



CONSTRUCTION & BUILDING

Year 11/12

Student Work Placement Journal

Student: _____

School: ***LaSalle Catholic College, Bankstown***

Z

School contact phone no: **(02) 9793 - 5600**

Course teacher: _____

Host employer: _____

Host employer Address: _____

Dates: _____

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

Attention student:

You have a number of responsibilities

- before
- during and
- after workplacement.

BEFORE

1. Provide a plastic folder for your paperwork.
2. Print a copy of a map to show the location of your workplacement from <https://maps.google.com.au/>. Include it in your folder.
3. Print and include a copy of the bus/train timetable/s you will catch to travel to and from your workplace from <http://www.131500.com.au/plan-your-trip>
4. Identify the times and location important for your trip/s (eg bus stop and time).
5. Telephone the workplace and speak to your supervisor. Complete the form below.

Complete the following:

I telephoned the workplace on ___/___/___ (one week before starting the work placement) I spoke to _____ and confirmed:

- Dates of workplace ___/___/___ to ___/___/___
- Times of attendance _____ to _____ and lunch break allowance _____.
- Work dress code and equipment required _____
- If you can buy food/lunch or do you have to bring your own. (circle) YES/NO
- Any work health and safety rules of the workplace in addition to general WHS regulations _____.
- Do you need to complete a pre-placement induction with the employer?(circle) YES/NO

DURING

It is your responsibility to:

- Make this journal available to your supervisor.
- Complete Journal and work placement report.
- Complete all tasks and show initiative during the placement.

AFTER

- Return this journal with all activities completed to your teacher at conclusion of your work placement upon your return to school.
- Thank your supervisor and anyone else who assisted you during the workplacement.

Student Name: _____

Signature: _____

Teacher signature: _____

Date: _____

Workplace Expectations

You will be expected to:

- Have a good attendance record – notify the **workplace & school** if you are unable to attend (get a doctor's certificate if you are ill)
- Follow Work Health and Safety requirements
- Be prepared to apply to your knowledge and skills
- Respect all workplace employees
- Dress appropriately for the job – safety and presentation
- Show an interest in the work and have a positive attitude
- Think about the job and your performance at work
- Be punctual, both on arrival and after breaks
- Follow instructions and accept suggestions
- Be reliable
- Ask for help if you need it
- Keep personal problems at home
- Behave appropriately at all times
- Follow the routine of the workplace
- Be responsible and take care of your employer's property
- Keep track of your progress by **completing your journal entries**
- Arrange a time to discuss your progress with your workplace supervisor
- Contact the school if there are any problems
- Contact the school, the employer immediately if absence due to illness
- Contact the school, the employer immediately if an injury occurs.

Employers have requested that students:

- **Switch off mobile phones** during work time
- Discourage friends from attending the workplace.

I have read and understand the above expectations:

Student Name: _____

Student Signature: _____

Date: _____

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

Confidentiality Agreement

This agreement concerns the work placement of: _____
Student Name

at: _____
Employer Name

From: ____/____/20____ to: ____/____/20____
start date end date

I understand that during this vocational placement I may have access to information which is private and confidential. I agree that I will not convey to any person outside the host employer's workplace any knowledge or information of a confidential nature which is gained in the course of this vocational placement.

I will at all times show loyalty towards the host employer.

I understand the seriousness of any breach of this Confidentiality Agreement.

Student signature: _____ Date: ____/____/20____

COMPETENCY ASSESSMENT TASK

This task is to be complete as part of **Competency CPCCC1012A – Work effectively and sustainably in the Construction Industry**. You are to complete an ICT report on your experience at Construction Workplacement.

