

Work Placement 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 check with the relevant authorities about the suitability of a task.

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Work Placement Journal

By Michael Carolan

DELIVER Educational Consulting (978-1-925172-15-7)

Available for VCAL and Applied Learning

- Personal Development Project Planner: Introductory (2015)
- Personal Development Project Planner: Advanced (2015)
- Literacy - Intermediate 2ed. (Oct 2014)
- Personal Development - Intermediate 2ed. (2012)
- Personal Development - Senior (2013)
- Work Related Skills - Foundation (2014)
- Work Related Skills - Intermediate 2ed. (2014)
- Work Related Skills - Senior 2ed. (2014)
- Numeracy - Intermediate (2015)

Also available for industry-specific work education

- Retail Trade Industry - Foundation (2014)
- Retail Trade Industry - Intermediate (2014)
- Community Services Industry - Foundation (2015)
- Community Services Industry - Intermediate (2015)

Available for Careers, Pathways and Work Education

- Career Pathways (2014)
- Work Experience Journal (2014)
- Work Placement Journal (2015)

Also available for Industry & Enterprise

- I&E 1: Workplace Participation 3ed. (2015)
- I&E 1: Workplace Participation - e-version 3ed. (2015)
- I&E 1&2: Towards an Enterprising You 4ed. (2015)
- I&E 3&4: Towards an Enterprising Australia 3ed. (2012)

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Work Placement Journal

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VCE: Vocational Major

--- All U1-4 now available ---

	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs
Literacy VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Numeracy VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Personal Development VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Work Related Skills VM: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Literacy VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Numeracy VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Personal Development VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Work Related Skills VM: 1&2	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495

--- New (Previews online) ---
Money Matters 1:
Cash transactions & orders

Master license only	___	\$165.00
Master license pack	___	\$247.50
Add postage:	___	\$16
Inc. Master license files, Money set, Printed 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)	\$	_____

Vocational Pathways Certificate

--- All U1-4 now available ---

	Printed Coursebook	Applied Vocational Booklet	Master license PDFs	e-version Master license PDFs
Literacy VPC: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Numeracy VPC: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
Personal Development VPC: 3&4	___ @ \$49.50	___ @ \$27.50	___ @ \$385	or ___ @ \$495
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
CAE: General 11 3ed for 2025	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
I&E Unit 1: Workplace Participation - e-master	___ @ \$550
I&E 1&2: Towards an Enterprising You 6ed - book	___ @ \$55
I&E 3&4: Towards an Enterprising Australia 5ed - book	___ @ \$68

Add Postage:
 VM & VPC: 1 book = \$14, 2-4 books \$20, 5-8 books \$27. *9+ Contact me
 I&E and CAE: 1 book = \$14, 2-3 books \$20, 4-5 books \$27. *6+ Contact me

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
\$	\$	\$
Postage	Total Amount (approx) \$ _____	
\$		

Work Placement 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 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 placement based
- ⇒ Blue = work placement supervisor based.

Work Placement to-do list	Other details/information	Required by?	Done?
1. Interview with Careers Coordinator.		<input type="checkbox"/>	<input type="checkbox"/>
2. Create shortlist of work placement		<input type="checkbox"/>	<input type="checkbox"/>
3. Contact workplace(s) and arrange interview.		<input type="checkbox"/>	<input type="checkbox"/>
4. Negotiate workplace tasks and roles.		<input type="checkbox"/>	<input type="checkbox"/>
5. Get relevant forms signed.		<input type="checkbox"/>	<input type="checkbox"/>
6. Complete school-based safety induction		<input type="checkbox"/>	<input type="checkbox"/>
7. Complete consent 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		<input type="checkbox"/>	<input type="checkbox"/>
11. Complete relevant evaluation forms.		<input type="checkbox"/>	<input type="checkbox"/>
12. Prepare draft written assignment and report.		<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"/>

