



# **INFORMATION & DIGITAL TECHNOLOGY**

*Year 11/12*

## **Student Work Placement Journal**

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

School: LaSalle Catholic College Bankstown

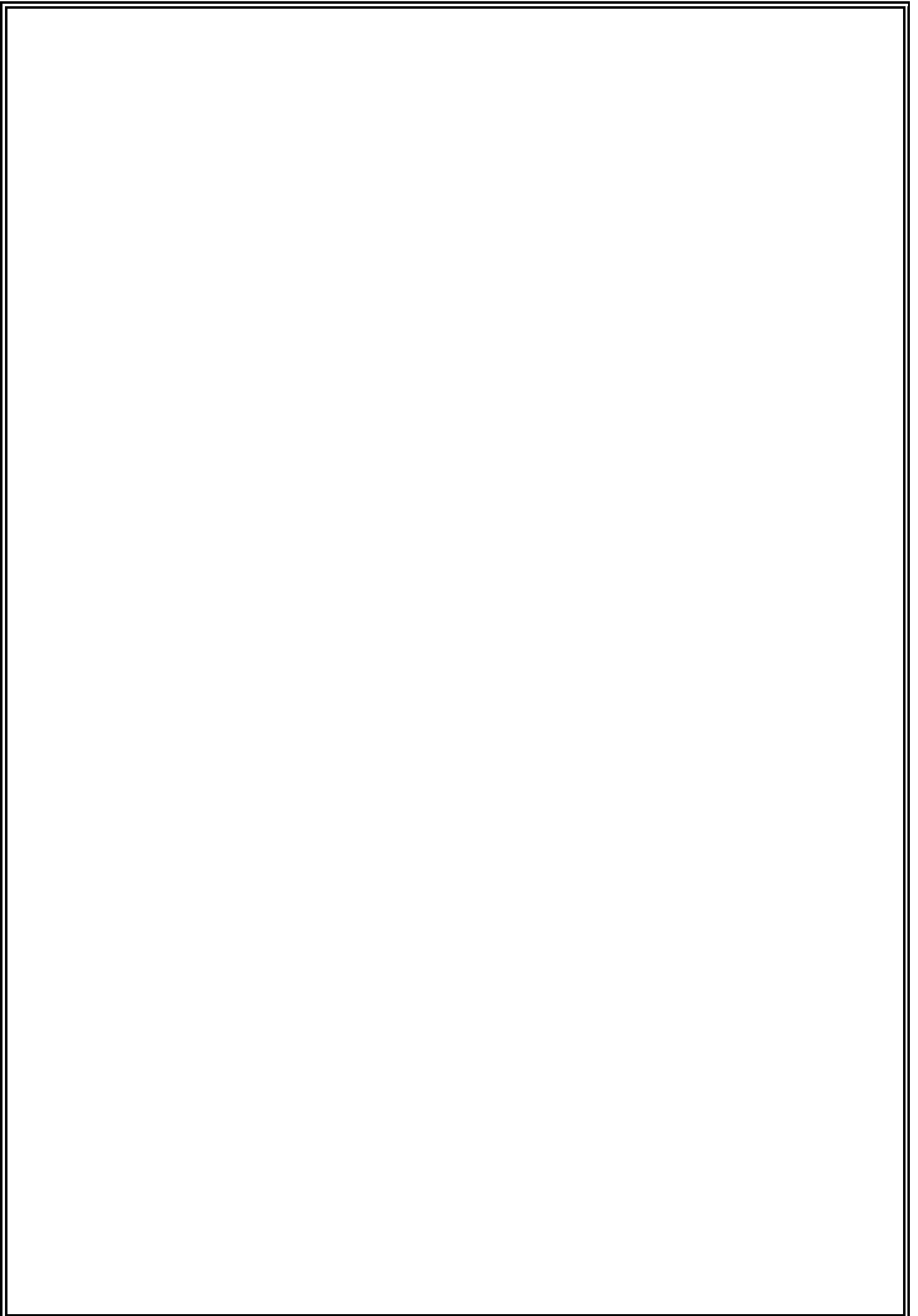
School Contact Phone No. 02 9793 5600

Course Teacher: Ms. Vanessa Thapaliya

Host Employer: \_\_\_\_\_

Host Employer Address: \_\_\_\_\_

Dates: \_\_\_\_\_



# INTRODUCTION

*To the workplace supervisor:*

This journal 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.

Suggested pre-placement and placement actions are indicated on page 2. Please also ensure that you read over and sign the following:

- The Confidentiality Agreement (page 3)
- The Industry Induction (page 4)
- Attempted student competencies (page 7)

Students are required to maintain a daily record of their experiences and will ask you to sign off on their journal each day.

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# EMERGENCY CONTACT INFORMATION

For emergencies **during school hours**, please contact the school using the information provided on the following page.

For emergencies **out of school hours** please contact the nominated person on the following page.

## AFTER HOURS CONTACT DETAILS

Contact Name / s: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Contact Number / s: \_\_\_\_\_

## EMPLOYER & WORK PLACEMENT DETAILS

Host Employer Organisation: \_\_\_\_\_

Host Employer Address: \_\_\_\_\_

Host Employer Contact Name: \_\_\_\_\_

Work Placement Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

## NOTES TO WORKPLACE SUPERVISOR / S

The workplace supervisor is asked to do the following:

### Before the work placement / commencing the work placement

- Discuss the Confidentiality Agreement on page 3 with the student and then sign.
- Conduct an Industry Induction / Orientation at the beginning of the placement and complete the checklist on page 4.
- Read and consider the Skills Audit on page 5 before determining suitable activities for the student (NB the classroom teacher, student and student placement record should also be consulted).

