



Sport, Fitness and Recreation

Certificate III in Fitness

Year 11

Student Work Placement Booklet

Student: _____

School: LaSalle Catholic College Bankstown

School Contact Phone No. 02 9793 5600

Course Teacher: Mr Peter Burke

Host Employer: Pure Results Personal Training

Host Employer Address: 144 Centaur St Revesby Heights

Dates: As per Schedule

EMERGENCY CONTACT INFORMATION

For emergencies **during school hours**, please contact LaSalle Catholic College on 9793-5600

For emergencies **out of school hours** please contact Andrew Sip (Head of Trade Training and VET at LaSalle) on 0408 028 170

PARENT CONTACT DETAILS

Contact Name / s: _____

Relationship to Student: _____

Contact Number / s: _____

NOTES TO STUDENT

- Complete the checklist on page 2 and read the student expectations on page 3 before your placement.
- Make this booklet available to your supervisor at the beginning of your placement.
- Complete your Time Sheet each day and have your supervisor sign.
- Complete your journal entries at the completion of placement at each of the venues.
- Ensure your workplace supervisor completes and signs the appropriate pages in this booklet prior to completion of work placement at each venue
- Return this booklet to your teacher on your return to school.
- Complete the assignment given by your teacher on this work placement.

ATTENTION: STUDENT

WORK PLACEMENT CHECKLIST

It is your responsibility to:

- Make this booklet available to your supervisor
- Complete journal and work placement assignment
- Return this journal to your teacher at the conclusion of your work placement.

Please complete details

The name of your employer	
The name of the person you are to contact	
The address and telephone number of the employer	
How will you get to and from work?	
If travelling by public transport, do you have current timetables?	
How long will it take you to get to your work placement?	
The length of your work placement	
The hours you must work and the meal breaks you will take	
Special clothing/equipment requirements	
The procedures in the event of an accident in the workplace	
What to do if there is an industrial dispute at your workplace	
Access to shops/canteen for meals	
The school/teacher contact phone number in case a problem arises	
List the materials/information you need to take with you on your first day	

Please tick if you have:

	Organised details of induction with the employer.
	Shown this booklet to the employer
	Your emergency procedures card.

Student signature: _____

Date: _____

EXPECTATIONS OF STUDENTS

You will be expected to:

- Attend the workplace on the designated days
 - Notify the **workplace & the school** if you are late, unable to attend or experiencing difficulties
 - Be punctual, both on arrival and after breaks
 - Show interest in the work and have a positive attitude
 - Dress appropriately for the workplace
 - Behave appropriately at all times
 - Apply your knowledge and skills as an entry level worker
 - Follow occupational work safety requirements
 - Take care of your employer's property
 - Follow instructions and accept suggestions
 - Ask for help as required
 - Follow the routine of the workplace
 - Keep personal problems at home
 - Keep track of your progress by **completing your journal entries**
 - Arrange a time to discuss your progress with your workplace supervisor
 - Thank the workplace supervisor and staff at the end of your work placement.
- NB: Host employers are not paid. Their time has contributed to your education, skill development and work readiness.

Employers have requested that students:

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

I have read and understand the above expectations:

Student Name: _____

Student Signature: _____

Date: _____

STUDENT WORK PLACEMENT JOURNAL

1. Pure Results Studio – 144 Centaur St, Revesby Heights

Complete this journal page on the 6 sessions at Pure results.

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve:

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Student's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

2. Boxmania – Auditorium at Padstow RSL, 24 Howard Rd, Padstow

Complete this journal page on the 3 sessions at Boxmania at Padstow

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve:

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.....

Student's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

**3. Boxmania – School Hall at Panania North Public School,
202-204 Bransgrove Rd, Panania**

Complete this journal page on the 1 session at Boxmania at Panania

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve:

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Student's Signature: _____

Hours Worked: _____

STUDENT WORK PLACEMENT JOURNAL

4. Go Ape Boot Camp – Gymnasium at LaSalle Catholic College Bankstown

Complete this journal page on the 2 sessions at LaSalle Catholic College

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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How Could I Improve:

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Student's Signature: _____

Hours Worked: _____

Student Evaluation

Complete this after your last session

CRITERIA	GOOD	FAIR	POOR
Attendance and arrival to work on time			
Appropriate dress			
Displayed level of interest			
Conduct			
Communication with staff			
Following instructions			
Dealing with clients			
Work safety			

Additional Comments:

Signature: _____

Date: _____

EMPLOYER SECTION

Students: It is your responsibility to show this section to your supervisor at the commencement of each session you attend.