Preview Sample:
Do not copy

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 placement journals: How many? _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
iv Work Placement Timesheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
v Work Placement General Evaluation (employer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vi Work Placement General Evaluation (self-assessment)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
vii Work Placement General Evaluation (employer)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
viii Work Placement Specific Evaluation (self-assessment)	<input checked="" 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 Procedures	<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"/>
xvix Networking	<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"/>
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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

Preview Sample:
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Contact Information

This page must be completed prior to commencing your work placement, copied 3 times and 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:	Direct number if available:		
Year Level Coordinator:	Direct number if available:		
After hours direct contact:	Name:	Position:	Phone:

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

3. Contact details: Workplace			
Organisation/workplace:	General phone:		
Address of worksite:			
Work Placement details:	Dates:	Times:	Contact & no. 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 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).

Preview Sample:
Do not copy

Induction Checklist

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

Student: _____

Workplace: _____

Student's role: _____

Induction by: _____ Position: _____

Prior to placement		
Activity to be completed	Initial when done	Date & time
⇒ Meet with student.		
⇒ Discuss the operation of the organisation.		
⇒ Determine suitability of student for work tasks.		
⇒ Introduce to supervisor if appropriate.		
⇒ Describe appropriate attire.		
⇒ Clarify supply of personal protective equipment or work wear. Outline this...		
⇒ Negotiate days, start and end times, and break times. Outline these...		
⇒ Collect and sign appropriate forms.		
⇒ Provide contact details for absences/lateness. Outline these...		
⇒ Supply student with appropriate literature, handbooks, etc..		
⇒ Meet with school representative.		
⇒		
⇒		

At commencement of and during placement		
Activity to be completed	Initial when done	Date & time
⇒ Greet student and provide general induction.		
⇒ Check for appropriate attire.		
⇒ Collect from student appropriate emergency contact information.		
⇒ Conduct general tour of facilities.		
⇒ Introduce to supervisor.		
⇒ Conduct specific on-site familiarisation.		
⇒ Make student aware of immediate and common dangers.		
⇒ Conduct tour of first-aid facilities and emergency exits.		
⇒ Outline emergency and evacuation procedure. Main points:		
⇒ Show toilets and other staff amenities.		
⇒ Introduce to safety rep or relevant 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.		
⇒ Host visit from school staff member.		
⇒ Complete student evaluation(s).		
⇒		
⇒		

Preview Sample:
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Induction Information

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

Preview Sample:
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Inductor's signature: _____ Date: _____

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>
Total days:			Total time at work:	Total breaks:	Total time worked:

Preview Sample:
Do not copy

Add any other information that might need to be added to explain the times shown above.

Student signature:	Date:
Supervisor's signature:	Date:

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>
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:

Preview Sample:
Do not copy

Daily Journal 1

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.

Preview Sample:
Do not copy

Examples of training received today:	Explanation of work tasks demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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.

Preview Sample:
Do not copy

Explanation of training I received today:	Explanation of work-related tasks I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 3

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	<i>Signed on at 8.36am. Continued with the stocktake in the warehouse started yesterday.</i>		
Examples of training received today:		Explanation of work tasks demonstrated today:	
Examples of how I used workplace technology today:		A WHS/OH&S practice I followed or observed in action today:	
Special arrangements or requirements for next workday:			
Student signature:		Date:	
Supervisor's signature:		Date:	

Preview Sample:
Do not copy

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.

Preview Sample:
Do not copy

Explanation of anything I received today:	Explanation of work-related skills I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 5

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.

Preview Sample:
Do not copy

Examples of training received today:	Explanation of work-related skills demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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.

Preview Sample:
Do not copy

Explanation of training I received today:	Explanation of work-related tasks I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 7

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.

Preview Sample:
Do not copy

Examples of training received today:	Explanation of work-related skills demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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.

Preview Sample:
Do not copy

Explanation of training I received today:	Explanation of work-related tasks I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 9

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.		
Examples of training received today:		Explanation of work tasks demonstrated today:	
Examples of how I used workplace technology today:		A WHS/OH&S practice I followed or observed in action today:	
Special arrangements or requirements for next workday:			
Student signature:		Date:	
Supervisor's signature:		Date:	

Preview Sample:
 Do not copy

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.

