



Training Guarantee for SACE Students

Workplace Learning Logbook

Student name	
School name	
Business/ Workplace name	
Date of work placement	to

A new logbook must be used for each new work placement.

Information for the Workplace Supervisor

Thank you for agreeing to host the student for work placement.

The student you have agreed to host is participating in the *Training Guarantee for SACE Students scheme*. Students selected into this scheme undertake a substantial amount of training as part of their senior schooling in vocational areas that will lead to further training and ultimately into careers of strong interest to them.

The student you are hosting wants to do the training and wants to benefit from the experience you provide.

Learning on-the-job is a very important component of the student's training. Not only will they learn technical skills, they will also develop a range of other more generic skills that many employers say are vital to employability.

We ask you that you use this logbook to appraise the student's achievements in seven generic skill areas:

1. Communication
2. Teamwork
3. Using technology
4. Citizenship
5. Initiative and enterprise (including problem solving)
6. Planning and organising (including self-management)
7. Personal development (including learning)

Please appraise the student's strengths and achievements by completing section 5 of this logbook (pages 12 to 15).

Please complete EITHER page 13 OR 14 – the student will tell you which one.

The student will also ask you to verify the hours he/she has worked (see pages 6 & 7).

The information that you provide is extremely valuable and will greatly assist the student to clarify their future career pathway.

Further information about the Training Guarantee for SACE Students scheme is available at <https://providers.skills.sa.gov.au/Deliver/Training-school-students>

Information for the student

Employability Skills & SACE Capabilities

Learning on-the-job through work placement is a very important component of your VET program. The focus of your work placement will be to develop a range of technical as well as Employability Skills and the SACE Capabilities.

Employability Skills help you to perform effectively in the workplace. They are transferable because the skills you develop in one workplace can be applied and further developed in other workplaces and roles as well. The Employability Skills are communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning, and technology.

The SACE Capabilities enable you to become responsible and active members of the community.

Your host employer will appraise your achievement in the following seven skill areas (which combine the Employability Skills and the SACE Capabilities):

- Skill area 1: Communication
- Skill area 2: Teamwork
- Skill area 3: Using technology
- Skill area 4: Citizenship
- Skill area 5: Initiative and enterprise (including problem solving)
- Skill area 6: Planning and organising (including self-management)
- Skill area 7: Personal development (including learning)

About this logbook

This logbook comprises 5 sections and provides a record of your hours in the workplace relevant to the VET qualification you intend to complete post school, your self-reflections, and your employer's recognition of your achievements.

You are responsible for completing sections 1, 2, 3, and 4. Your workplace supervisor will need to complete section 5.

If you are in Year 11 or doing the subject Stage 1 Workplace Practices, then ask your workplace supervisor to complete *Performance in the Workplace (Form A)* on page 13.

Alternatively, if you are in Year 12 or doing the subject Stage 2 Workplace Practices, then ask your workplace supervisor to complete *Performance in the Workplace (Form B)* on page 14

This will be useful information for you to use if you wish to earn SACE credits for your work placement, for example through the subject Workplace Practices.

1. Key information

Student to complete

Student details

Name	
School	
School contact person	
School telephone number	

Parent/Guardian contact details

Name	
Home telephone number	
Work telephone number	
Mobile telephone number	

Student's emergency contact

Name	
Telephone number	

Medical

Student's doctor	
Telephone number	

Business/Workplace information

Name of supervisor	
Name of business	
Telephone number	

2. About the workplace

Student to complete

In the space below, write down some background information about the actual workplace and the work you did during the placement.

Industry type (e.g. automotive)	
Business activity (e.g. servicing cars)	
Workplace environment (e.g. office, workshop)	

Summarise the tasks undertaken

Provide examples of the equipment/tools used

Briefly explain how this work placement supports your career pathway

Date	Start Time	Lunch Start	Lunch Finish	Finish Time	Daily Hours (excl lunch)	Cumulative Hours	Supervisor' s Signature
TOTAL HOURS WORKED FOR THIS PLACEMENT							

4. Student's self appraisal

Student to complete

For each of the seven skill areas, self-assess your achievement in the workplace by:

- Ticking the box that best identifies your level:

I = improvement needed

S = satisfactory

G = good

E = excellent

- Writing a brief reflection (including identifying work tasks that provide evidence for your self-assessment)

1. Communication	Level				Reflection
	I	S	G	E	
Speak clearly					
Listen and understand					
Acknowledge audience					

2. Teamwork	Level				Reflection
	I	S	G	E	
Work with others					
Work well to achieve agreed outcomes					
Lead, take responsibility and contribute ideas					

Student to complete

3. Using technology	Level				Reflection
	I	S	G	E	
Apply OH&S practices					
Select technology appropriate to the task					
Use broad range of technology skills					

4. Citizenship	Level				Reflection
	I	S	G	E	
Respect and show consideration for colleagues					
Respect the physical work environment					
Contribute to harmony in the workplace					

5. Initiative and enterprise (including problem solving)	Level				Reflection
	I	S	G	E	
Think creatively					
Identify and act upon opportunities					
Seek assistance in solving problems					

Student to complete

6. Planning and organising (including self-management)	Level				Reflection
	I	S	G	E	
Use time effectively to meet priorities					
Collect, analyse and organise information					
Accept responsibility					

7. Personal development (including learning)	Level				Reflection
	I	S	G	E	
Talk about role in the organisation					
Be open to new ideas and to change					
Apply critical and reflective thinking					

Performance in the Workplace (Form A)

(For students who are in Year 11 OR doing the subject Stage 1 Workplace Practices)

Workplace Supervisor to complete

This student...	<i>always</i>	<i>usually</i>	<i>sometimes</i>	<i>on occasion</i>	<i>never</i>	<i>Not applicable</i>	<i>School use only</i>
was suitably dressed							A2
was eager to learn and participate							A2
arrived on time for the start of the workday, and returned to work on time after breaks							A2
showed awareness of safety aspects relevant to this workplace							A1
related well to other workers, customers and clients							IC1 A3
worked effectively on group tasks							A3
worked effectively on individual tasks							A3
displayed good time management in carrying out tasks							A2
followed directions							A2
could be relied on to do the job							A1
applied appropriate work skills effectively							A1 A2
asked questions relevant to the workplace or task							IC1
made appropriate suggestions relevant to the workplace or task							A1
was sensitive to the needs of this workplace							A1
initiated appropriate discussion about work in this industry and this workplace							IC2
showed interest in working in this career in the future							IC2

Performance in the Workplace (Form B)

(For students who are in Year 12 OR doing the subject Stage 2 Workplace Practices)

Workplace Supervisor to complete

This student...	always	usually	sometimes	on occasion	never	Not applicable	School use only
was appropriately dressed for work in this industry							KU1
was eager to learn and participate							A1
arrived on time for the start of the working day, and returned to work on time after breaks							A1
understood safety aspects relevant to this workplace							KU2
understood the need to relate well to other workers, customers, and clients							KU1
worked effectively on group tasks							A1
worked effectively on individual tasks							A1
displayed good time management in carrying out tasks							A2
followed directions as instructed							A1
effectively applied relevant work skills required for this industry							A2
could be relied on to carry out specific tasks as required							A2
asked questions relevant to the workplace or task							KU1
made appropriate suggestions relevant to the workplace or task							KU2
was sensitive to the needs of this workplace							KU2
initiated appropriate discussion about work in this industry and this workplace							KU2
showed interest in working in this industry in the future							KU1