A written report, using word processing skills, and including the following information:

- A description of the establishment and the services offered
- Describe the work conditions of the worksite (use photos to help demonstrate) and the initiation you undertook on the first day of your placement (CPCCCM1012A 1.4)
- An organisational chart showing the names and positions of staff (CPCCCM1012A 1.4)
- Identify WHS procedures and practices implemented on the worksite or industry (CPCCCM1012A 1.5)
- Photos of safety procedures followed during the workplacement (CPCCCM1012A 1.5)
- Identify any issues of concerns regarding safety or security in the workplace (CPCCCM1012A 1.5)
- Describe 4 different types of jobs on the worksite or industry and the qualifications required (CPCCCM1012A 1.2)
- List the qualities of an effective team member/leader
- Describe the types of communication used on the worksite. How where goals set and individual jobs allocated? (CPCCCM1012A 3.1, 3.2)
- Did any conflict situations arise on site? If so, how were they resolve? (CPCCCM1012A 3.5)
- Describe, with the use of photos, the procedures implemented to improve the environmental impact of the worksite (CPCCCM1012A 6.1, 6.2)
- Complete the Daily Record outlining the various jobs you undertook and the tools & equipment you used (use photo to help demonstrate) (CPCCCM1012A 2.1, 2.2, 4.1, 4.2, 4.3)
- Employer completes your Assessment Report and Employability Skills (CPCCCM1012A – work effectively & sustainably in the construction industry & CPCCCM1014A – conduct workplace communication)

Note: please check with your employer for permission to take photos prior to completing this activity.

Date Due: _____

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

WORK PLACEMENT TIMESHEET

Student Name: _____

Organisation Name: _____

Supervisor Name: _____

Record of Work Placement Hours

Date	Start Time	Finish Time	Lunch	Total Hours	Supervisor Signature
<i>Eg. 22.3.11</i>	<i>9.00am</i>	<i>5.00pm</i>	<i>- 1 hour</i>	<i>= 7 hours</i>	<i>Please sign for each day</i>
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
Total hours completed:			Supervisor Signature:		

NOTES TO WORKPLACE SUPERVISOR /S

The workplace supervisor is asked to do the following:

Before the work placement / commencing the work placement

- Discuss expectations of hours, work wear and code of conduct with the student
- Conduct an Industry Induction / Orientation at the beginning of the placement
- Read and consider the Skills Audit before determining suitable activities for the student.

During the work placement

- Consider suitable activities for students from the list
- Complete the record of demonstrated competencies
- Sign the student's Time Sheet each day and Supervisors evaluation.

Thank you for hosting our student this week

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

Please identify the student's level of understanding and/or skills whilst operating on your worksite.

Unit of Competency: CPCCCM1002A – work effectively & sustainably in the construction industry (CORE)				
D – Developing; S – Satisfactory; HD – Highly Developed				
Elements of Competency to be Assessed:	Performance Criteria:	D	S	HD
1. Identify industry structure, occupations, job roles and work conditions.	1.1. Scope and nature of the construction industry and its national economic importance are recognised.			
	1.2. Construction job roles , occupations and trade callings of the construction industry are identified and related to direct and indirect employment opportunities.			
	1.3. Trends in technology, work processes and environmental issues which are likely to impact on the construction industry are identified and evaluated in terms of employment options.			
	1.4. Construction employment conditions, organisational requirements, responsibilities and duties are identified and related to jobs and career paths.			
	1.5. Safe work methods and practices are identified to meet Australian government and state and territory OHS legislative requirements.			
2. Accept responsibility for own workload.	2.1. Work activities are planned and priorities and deadlines are established with work group members such as supervisors and communicated to others whose own work plans and timelines may be affected.			
	2.2. Work is completed against the plan and to the standard expected in the workplace and in accordance with any guidelines, directions and specifications provided by supervisors, including use of personal protective equipment.			
	2.3. Variations and difficulties affecting performance or quality requirements of own work are identified and these issues reported to appropriate personnel using appropriate communication techniques and accessing relevant information.			
	2.4. Additional support needed to achieve or improve work outcomes or quality is communicated clearly to the appropriate personnel.			
3. Work in a team.	3.1. Site goals and the contributions to be made by teams in a construction activity are identified and understood.			
	3.2. Individual contributions to team activities are identified and confirmed with others in the team.			
	3.3. Assistance and encouragement are provided to other team members wishing to meet or enhance their role and the role of the team.			
	3.4. Team improvements are initiated where possible and/or encouraged from other team members.			
	3.5. Causes of disharmony and other barriers to achievement are referred to the appropriate party for resolution.			
4. Identify own development needs.	4.1. Skills and knowledge necessary to work effectively in the construction industry are identified.			
	4.2. Steps are taken, in consultation with appropriate personnel, to identify own learning needs for future work requirements.			
	4.3. Appropriate opportunities to learn and develop required skills and knowledge for future construction industry work opportunities are identified and evaluated.			
5. Identify current resource use and identify opportunities to improve resource efficiency	5.1. Work site environmental and resource efficiency issues and resources used in own work role are identified and recorded using appropriate techniques.			
	5.2. Work site environmental hazards relating to the use of resources are identified and reported to designated personnel.			
	5.3. Enterprise plans to improve environmental practices, environmental requirements and resource efficiency are followed.			
	5.4. Suggestions are made for improvements to work site practices in own work area.			
6. Comply with environmental regulations.	6.1. Procedures are followed to ensure compliance with environmental requirements.			
	6.2. Breaches or potential breaches are reported to designated personnel .			