Preview Sample:
Do not copy

Explanation of training I received today:	Explanation of work-related tasks I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 11

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.

Preview Sample:
Do not copy

Examples of training received today:	Explanation of work tasks demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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.

Preview Sample:
Do not copy

Explanation of training I received today:	Explanation of work-related tasks I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 13

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.

Preview Sample:
Do not copy

Explain of training received today:	Explanation of work tasks demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

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.

Preview Sample:
Do not copy

Explanation of training I received today:	Explanation of work-related tasks I demonstrated today:
Examples of how I used workplace technology today:	A WHS/OH&S practice I followed or observed in action today:
Special arrangements or requirements for next workday:	

Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 15

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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Daily Journal 17

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Student signature:	Date:
Supervisor's signature:	Date:

Daily Journal 19

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Student signature:	Date:
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Daily Journal 21

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Daily Journal 23

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Daily Journal 25

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Daily Journal 27

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Daily Journal 29

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Daily Journal 31

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Daily Journal 33

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Daily Journal 35

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Daily Journal 37

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Daily Journal 39

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Evaluation - Work-Related Skills

This evaluation needs to be completed by your supervisor in relation to your work placement.

Student: _____

Workplace: _____

Student's role: _____

Evaluated by: _____ Position: _____

The performance of the student in relation to:	Excellent	Very Good	Good	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 (and enterprise).....	<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"/>

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

1. _____
2. _____
3. _____

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 placement.

Student: _____

Workplace: _____

Student's role: _____

Evaluated by: _____ Position: _____

Specific work-related skills or competencies successfully demonstrated by the student:

e.g. Safely used kitchen equipment including microwave, industrial dishwasher and peeling machine.

Preview Sample:
Do not copy

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

- 1. _____
- 2. _____

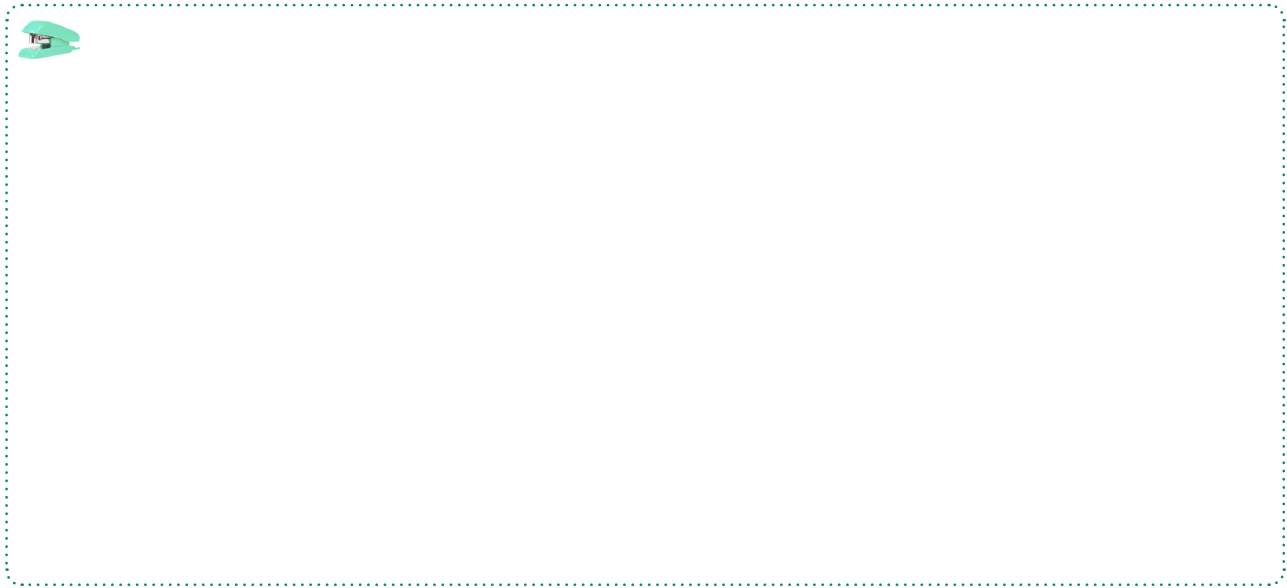
Feel free to comment further. (Add another page or a specific evaluation if necessary.)

