

***Structured Workplace
Learning
Log Book***

Acknowledgements

This resource has been compiled and produced by the Workplace Learning Coordinators of Campaspe Cohuna LLEN and Wimmera Southern Mallee LLEN.

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The information in this guide was correct to the best of our knowledge at the time of printing.

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Student Details

Student name _____

School name _____

Work experience dates _____

Host employer _____

IMPORTANT

This Log Book must be given to the student prior to undertaking work experience.

It has been explained to the student that the Log Book must be completed during their work experience and returned to the Work Experience Coordinator upon completion of the placement.

The student has signed the Agreement - Code of Conduct on page 11

Student log book

Remember to take your Log Book with you to your work experience *every day*.

Your Log Book is divided into three sections:

Work experience preparation

Before you start your work experience, you must read and follow all the guidelines and complete the work experience details on page 3.

On the job

Take your Work Experience Log Book with you to your work experience every day and ask your supervisor to sign it at the end of every day. You may need to ask your supervisor for assistance with completing the questions on pages 16 to 21.

Evaluation and follow-up

What to do after your work experience.

Evaluating my work experience (*your* evaluation of the work experience placement)

Remember!

You need to take your Log Book to your work experience every day.

You will need to ask your supervisor to sign your Log Book at the end of every day.

Work experience preparation

Before you start your work experience you must read and follow all the guidelines in this section of your Log Book and complete the placement details on the opposite page.

Important: *Make sure you have completed the appropriate work experience arrangement form. You **cannot** start your work experience until this form is completed.*

This section of your Log Book contains:

- Work experience details
- Employability skills
- What to do before your work experience
- Workplace clothing
- What host employers expect
- What to do if...
- Agreement — Code of Conduct

Work experience details

PLEASE COMPLETE THIS PAGE BEFORE YOUR PLACEMENT STARTS

Business Name:		
Business Address:		
Business Telephone:		
Contact Person:		
Title (e.g. Manager):		
Type of Work:		
Work Hours	Start:	Finish:
Date	From:	To:
Breaks:	From:	To:
	From:	To:
Lunch Arrangements:		
Clothing Requirements:		
Transport Arrangements:		
Any Special Arrangements:		

Employability skills

Employability skills are common skills that are used on a day-to-day basis in most workplaces. Employability skills are not specific to one type of job or industry. Employers often look for employees who display strong employability skills such as:

Skill	Example
Communication	<i>Listening and understanding Speaking clearly and directly Reading and writing skills</i>
Team work	<i>Working as part of a team Sharing ideas and resources</i>
Problem solving	<i>Identifying problems Developing solutions</i>
Self management	<i>Taking responsibility Managing time and tasks effectively Monitoring your own performance The ability to work unsupervised</i>
Planning and organisation	<i>Time management Setting priorities Making decisions Setting goals Collecting information Analysing information Organising information</i>
Technology	<i>Basic IT skills Word processing skills (typing) Being able to learn new IT skills</i>
Learning	<i>Being willing to learn new things Being open to new ideas Being accepting of change</i>
Initiative and enterprise	<i>Being creative Adapting to new situations Turning ideas into actions Coming up with a variety of options</i>

Employability skills

Employability skills contribute to a harmonious, productive and safe workplace. People with strong employability skills are therefore very desirable as employees. Because employability skills are generic (i.e. they are not specific to a particular job, industry or workplace), the employability skills you develop in one job (or work experience placement) can be useful in another.

When you are on work experience you will be using the employability skills listed on the previous page in many different ways. In this Log Book you will keep a record of which employability skills you have used and how you have demonstrated them in the workplace.

This will help you in the future when developing your résumé or with writing job application letters.



What to do before your work experience

You should already know basic details of your work experience:

- The name of your host employer
- The address of your host employer
- The business phone number
- The name of the contact person.

There are still some things that you have to do in the week before your work experience begins and these are:

Contact and/or meet your host employer

If a meeting is not possible (or you have already met your host employer) you must speak to your host employer by phone during the week before your work experience starts.

Check the necessary details with your host employer

- Find out about or make a final check on the following details:
- Your start and finish times each day
- What you should wear, what is appropriate in that particular workplace
- What lunch arrangements will you need to make
- Any other special requirements or arrangements you need to be aware of
- What you will be doing during your work experience. Generally, work experience students learn by observing rather than doing but, depending on the work place, you may be given some simple tasks to carry out under supervision. Discuss with the host employer the types of tasks that you might be given and the possible program you could be following. This step is very important. It is one way that you can show interest in the workplace and impress your host employer even before you start your work experience.