To the workplace supervisor:

This booklet provides a record of the student's HSC work placement with your company. Your guidance and support for the student during this time is greatly appreciated. Students are required to maintain a daily record of their experiences and will ask you to sign off on their journal each day.

The workplace supervisor is asked to do the following:

Before the work placement / commencing the work placement

- Discuss the Confidentiality Agreement on page 10 with the student and then sign.
- Conduct an Industry Induction / Orientation at the beginning of the placement at a venue and complete the checklist on page 11.

During the work placement

- Consider suitable activities for students
- Sign the student's Time Sheet each day on page 12
- Be familiar with the employability skills descriptions on page 13
Complete the Supervisor Evaluation (pages 14-17) at the conclusion of the Placement (for each location).
- Assist the student's with their journal entries (pages 4-7).

CONFIDENTIALITY AGREEMENT

This agreement concerns the WORK PLACEMENT:

of: _____
Student Name

at: _____
Business Name

from: / / to: / /

I understand that during this work placement I may have access to information that 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 work placement.

I will at all times show loyalty towards the host employer. I understand the seriousness of any breach of this Confidentiality Agreement.

Failure to maintain confidentiality may result in the immediate termination of the work placement, disciplinary action by the school and possible legal action by the employer, depending on the seriousness of the breach.

Student Signature: _____

Date: _____

Employer Signature: _____

Date: _____

ATTENTION: WORKPLACE SUPERVISOR INDUSTRY INDUCTION / ORIENTATION

It is expected that each student will be given an induction or orientation to their particular industry work placement venue upon arrival, or prior to attending their work placement. As a minimum, the following should be included:

Note: Supervisor to tick each activity when completed, then sign below.

Pure Results	Boxmania Padstow	Boxmania Panania	Go Ape Boot Camp	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Demonstrate the activities undertaken by the organisation
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Outline the management structure of the organisation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discuss work behaviour requirements and expectations
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain the dress standards applicable to the job and workplace
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Demonstrate the safety requirements applicable to the job and workplace
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discuss relevant procedures in case of accident, emergencies, evacuation etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show location of facilities, such as toilets, change room, kitchen or staff areas, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Explain start and finish times, work breaks, work routines, etc.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Outline procedures to follow in the event of non-attendance
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Introduce to staff with whom the student will be working
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Show who to talk to regarding any problems

Supervisor Signature: Pure results _____ Date _____
 Boxmania (Padstow) _____ Date _____
 Boxmania (Panania) _____ Date _____
 Go Ape Boot Camp _____ Date _____

This induction / orientation will help to ensure the safety of the student, as well as assist them to make a quick and efficient transition into the workplace environment.

WORK PLACEMENT TIMESHEET

Student to complete at conclusion of each session – take to supervisor for signature

Student Name: _____

Record of Work Placement Hours

Date	Start Time	Finish Time	Breaks	Total Hours	Supervisor Name	Supervisor Signature
<i>Eg.</i> 22.3.04	9.00am	5.00pm	1 hour	7 hours		
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
Total hours completed:			Supervisor Signature:			

WORKPLACE SUPERVISOR: EMPLOYABILITY SKILLS DESCRIPTIONS

The following contains a summary of the Employability Skills required by industry for this qualification. **Please use this table as a reference when completing the evaluation on employability skills at the conclusion of each session of work placement.** Level of competence is based on your observation of the student in the workplace.

Employability Skill	Industry requirements for this qualification include
Communication	<ul style="list-style-type: none"> Communicating with clients and colleagues to determine and interpret their specific requirements; understanding verbal and written information on fitness products and services; preparing accurate records of client details; providing clear verbal pre-screening instructions; empathising and negotiating acceptable solutions to client requests and complaints to ensure a positive fitness experience.
Teamwork	<ul style="list-style-type: none"> Working as a skilled team member, giving and receiving instructions and understanding own role in delivering fitness sessions and servicing client needs; supporting other team members to provide quality fitness experiences for clients.
Problem solving	<ul style="list-style-type: none"> Identifying hazards and risks that may arise during fitness activities; mitigate problems by making variations to the activity that are within scope of responsibility; clarifying the extent of, and resolving problems through negotiating with clients in a sensitive and culturally appropriate manner; taking responsibility for seeking assistance from colleagues to resolve issues; adhering to organisation policies and procedures to guide solutions to problems.
Initiative and enterprise	<ul style="list-style-type: none"> Showing initiative and independence in delivering fitness sessions that meet or exceed client expectations; identifying and discussing a range of product or service enhancements to improve client satisfaction or business profitability.
Planning and organising	<ul style="list-style-type: none"> Collecting, analysing and recording client, product or service information to allow for the efficient planning and delivery of fitness sessions; setting work priorities and scheduling own daily work activities to meet deadlines; following organisation policies and procedures to guide planning and delivery of fitness sessions.
Self-management	<ul style="list-style-type: none"> Understanding and complying with the legal and ethical responsibilities that apply to own role in the fitness industry; understanding the boundaries of own role and correctly determining when referral to colleagues or medical or allied health professionals is required; reviewing and reflecting on own work performance; seeking and acting on feedback from colleagues and clients to improve service delivery.
Learning	<ul style="list-style-type: none"> Knowing the structure of networks within and sources of new information on the fitness industry; accessing professional development opportunities to regularly update fitness product and service knowledge and skills; sharing information with colleagues.
Technology	<ul style="list-style-type: none"> Understanding the operating capability of computer systems and software that assist in selling, planning and delivering exercise products and services; safely using and maintaining fitness equipment according to manufacturer's specifications and organisation policies and procedures.