Signed: _____ Date: _____

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.




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

Preview Sample:

Do not copy

Produce an image of another employee from your workplace correctly 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.




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

Preview Sample:

Do not copy

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.	
3.	
4.	
5.	
6.	

Preview Sample:
Do not copy

Personal Protective Equipment

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.
			

Preview Sample:
Do not copy

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 up to 10 other workplace safety risks that relate specifically to this work environment.
4. Draw or photograph 2 workplace safety hazards that are being controlled effectively.
5. Draw or photograph 2 workplace safety hazards that could be controlled more effectively.



**Preview Sample:
Do not copy**



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

Preview Sample:
Do not copy

Employability Skills

Describe a specific example from your work 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 placement
communication	
teamwork	
problem-solving	
planning and organising	
self-awareness	
learning	
technological	
initiative and enterprise skills	
adaptability	
managing and leading	

Preview Sample:
Do not copy

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

i: _____


ii: _____


iii: _____

iv: _____

2. Produce and briefly describe 3 photos or images of you participating effectively in teams-based activities in your workplace.

Preview Sample:
Do not copy

_____ 

_____ 

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?

Personality:

What were my strengths and my weaknesses?

Skills:

What new work-related skills do I now have?

Needs:

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

Responsibility:

How was I trusted and allowed to be in control?

Preview Sample:
Do not copy

Work Procedure

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.

Describe how this task requires teamwork.

Preview Sample:
Do not copy

Describe how an employee is able to learn how to do this task.

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: (Include penalties, casual loadings and junior rates if applicable):</i>	
<i>Penalty rates/bonuses, allowances, etc.:</i>	
<i>Junior rates of pay (and classifications):</i>	
<i>Casual loadings:</i>	
<i>Breaks/hours of work:</i>	
<i>Leave entitlements and other:</i>	

Preview Sample:
Do not copy

Networking

One of the benefits of completing a work 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:

Full name:

Workplace:

Title/role:

Phone:

email:

Referee?

Written reference?

Contact 2:

Full name:

Workplace:

Title/role:

Phone:

email:

Referee?

Written reference?

Contact 3:

Full name:

Workplace:

Title/role:

Phone:

email:

Referee?

Written reference?

Contact 4:

Full name:

Workplace:

Title/role:

Phone:

email:

Referee?

Written reference?

Contact 5:

Full name:

Workplace:

Title/role:

Phone:

email:

Referee?

Written reference?

Contact 6:

Full name:

Workplace:

Title/role:

Phone:

email:

Referee?

Written reference?

Preview Sample:
Do not copy

Occupation Summary

Choose an occupation related to your work 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

⇒

Brief summary description:

⇒

Main tasks as part of the job:

⇒

⇒

⇒

⇒

⇒

⇒

⇒

⇒

Specialisations (if applicable):

⇒

⇒

⇒

⇒

⇒

Preview Sample:
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Related jobs and/or industry:



Personal requirements:



Job prospects (from Job Outlook):



Education and/or training required (include course entry requirements):



Other relevant information (if applicable):



Contacts (for your state):



Preview Sample:
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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 8 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.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.

Preview Sample:
Do not copy

Work-Related Problems

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> _____
<i>Participant 2:</i> _____ 	<i>Role:</i> _____

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Self-Assessment

Complete this assessment to reflect on your work placement.
You might also self-assess using the evaluation pro-formas on pp.50-51.

Name: _____ Date: _____

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

2. What major skills and/or competencies did I develop and how?

Preview Sample:

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

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4. What might be the important things for me to focus on next for my career pathway?

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

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