Organise your transport

Organise in advance how you will get to and from work each day. Travel arrangements are your responsibility. Your host employer may be able to offer you advice regarding public transport options.

Get all of your questions answered

Discuss with your employer, Work Experience Coordinator and family, any other concerns or questions you might have regarding your work experience.

Workplace clothing

What type of clothing is appropriate to wear during your work experience?
(If you don't know, ask your Work Experience Coordinator or host employer).

What type of clothing is NOT appropriate to wear during your work experience?
Why not?

What footwear is appropriate to wear during your work experience? (e.g. Some workplaces, including offices, don't allow open-toed shoes for OH&S reasons.)

What will you wear during your work experience?

Hints

Keep jewellery and make-up to a minimum.

Keep your hair out of your eyes and tied back if necessary.

Check if you need to wear any protective clothing and if you need to provide it yourself.

Use deodorant, but don't overdo the perfume or aftershave. Some people have allergies to strong fragrances.

Ask friends or relatives if you can borrow suitable clothes rather than buying them.

If you're unable to borrow suitable clothes, consider visiting your local opp shop.

***Still having trouble sourcing appropriate clothes?
Please see your Work Experience Coordinator for help.***

What host employers expect

Your host employer will expect you to:

- Be punctual—always arrive at your work placement on time.
- Take care with your personal appearance.
- Be keen about your work experience. Show an interest in the business.
- Be prepared to do a job well and perform all duties carefully.
- Volunteer to perform duties which you know you can do well.
- Be polite and friendly with co-workers and customers.
- Expect no favours from your host employer in terms of hours you will have to spend on the work placement.
- Find out when the tea breaks are and the length of the break and always be back on time.
- Make notes about what you have to do if you are given a number of tasks at once.
- Ask questions about the job, the business and the industry.
- Don't use any machinery, including powered tools or equipment, or undertake hazardous manual handling under any circumstances.
- Be discreet. If you overhear or see anything private or confidential, even by accident, keep it to yourself. Never pass on any unfavorable comments about other workers. If you feel uncomfortable about something, talk to your Work Experience Coordinator or to your host employer.
- Remember, work experience is all about learning by observing rather than doing. You may be given some simple tasks to carry out under supervision, but don't expect anything major.
- Work without distracting other employees.
- You are there as an observer to watch and learn but don't use this as a way of getting out of something else you should be doing.
- Be positive. A positive attitude is the best thing you can take with you to your work placement. Your host employer, who will incur costs in time and money to help you, will appreciate it if you make a positive contribution.
- Follow the guidelines in this Log Book and those recommended by your host employer.
- **Smile and enjoy yourself!**

What to do if...



You are going to be late for your work experience

This shouldn't happen, but if something does happen to make you late, you should phone your host employer or supervisor as soon as possible to make them aware that you are on your way. Provided you get there as soon as possible, and your reason is genuine and unavoidable, your host employer will be understanding. Do not make this a habit!

You are sick and cannot go to your work experience

Make two phone calls, one to your host employer and one to your **Work Experience Coordinator**.

- Phone your host employer or supervisor before normal starting time and explain why you will be absent. Give your host employer an indication of the length of time you think you will be absent.
- Either you or your parent/guardian should contact your **Work Experience Coordinator** to explain that you are unwell and unable to attend your work placement.



You are injured at your work experience

There are specific procedures for your host employer to follow if you are injured. However, no matter how trivial you think an injury is, you should report it to your host employer immediately. If you are injured, your host employer will contact your parent/guardian and your **Work Experience Coordinator**. You are covered for personal injury by WorkSafe. WorkSafe forms will have to be completed in the event of an injury.

You have a part time job which clashes with your work experience:

Discuss this in advance with your regular employer. Try to arrange your regular roster to fit in with your work placement. If there is a problem, talk to your **Work Experience Coordinator**.

What to do if...

You are involved in a sports team or other activity during your work experience

If a sporting event occurs during the me of your work experience, and it is essential that you attend, discuss this with your Work Experience Coordinator.

Do this before you start your work experience. If you are involved in a sports team that trains during the week and training will clash with your work experience, see your Work Experience Coordinator in advance to work out a solution to the problem.