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

Unit of Competency: CPCCCM1014A – Conduct workplace communication

D – Developing; S – Satisfactory;
HD – Highly Developed

Elements of Competency to be Assessed:	Performance Criteria:	D	S	HD
1. Gather, convey and receive information.	1.1. Verbal and written instructions are gathered, received and responded to with correct actions.			
	1.2. Instructions are conveyed accurately.			
	1.3. Work <i>signage interpretation</i> and other <i>safety (OHS)</i> requirements are responded to with correct action.			
	1.4. <i>Information</i> is conveyed in English, and the information is <i>interpreted</i> and message confirmed.			
	1.5. Questions are used to gain additional information and to clarify understanding, using appropriate <i>communication transfer</i> techniques.			
2. Carry out face-to-face routine communication.	2.1. Routine instructions and messages are received and followed.			
	2.2. Workplace procedures are carried out to company requirements in <i>communication with others</i> .			
	2.3. Information from a range of sources is accessed and interpreted using a variety of <i>communication modes</i> .			
	2.4. Information is selected and sequenced correctly.			
	2.5. Verbal and written reporting is completed where required.			
3. Apply visual communication.	3.1. Visual communication is used that follows accepted industry practice or social conventions.			
	3.2. Attention of communicating parties is obtained, confirmed and/or acknowledged.			
	3.3. Intention of the visual communication is clarified and confirmed at each step.			
	3.4. Visual communication that is unclear or ambiguous is questioned or visually cancelled.			
	3.5. Instances of unclear visual communication are followed up to avoid repeated problems.			
4. Participate in simple on-site meeting processes.	4.1. Correct process for on-site meetings is identified and followed to predetermined or agreed procedures.			
	4.2. Responses are sought and provided to others in the group.			
	4.3. Constructive contributions are made.			
	4.4. Goals or outcomes are identified and/or recorded.			

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

DAILY RECORD		CIRCLE DAY 1 2 3 4 5
Student's Name: _____		Location: _____ Date: _____
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:
STUDENT SELF ASSESSMENT (CIRCLE)	UNIFORM POOR 1 2 3 4 5 EXCELLENT	INITIATIVE 1 2 3 4 5
	PUNCTUALITY 1 2 3 4 5	COOPERATION 1 2 3 4 5

Activities Undertaken	Tools and/or Equipment Used	Employability Skill Focus	STUDENT Self-assessment Indicate the standard you think you achieved	SUPERVISOR Please indicate standard student achieved and initial.
			D – Developing S – Satisfactory HD – Highly Developed	

Identify environmentally sustainable work practices and procedures:

Difficulties or new issues arising today include new skills	Things I enjoyed today / Things to follow up

Supervisor's comments: *Please check what the student has included, add any additional comment and sign below.*

Supervisor's signature: _____ **Date:** ____ / ____ / ____

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	PUNCTUALITY 1 2 3 4 5	COOPERATION 1 2 3 4 5

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Supervisor's comments: *Please check what the student has included, add any additional comment and sign below*

