;  
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Briefly describe up to three of this student's most successful contributions/areas of involvement.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

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Briefly suggest areas that this student should aim to develop further.

1. \_\_\_\_\_
2. \_\_\_\_\_

Feel free to comment further. (Add another page or a specific evaluation if necessary.)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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 a hand saw to cut a piece of wood. Operated a lathe machine.

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Feel free to comment further. (Add another page or a specific evaluation if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## WS1 Working Safely

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

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



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2. Outline how you managed the risks associated with this work task.

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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.



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2. Outline how this employee managed the risks associated with this work task.

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### 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.

Image of workplace safety sign.	Description of sign/source of image.
1. 	
2.	Work Experience Journal; Draft sample For preview purposes only: Do not copy
3.	
4.	
5.	Book published July 2014
6.	

## Personal Protective Equipment WS4

1. Source and describe images of examples of personal protective equipment and/or uniforms/workwear required for use in your workplace.
2. 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.
 <p style="font-size: 2em; font-weight: bold; margin: 0;">Work Experience Journal; Draft sample For preview purposes only: Do not copy</p>			
<p style="font-size: 2em; font-weight: bold; margin: 0;">Book to be published late July 2014</p>			

## WS5 Safety Audit

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.
5. Draw or photograph at least 1 WHS/OH&S hazard that could be controlled more effectively.



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Workplace: _____ Worksite: _____	
Inspected by: _____ Date(s): _____ Time(s): _____	
→ Floors... <input type="checkbox"/> Coverings free from holes. <input type="checkbox"/> No spills, waste or rubbish. <input type="checkbox"/> No stock, boxes or materials on floor. <input type="checkbox"/> _____	→ Aisles... <input type="checkbox"/> Free from clutter and spillages. <input type="checkbox"/> Proper line-marking and/or traffic signs. <input type="checkbox"/> Adequate vision and illumination. <input type="checkbox"/> _____
→ Windows... <input type="checkbox"/> No broken panes. <input type="checkbox"/> Allowing adequate illumination. <input type="checkbox"/> Allowing adequate ventilation for climate. <input type="checkbox"/> _____	→ Lighting... <input type="checkbox"/> Proper lighting for area. <input type="checkbox"/> No glare or shadowing. <input type="checkbox"/> Light fittings in good repair. <input type="checkbox"/> _____
→ Workspace... <input type="checkbox"/> Free from clutter. <input type="checkbox"/> Benches, desks, chairs correct height. <input type="checkbox"/> Adequate lighting. <input type="checkbox"/> _____	→ Safety equipment... <input type="checkbox"/> Proper protective equipment available. <input type="checkbox"/> Equipment in good repair. <input type="checkbox"/> All employees using equipment. <input type="checkbox"/> _____
→ Machinery... <input type="checkbox"/> Safety cutoffs accessible and working. <input type="checkbox"/> Proper guards in operation. <input type="checkbox"/> Adequate lighting. <input type="checkbox"/> _____	→ First-aid... <input type="checkbox"/> Trained first-aid officer available and known. <input type="checkbox"/> Equipment clean, maintained and locatable. <input type="checkbox"/> Emergency procedures known and displayed. <input type="checkbox"/> _____
→ Electricals... <input type="checkbox"/> No frayed leads. <input type="checkbox"/> Appropriate storage of items. <input type="checkbox"/> _____	→ Fire... <input type="checkbox"/> Fire exits marked and kept clear. <input type="checkbox"/> Emergency procedures known and shown. <input type="checkbox"/> _____
→ Other relevant WHS/OH&S issues... <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

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## 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	<p><b>Work Experience Journal; Draft sample</b></p>
problem-solving	<p><b>For preview purposes only: Do not copy</b></p>
planning and organising	
self-awareness	
learning	
technological	<p><b>Book published July 2014</b></p>
initiative and enterprise skills	
adaptability	
managing and leading	

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

i:

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ii:

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iii:

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Draft sample


iv:

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2. Produce and briefly describe 2 photos or images of you participating effectively in teams-based activities in your workplace.

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### 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.

**Aptitude:**

What activities did I find easy to learn and do well?

**Interests:**

What did I like doing; how did the work suit these?

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**Personality:**

What were my strengths and my weaknesses?

**Skills:**

What new work-related skills do I now have?

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**Needs:**

What did I get from my job to make me happy?

**Responsibility:**

How was I trusted and allowed to be in control?

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.

<i>Interviewee:</i>	
<i>Workplace:</i>	<i>Occupation:</i>
	<i>Classification:</i>
<i>Award title? or registered agreement (EBA) title? or (other?)</i>	
<i>Rates of pay: (including penalties, allowances, etc.)</i>	
<b>Work Experience Journal; Draft sample For preview purposes only: Do not copy</b>	
<i>Penalty rates/bonuses, allowances, etc.</i>	
<i>Junior rates of pay:</i>	
<i>Casual loadings:</i>	
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<i>Breaks/hours of work:</i>	
<i>Leave entitlements and other:</i>	

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.

<b>Contact 1:</b>	<b>Contact 2:</b>
Full name:	Full name:
Workplace:	Workplace:
Title/role:	Title/role:
Phone:	Phone:
email:	email:
Referee?	Referee?
Written reference?	Written reference?

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<b>Contact 3:</b>
Full name:
Workplace:
Title/role:
Phone:
e-mail:
Referee/Written reference?

<b>Contact 4:</b>	<b>Contact 5:</b>
Full name:	Full name:
Workplace:	Workplace:
Title/role:	Title/role:
Phone:	Phone:
email:	email:
Referee?	Referee?
Written reference?	Written reference?

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### 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](http://www.myfuture.edu.au) and/or
- ⇒ The Job Guide online at: [www.jobguide.deewr.gov.au](http://www.jobguide.deewr.gov.au) as well as
- ⇒ Job Outlook: [www.joboutlook.gov.au](http://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:

⇒

⇒

⇒

⇒

⇒

⇒

⇒

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Specialisations (if applicable):

⇒

⇒

⇒

Related jobs and/or industry:



Personal requirements:



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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 rights	Workplace responsibilities
<i>e.g. Employees have a right to expect that employers have developed and implemented safe work practices.</i>	<i>e.g. Employees have a responsibility to work safely and inform their supervisor of any safety issues that arise.</i>
1.	1.
<p><b>Work Experience Journal; Draft sample</b></p> <p><b>For preview purposes only: Do not copy</b></p>	
3.	3.
4.	4.
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5.	5.
6.	6.

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.
<i>Participant 1:</i> _____ <i>Role:</i> _____	
<p>Work Experience Journal; Draft sample For preview purposes only: Do not copy</p>	
<i>Participant 1:</i> _____ <i>Role:</i> _____	
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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?

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2. What new skills and/or competencies did I develop and why?

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

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4. What might I do to prepare myself for a career pathway?

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

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