You feel you are being harassed at work:

Harassment at work may fall into a number of categories. It is essential that, if you are not comfortable with your workmates or supervisor, you discuss this with someone immediately. This may be someone from your family or from the school. If necessary, the school may need to act on your behalf.

Phone the school if you have any problems you can't deal with during your work experience. Your Work Experience Coordinator will be available to help you.



Agreement - Code of Conduct

This Agreement - Code of Conduct is for you to sign. Signing it shows that you accept and honour the following principles of work experience.

*(If you are unsure about anything listed below, please check with your **Work Experience Coordinator** before signing this Agreement).*

1. I recognise:

- On-the-job workplace training is a privilege
- I have responsibilities to host employer and to my school
- Work placement is an important part of my education.

2. I know:

- What my host employer may expect of me
- My likely starting and finishing times.

3. During my work experience I will:

- Maintain a positive and enthusiastic attitude
- Be courteous and respectful
- Try to communicate effectively
- Apply my skills and knowledge appropriately
- Observe rules, regulations and instructions in the workplace
- Comply with the workplace mobile phone/internet policy
- Meet the workplace dress standards.

4. I am prepared to:

- Telephone my host employer at least a week before starting work experience
- Be interviewed by my host employer before the work experience commences (if possible)
- Be responsible for my Work Experience Log Book
- Phone my host employer and **Work Experience Coordinator** to notify them of any absences
- Attend a feedback session after my work experience.

I understand that during my work experience, 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 my work experience.

Student's Signature _____ Date _____

On the job

Take your Work Experience Log Book to your work experience every day and ask your supervisor to sign it at the end of every day. You may need to ask your supervisor for assistance when completing the questions on pages 16 – 21.



This section of your booklet contains:

- Hints for your work experience
- Type of business
- Career directions
- OH&S questionnaire
- Timesheet
- Daily record and employability skills

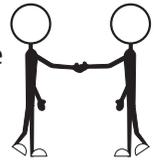
Hints

If you have a mobile phone with you, turn it off before you enter your work experience area. Only check your messages during breaks and lunch. Also, put your host employer's phone number into your phonebook so that you can make contact with them if need be.



Remember to smile and maintain eye contact when you are introduced to people.

Make sure you learn and use the names of the people you will be working with. Introduce yourself to workers as you meet them.



Find out if there are any special occupational health and safety issues you need to be aware of at this type of workplace.

Make sure you understand what your host employer wants you to do. If you are not sure, ask questions.



Has your host employer been given the employer evaluation form?

Your **Work Experience Coordinator** will provide your host employer with an Employer Evaluation form. Your host employer uses this form to provide feedback to you and to your school about your work experience

When you finish your work experience, check that your host employer has completed this evaluation and has sent it back to your school.

Type of business

Describe your host employer's type of business:

- Self employed
- Partnership
- Private Company
- Public Company
- Government Department
- Not-for-profit organisation
- Other _____

What does the business do? What products or services does the business provide?

Who are the clients and/or customers of the business?

How long has the business been established?

How many people are employed by the business?

Type of business

Where does the business operate?

- Local area
- Across the state
- Across Australia
- Internationally
- Explain _____

In what area or occupation are you doing your work experience?

Describe some of the main tasks you would expect to perform in this occupation.

**Highlight any of the tasks in the above list you would like to observe during your work experience*

Career directions

List the other occupations that exist in the business.

Describe some of the personal characteristics you would need to have to work in this industry (e.g. good people skills, good hand/eye coordination etc).

What qualifications do you need to do this job?

Career directions

How do you get the required qualifications? (e.g. Do you study at university, study at TAFEprint or complete an apprenticeship?)

Are there any prerequisites for these qualifications? (e.g. Do you need to have completed year 12? Do you need an ATAR to get into a course? Do you need to have completed certain subjects at school?)

*Is this occupation part of a recognised skills shortage?
(Google 'national skills shortages list Australia'.)*

OH&S questionnaire

Please complete this Occupational Health and Safety (OH&S) questionnaire after your host employer has completed your workplace induction.

What must you do if you see something unsafe (object, situation or behaviour) in the workplace?

What must you do if you injure yourself in the workplace?

Name three potential hazards in your workplace?

1.

2.

3.

What personal protective equipment (PPE) or personal protective clothing (PPC) is required in your workplace?

OH&S questionnaire

Where is the emergency assembly point for your workplace?

Where is the first-aid kit located in your workplace?

What should you do if you are asked to do something but are not sure how to do it?