### During the work placement

- Consider suitable activities for students from the list on page 6.
- Complete the record of demonstrated competencies on page 7.
- Sign the student's Time Sheet each day on page 10.
- Sign the student's journal entries each day.

## NOTES TO STUDENT

- Complete the checklist on page 8 and read the student expectations on page 9 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 every day.
- Ensure your workplace supervisor completes and signs the appropriate pages in this booklet prior to completion of work placement.
- Return this booklet to your teacher on your return to school.

# 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 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.**

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

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.

Industry induction / orientation completed:

**Supervisor Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Date of Induction / Orientation:** \_\_\_\_\_

## Supervisor Evaluation

CRITERIA	GOOD	FAIR	UNSATISFACTORY
Attendance and arriving to work on time			
Appropriate dress			
Displayed level of interest			
Conduct			
Communicate well with staff			
Follow instructions			
Competent in performing tasks			
Suitable phone manner			
Deal with clients			
Worked safely			

Please tick box/es which apply to types of programs used:

- Word processing
- Databases
- Spreadsheets
- Internet/Email
- Desk Top Publishing
- Graphics
- Web design software

Other: \_\_\_\_\_

Please tick box/es which apply to the type work the student was involved with:

- PC Repair
- PC Support
- PC Sales
- Networking
- Installing Software
- Installing Hardware
- Keyboarding in data
- Using a variety of applications

Other: \_\_\_\_\_

Additional Comments:

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Signature: \_\_\_\_\_

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

Thank you very much for your time.



# ATTENTION: STUDENT

## WORK PLACEMENT CHECKLIST

**It is your responsibility to:**

- Make this journal available to your supervisor
- Complete journal and work placement report
- 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:**

	Telephoned the employer/supervisor before starting the work placement.
	Organised details of pre-placement induction with the employer.
	The relevant forms and information to be passed on 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 health and 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: \_\_\_\_\_

# 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. 22.3.04</i>	<i>9.00am</i>	<i>5.00pm</i>	<i>1 hour</i>	<i>7 hours</i>	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>Total hours completed:</b>				<b>Supervisor Signature:</b>	

# STUDENT WORK PLACEMENT JOURNAL

1.

Day: \_\_\_\_\_

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

Start time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Equipment Used:

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.....  
.....

Tasks Completed:

.....  
.....  
.....

New Skills Learnt:

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.....  
.....

How Could I Improve:

.....  
.....  
.....

Student's Signature: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

# STUDENT WORK PLACEMENT JOURNAL

2.

Day: \_\_\_\_\_

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

Start time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

Equipment Used:

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Tasks Completed:

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New Skills Learnt:

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.....  
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How Could I Improve:

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.....

Student's Signature: \_\_\_\_\_

Hours Worked: \_\_\_\_\_

# STUDENT WORK PLACEMENT JOURNAL

3.

Day: \_\_\_\_\_

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

Start time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

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.

Day: \_\_\_\_\_

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

Start time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

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

5.

Day: \_\_\_\_\_

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

Start time: \_\_\_\_\_

Finish Time: \_\_\_\_\_

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

<b>CRITERIA</b>	<b>GOOD</b>	<b>FAIR</b>	<b>UNSATISFACTORY</b>
Attendance and arriving to work on time			
Appropriate dress			
Displayed level of interest			
Conduct			
Communicate well with staff			
Follow instructions			
Deal with clients			
Worked safely			

Additional Comments:

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Signature: \_\_\_\_\_

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

# **ATTENTION: WORKPLACE SUPERVISOR** **EMPLOYABILITY SKILLS SUMMARY**

## **BSB20107 Certificate II in Business**

The following table contains a summary of the Employability Skills required by industry for this qualification. Please tick the following table at the conclusion of the work placement based on your observation of the student in the workplace.

<b>Employability Skill</b>	<b>Industry requirements for this qualification include:</b>	<b>Evident</b>	<b>Emerging</b>	<b>Not Yet Evident</b>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• communicating verbally with clients and colleagues</li> <li>• drafting routine correspondence that meets the organisational standards of style, format and accuracy.</li> </ul>			
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>• working in a team environment to promote team commitment and cooperation.</li> </ul>			
<b>Problem solving</b>	<ul style="list-style-type: none"> <li>• choosing appropriate methods for communication and transferring information</li> <li>• dealing with client enquiries and complaints.</li> </ul>			
<b>Initiative and enterprise</b>	<ul style="list-style-type: none"> <li>• raising occupational health and safety issues with designated personnel.</li> </ul>			
<b>Planning and organising</b>	<ul style="list-style-type: none"> <li>• planning and organising own work schedule for the day</li> <li>• planning the layout of simple documents using appropriate software.</li> </ul>			
<b>Self-management</b>	<ul style="list-style-type: none"> <li>• dealing sensitively with client needs and cultural, family and individual differences</li> <li>• obtaining feedback on work performance and identifying opportunities for improvement.</li> </ul>			
<b>Learning</b>	<ul style="list-style-type: none"> <li>• encouraging, acknowledging and acting on constructive feedback from team members</li> <li>• using manuals, training booklets and online help to overcome difficulties.</li> </ul>			
<b>Technology</b>	<ul style="list-style-type: none"> <li>• selecting, maintaining and using business technology appropriate to the task.</li> </ul>			

Comments:

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**All students please note that this log / journal  
must be returned to Ms White  
ASAP  
after your work placement has finished.**

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