Supervisor's signature: _____ **Date:** ____ / ____ / ____

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

CONSTRUCTION SKILLS AUDIT

SKILLS	DEVELOPING (Tick ✓)	SATISFACTORY (Tick ✓)	HIGHLY DEVELOPED (Tick ✓)
1. Industry Knowledge			
2. PPE equipment			
3. Safe manual handling			
4. Hand and power tools (Circle the tools accessed) • pinch bar, pallet, tin snips, site bin timber and reconstituted timber products, sheet materials, bricks and masonry units, bulk earth materials(sand, soil, aggregate), bagged materials (i.e. cement), safe storage of construction materials, materials for cleaning up construction activity			
5. Building materials such as (circle materials accessed) • roof trusses, lining materials, flooring materials, prefabricated elements, boxed, drummed and tinned materials, concrete masonry units, joinery units, floor and wall tiles, roofing tiles, steel sections/components, insulation and glass			
6. Read and interpret documentation			
7. Use of tools/equipment • Hand tools -setting out, marking out and leveling tools, cutting, planning, boring, shaping, fixing, fastening and percussion tools, material shifting and holding tools • Power and pneumatic tools (portable and static), electrical and pneumatic operated tools, leads and hoses and gas driven tools • Plant and equipment -generators, compressors, pneumatic driven, 240v power supplied, hand held or small single person operated equipment			

Supervisor Signature: _____ **Date:** _____

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

EMPLOYABILITY SKILLS SUMMARY

The following is a summary of skills the student should work towards during work placement.
Please indicate the student's level with a **Tick ✓**

D = Developing S = Satisfactory HD = Highly Developed

Employability Skill	Industry requirements for this qualification include:	D	S	HD
Communication	<ul style="list-style-type: none"> Communicates with clients & others effectively using: clear and direct communication; active listening; verbal and non-verbal language; Follows instructions from supervisor and others Understands, interprets and applies information. 			
Teamwork	<ul style="list-style-type: none"> Works as part of a team Relates to people from diverse social, cultural and ethnic backgrounds Participates in on-site meetings 			
Problem Solving	<ul style="list-style-type: none"> Examines tools and equipment prior to use for damage, missing components or other defects Identifies typical faults and problems and takes remedial action and/or reports to supervisor Rectifies simple faults with tools and equipment 			
Planning And Organising	<ul style="list-style-type: none"> Identifies hazards and implements appropriate hazard control measures Selects and uses appropriate materials, tools and equipment Prioritises and sequences tasks Applies time management skills to ensure work is completed on time. 			
Self-Management	<ul style="list-style-type: none"> Contributes to workplace responsibilities, such as current work site environmental/sustainability frameworks or management systems Seeks support to improve work performance Cleans up work area, including tools and equipment 			
Learning	<ul style="list-style-type: none"> Identifies own learning needs and seeks skill development as required Is open to learning new ideas and techniques 			
Technology	<ul style="list-style-type: none"> Uses calculators and a range of tools and equipment correctly and safely Properly starts up, operates and shuts down equipment Carries out pre-and post-operational checks on equipment and machines Performs tool and equipment maintenance as required 			

Supervisor Signature: _____ **Date:** _____

STUDENT WOKPLACE LEARNING JOURNAL - CONSTRUCTION

Supervisor Evaluation

At the end of the work placement please comment on the skills the student has acquired or demonstrated. Please note your assessment of the student will go towards determining competency in the following units

CPCCCM1012A – Work Effectively & Sustainably In the Construction Industry

CPCCCM1014A – Conduct Workplace Communication.

[Outlined on the next pages.]

Supervisor feedback comment: *[Please provide constructive feedback to help our student improve.]*

Supervisor Signature: _____ **Date:** _____

If appropriate, mark more than one square in each of the following groups

Attitude to the Job

- Enthusiastic
- Interest
- Appears indifferent

Persistence to tasks given

- Highly motivated
- Persistent
- Needs encouragement
- Not applicable to this position

Appearance and dress for job requirements

- Appropriate
- Well groomed and neatly dressed
- Inappropriate

Punctuality

- Always on time
- Satisfactory
- Unsatisfactory

Ability to work with others

- Shows flexibility
- Works well in a team environment
- Prefers to work alone

Ability to communicate

- Outstanding communication skills
- Communicates well
- Has difficulty

Ability to work unsupervised

- Shows ingenuity
- Readily seeks further advice
- Needs encouragement
- Waits to be told what to do
- Not applicable to this position

Ability to follow instructions

- Shows good understanding
- Willing to seek clarification
- Needs close supervision

Adjustment to the work environment

- Settled immediately
- Settled in well after awhile
- Found difficulty throughout

Attention to Safety

- Excellent
- Adequate
- Could take more care

Thank you so much for your time