

# Workplace Learning: On-the-Job



**BSBLED101A**

**PLAN SKILLS DEVELOPMENT**  
**(40hrs)**

Visit:

[www.cometbaycollege.edu.au](http://www.cometbaycollege.edu.au)  
(Career Development Centre tab)  
for supporting documents,  
activities and other information...

This mode of workplace learning has a focus on students gathering evidence through a workplace experience to demonstrate competence in one or more VET units of competence.

## Achievement Requirements:

To be deemed 'competent' in this mode of workplace learning, students must meet the following:

1. A MINIMUM requirement of 55 hours IN THE WORKPLACE.
2. Logbook completion
3. Display Book (Portfolio) containing:

Personal Resume`  
Worksafe Certificates  
Work samples/work booklets  
*(as detailed on the Comet Bay College Website under the Career Development Centre tab).*

***Students are required to gather evidence in the workplace where possible and complete all tasks during Tutorial periods.***

## The Log Book

**We cannot stress enough the importance of the Logbook.**

1. This log book is a valuable document and it is the responsibility of the student to keep it safe. Without this record of your achievements you may not receive your assessment.
2. Once your placement is confirmed, contact your workplace trainer and arrange an interview time to meet with them PRIOR to your commencement to find out what is required of you (uniform, special arrangements etc).
3. Fill out the **attendance record EVERY DAY** to track the number of hours you have completed. **Ensure your workplace supervisor signs against your hours at the end of each day.** The full certificate I requires approximately 150 hours in total to be completed in the workplace, your logbook is proof of you having done this.
4. Ensure you record the tasks you are completing on the **daily training schedule sheets and where possible link them to units of competency.**
5. Collect any documents, photos or examples of work completed on your placement or as part of your associated school course. These are to be presented in your display book/portfolio.

## Important Information

### Confidentiality

You may be exposed to information about the business and clients that will be confidential. You will be expected to maintain privacy by not repeating any of this information. In some cases, employees may want you to sign a confidentiality contract.

Ask your workplace trainer what is considered to be confidential if you are unsure.

### What if there is a misunderstanding?

If there is a misunderstanding during your work placement you should discuss it with your workplace trainer or employer first and then inform your school workplace learning coordinator. If you find it difficult to discuss the misunderstanding with the employer or workplace trainer, speak to your school workplace learning coordinator.

Misunderstandings may include the following:

- unsafe Occupational Safety and Health practices
- inadequate supervision or learning opportunities provided in the workplace
- unreasonable work requests by the workplace supervisor or trainer
- problems regarding assessment.

### Accidents in the Workplace

Make sure you are familiar with the workplace safety procedures. The following steps should be taken in the event of an accident in the workplace:

- report it to the workplace supervisor immediately
- contact your school workplace learning coordinator as soon as possible
- complete an accident report form and give it to your school workplace learning coordinator (forms available from the Career Development Centre).

Keep all the relevant medical certificates and accounts for any insurance claims that may be made. **Remember you are not covered under Workers Compensation.**

## Completing the requirements for a Certificate I in Business

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Students will only be enrolled in 3 Units of Competence in Year 11 and 3 in Year 12 as the program is designed to be completed over 2 years.

**Students are required to gather evidence in the workplace where possible and complete all tasks during Tutorial periods.**

### IMPORTANT NOTE

All of your work (certificates, references, worksheets) must be kept in a display file and produced as evidence to enable your assessment.. You will be asked to submit your work at the end of each Semester.

### **Physical Education Studies students only:**

If you are completing the requirements for a Certificate II in Sport (Coaching) BSBIND201A AND BSBWOR202A are prerequisites for the qualification. Not meeting the requirements for these units will result in non completion of the Certificate II in Sport qualification.

## Plan Skills Development - Performance Criteria

### (BSBLED101A)

You are assessed on the following PERFORMANCE CRITERIA and your demonstrated SKILLS AND KNOWLEDGE for this unit:

Element	Students must be able to:	(Performance Criteria)
1. Seek advice on future career directions	1.1 identify possible career directions in industry or organisation. 1.2 identify and list in order of importance (prioritise) their own work/career goals. 1.3 discuss their future work/career directions with the <b>appropriate people</b> (eg. Career Development Coordinator, Course Counsellors etc.) and identify any additional skills that they may need to develop. 1.4 consider their own personal values and attitudes regarding work and business, whilst planning future work/career directions 1.5 identify additional skills required and determine appropriate <b>method/s</b> to acquire these skills.	
2. Conduct self assessment of skills	2.1 identify work, life and study <b>experiences relating to business</b> . 2.2 assess current skills, knowledge and attitudes against a <b>checklist of relevant competencies</b> . 2.3 discuss results of self-assessment with a trainer or assessor. 2.4 identify areas where further development.	
3. Prepare portfolio of evidence	3.1 Identify and discuss <b>types of evidence</b> required 3.2 Develop a clear understanding of the <b>purpose of evidence</b> 3.3 Collect examples of evidence for portfolio 3.4 Complete application for recognition of current competency and/or <b>personal resume</b> with assistance from assessor	

## Skills and Knowledge

**SKILLS - You will be required to demonstrate the following skills in order to complete this unit:**

- You can use literacy and communication skills to access information relating to your career options and personal work goals and you can produce a portfolio of evidence in draft form.
- You can use problem-solving skills to solve routine problems related to the workplace, under direct supervision.
- You can demonstrate your technology skills to use business equipment, under direction.

**KNOWLEDGE - You must be able to demonstrate your knowledge of the:**

- importance of skills development in career planning terms.
- sources of advice/information available to you for planning your career and developing your skills.
- types of evidence you can use and ways you can create your portfolio/s of evidence.

Complete the following tasks and answer the all of the questions below.  
Your workplace is a good resource to assist you.

### Tasks

*Work items referred to below are all located under the Career Development Centre tab on the CBC Website.*

1. Complete the “**Recognise Your Values**” worksheet.
2. Work with a partner to complete the “**Skills Recognition Interview**” activity.
3. Complete the “**Strengths and Abilities**” worksheet.
4. Complete the “**Goal Setting**” activity.
5. Complete the “**Learning Pathway Plan**”.
6. Research Personal Portfolio presentation and content and collect evidence that reflects your skills. Present in Digital Portfolio format or as a file. There is a Digital Portfolio template available on the webpage for your convenience.

### Questions

1. Name some places/sites where you can access careers advice:

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2. Explain the purpose of a resume:

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3. Why is it important to use a cover letter on a job application?

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4. Why is it beneficial to have a work placement through high school, before deciding to get a full-time job in an industry?

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5. List 3 job characteristics that are important to you. Then list what skills you will need to get a job that has those characteristics.

Job characteristic	Skill

END OF TASKS

## WORKPLACE PERFORMANCE

Did the student perform the following skills?	✓	✗	Comments
Discuss future work/career directions			
Collect examples of work completed for portfolio			

### Workplace supervisor comment

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Workplace supervisor signature

\_\_\_\_\_  
Date

### Student comment/reflection

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### Employability skills (tick those skills you have used/developed in this unit)

Communication	Teamwork	Problem solving	Technology	Planning & organising	Self management	Learning	Initiative & enterprise	OHS

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Student signature

\_\_\_\_\_  
Date