Supervisor Evaluation after Placement is completed for each location

1. Location: Pure Results Studio – 144 Centaur St, Revesby Heights

Complete this evaluation on the student after their 6 sessions at the Pure results Studio

Supervisor Name: _____

CRITERIA	GOOD	FAIR	POOR
Attendance and arrival to work on time			
Appropriate dress			
Level of interest displayed			
Conduct			
Communication with staff			
Ability to Follow instructions			
Competence in performing tasks			
Dealings with clients			
Work safety			

Employability Skills Evaluation (Please refer to ‘Employability Skills’ descriptions on page 13).

EMPLOYABILITY SKILL	HIGHLY DEVELOPED	SATISFACTORY	DEVELOPING
Communication			
Teamwork			
Problem solving			
Initiative and enterprise			
Planning and organising			
Self-management			
Learning			
Technology			

Comment:

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Supervisor Signature:

Date:

Supervisor Evaluation after Placement is completed for each location

2. Boxmania – Auditorium at Padstow RSL, 24 Howard Rd, Padstow

Complete this evaluation on the student after their 3 sessions at Boxmania at Padstow

Supervisor Name: _____

CRITERIA	GOOD	FAIR	POOR
Attendance and arrival to work on time			
Appropriate dress			
Level of interest displayed			
Conduct			
Communication with staff			
Ability to Follow instructions			
Competence in performing tasks			
Dealings with clients			
Work safety			

Employability Skills Evaluation (Please refer to ‘Employability Skills’ descriptions on page 13).

EMPLOYABILITY SKILL	HIGHLY DEVELOPED	SATISFACTORY	DEVELOPING
Communication			
Teamwork			
Problem solving			
Initiative and enterprise			
Planning and organising			
Self-management			
Learning			
Technology			

Comment:

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Supervisor Signature:

Date:

Supervisor Evaluation after Placement is completed for each location

3. **Boxmania – School Hall Panania North Public School, 202-204 Bransgrove Rd,**

Panania. Complete this evaluation on the student after their 1 session at Boxmania at Panania

Supervisor Name: _____

CRITERIA	GOOD	FAIR	POOR
Attendance and arrival to work on time			
Appropriate dress			
Level of interest displayed			
Conduct			
Communication with staff			
Ability to Follow instructions			
Competence in performing tasks			
Dealings with clients			
Work safety			

Employability Skills Evaluation (Please refer to ‘Employability Skills’ descriptions on page 13).

EMPLOYABILITY SKILL	HIGHLY DEVELOPED	SATISFACTORY	DEVELOPING
Communication			
Teamwork			
Problem solving			
Initiative and enterprise			
Planning and organising			
Self-management			
Learning			
Technology			

Comment:

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Supervisor Signature:

Date:

Supervisor Evaluation after Placement is completed for each location

1. Go Ape Boot Camp – Gymnasium at LaSalle Catholic College Bankstown

Complete this evaluation on the student after their 2 sessions at LaSalle Catholic College

Supervisor Name: _____

CRITERIA	GOOD	FAIR	POOR
Attendance and arrival to work on time			
Appropriate dress			
Level of interest displayed			
Conduct			
Communication with staff			
Ability to Follow instructions			
Competence in performing tasks			
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Work safety			

Employability Skills Evaluation (Please refer to 'Employability Skills' descriptions on page 13).

EMPLOYABILITY SKILL	HIGHLY DEVELOPED	SATISFACTORY	DEVELOPING
Communication			
Teamwork			
Problem solving			
Initiative and enterprise			
Planning and organising			
Self-management			
Learning			
Technology			

Comment:

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Supervisor Signature:

Date:

**All students please note that this Booklet
must be returned to Mr Burke
ASAP
after your work placement has finished.**

**All sections of this booklet
must be completed
for you to be
deemed competent
in your work placement.**