Who is the Health and Safety Representative for the workplace?

How is information about OH&S communicated in the workplace?

Timesheet

Most employers require their employees to complete a timesheet on a weekly or fortnightly basis. It is a good practice for workers to keep a record of how many hours they have worked so that they can be sure they are being paid correctly.

Day	Date	Start Time	Finish Time	Total breaks
<i>Example</i>	<i>Monday 12 March 2018</i>	<i>9.00 am</i>	<i>5.00 pm</i>	<i>1 hour</i>
Day 1				
Day 2				
Day 3				
Day 4				
Day 5				
Day 6				
Day 7				
Day 8				
Day 9				
Day 10				

Journal time	Total hours	Employer/Supervisor Signature
<i>30 mins</i>	<i>7.6</i>	<i>John Smith</i>

Daily Record - Day One Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your employer?*

Supervisor's Comments:

Employability Skills - Day One

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Two

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your employer?*

Supervisor's Comments:

Employability Skills - Day Two

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Three

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your employer?*

Supervisor's Comments:

Employability Skills - Day Three

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Four

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your employer?*

Supervisor's Comments:

Employability Skills - Day Four

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Daily Record - Day Five

Date: _____

In the space below, reflect on your day:

*What tasks or activities did you observe/undertake today?
What tools, machinery, equipment or technology did you see being used?
What new skill did you learn?*

What tasks or activities did you find interesting?

*Were there any tasks or activities that you don't think you would like to perform?
Are there any questions you would like to ask your employer?*

Supervisor's Comments:

Employability Skills - Day Five

In which of the following areas did you observe/demonstrate ability today?

Employability skills	What did you observe? How did you demonstrate?
Communication (e.g. listening and understanding, speaking clearly, and directly, writing, reading and understanding)	
Team work (e.g. working as a member of a team, applying team work to a range of situations)	
Problem solving (e.g. identifying problems, developing solutions, solving problems in teams)	
Self management (e.g. taking responsibility and evaluating and monitoring your own performance)	
Planning and organising (e.g. time management, setting priorities making decisions, setting goals, collecting, analysing and organising information)	
Technology (e.g. having a wide range of basic IT skills, using IT to organise information, learning new IT skills)	
Learning (e.g. being enthusiastic about learning, being willing to learn, being open to new ideas and techniques)	
Initiative and enterprise (e.g. adapting to new situations, being creative, turning ideas into action, coming up with a range of options)	

Student's Signature _____

Supervisor's Signature _____

Evaluation and follow-up

This section of your Log Book contains:

What to do after your work experience (page 35)

In the week after your work experience, you are expected to:

- Follow the suggestions about things to do when the work experience is over
- Complete the evaluation sheet on page 36 of the Log Book, *Evaluating my work experience* (your evaluation)
- Hand in your Work Experience Log Book to your **Work Experience Coordinator**.

Hint

On your last day...

Do not leave your work placement until you have formally thanked the people with whom you have been working.

Ask your host employer if your Employer Evaluation has been completed. If not, ask for it to be completed and forwarded to your **Work Experience Coordinator**.

Make sure your supervisor has signed each day's record in your Log Book.

What to do after work experience

Make sure you have seen a copy of your Employer Evaluation.

Your host employer should have completed the Employer Evaluation about you. This needs to be sent to your **Work Experience Coordinator**.

If you didn't get a chance to discuss your Employer Evaluation with your host employer before you completed your work experience (which is the ideal thing to do), take time to discuss this evaluation with your **Work Experience Coordinator**.

You may receive a copy of your Employer Evaluation in your school report. If you need a copy before then, see your **Work Experience Coordinator**.

Consider starting a Career Portfolio.

In it you can store things like your Evaluation and any references. This can be the start of your resumé.

Suggested ways to thank your host employer:

If appropriate, send your host employer a thank-you note or letter.

If you write a thank-you letter, include what you found most enjoyable during your placement.

Give your host employer a thank-you card.

Make a certificate of appreciation.

Bake a cake and take it for morning tea on your last day.

Evaluating my work experience

Please give an overall rating of your work experience by circling a number

1

2

3

4

5

Not for me

Excellent

List the most valuable thing(s) you learnt during your work experience.
Describe something you did well during your work experience.
What was the most enjoyable aspect of your work experience?
Was there anything you didn't enjoy about your work experience?
Does this occupation interest you?

Student's Signature _____

Comments (optional) _____

Notes

