Workplace Learning Record

VCE VET Plumbing

22304VIC Certificate II in Plumbing  
(Pre-apprenticeship)



Student name: ………………………………………………………………..……………………………

Authorised and published by the Victorian Curriculum and Assessment Authority  
Level 7, 2 Lonsdale Street  
Melbourne VIC 3000

ISBN: 978-1-74010-043-4

© Victorian Curriculum and Assessment Authority 2019

No part of this publication may be reproduced except as specified under the *Copyright Act 1968* or by permission from the VCAA. Excepting third-party elements, schools may use this resource in accordance with the [VCAA educational allowance](http://www.vcaa.vic.edu.au/Pages/aboutus/policies/policy-copyright.aspx#schools). For more information go to: [www.vcaa.vic.edu.au/Pages/aboutus/policies/policy-copyright.aspx](file://VCAAFS01/production$/STATIONERY/VCAA%20Microsoft%20Template%20Images/Word%20Template/www.vcaa.vic.edu.au/Pages/aboutus/policies/policy-copyright.aspx).

The VCAA provides the only official, up-to-date versions of VCAA publications. Details of updates can be found on the VCAA website: [www.vcaa.vic.edu.au](file://VCAAFS01/production$/STATIONERY/VCAA%20Microsoft%20Template%20Images/Word%20Template/www.vcaa.vic.edu.au).

This publication may contain copyright material belonging to a third party. Every effort has been made to contact all copyright owners. If you believe that material in this publication is an infringement of your copyright, please email the Copyright Officer: [vcaa.copyright@edumail.vic.gov.au](mailto:vcaa.copyright@edumail.vic.gov.au)

Copyright in materials appearing at any sites linked to this document rests with the copyright owner/s of those materials, subject to the Copyright Act. The VCAA recommends you refer to copyright statements at linked sites before using such materials.

The VCAA logo is a registered trademark of the Victorian Curriculum and Assessment Authority.

Contents

[Structured workplace learning recognition 1](#_Toc12609774)

[About this workplace learning record 1](#_Toc12609775)

[VCE VET Plumbing 2](#_Toc12609776)

[22304VIC Certificate II in Plumbing (Pre-apprenticeship) 2](#_Toc12609777)

[Workplace learning record 3](#_Toc12609778)

[Section 1: Learner profile 4](#_Toc12609779)

[Program outline 6](#_Toc12609780)

[22304VIC Certificate II in Plumbing (Pre-apprenticeship) 6](#_Toc12609781)

[Section 2: Learning about VET units of competency in the workplace 7](#_Toc12609782)

[VCE VET units of competency 8](#_Toc12609783)

[CPCCOHS1001A Work safely in the construction industry 8](#_Toc12609784)

[CPCPCM2039A Carry out interactive workplace communication 9](#_Toc12609785)

[CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry 10](#_Toc12609786)

[CPCCCM1015A Carry out measurements and calculations 11](#_Toc12609787)

[CPCCCM2001A Read and interpret plans and specifications 12](#_Toc12609788)

[BSBWRT301 Write simple documents 13](#_Toc12609789)

[CUVACD303A Produce technical drawings 14](#_Toc12609790)

[HLTAID002 Provide basic emergency life support 15](#_Toc12609791)

[VU21789 Apply basic sheet metal practices 16](#_Toc12609792)

[VU21790 Cut and penetrate building materials and structures 17](#_Toc12609793)

[VU21791 Fabricate simple plumbing pipe systems 18](#_Toc12609794)

[VU21792 Identify career pathways in the plumbing industry 19](#_Toc12609795)

[VU21793 Perform basic oxy-acetylene welding and cutting 20](#_Toc12609796)

[VU21794 Prepare to work in the plumbing industry 21](#_Toc12609797)

[VU21795 Use basic levelling equipment and techniques 22](#_Toc12609798)

[VU21796 Use basic electric welding equipment and techniques 23](#_Toc12609799)

[VU21797 Use basic plumbing hand tools 24](#_Toc12609800)

[VU21798 Use basic power tools 25](#_Toc12609801)

[VU21799 Use plumbing pipes, fittings and fixtures to simulate plumbing installations 26](#_Toc12609802)

[Comments and observations on unlisted UoCs 27](#_Toc12609803)

[Section 3: Student post-placement reflection 28](#_Toc12609804)

[List of employability skills 29](#_Toc12609805)

[Summary of industry learning 33](#_Toc12609806)

[Student declaration 34](#_Toc12609807)

Structured workplace learning recognition

Structured workplace learning (SWL) recognition provides you with the opportunity to gain credit towards your VCE or VCAL for undertaking SWL that matches your VCE VET program.

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET course. Your reflections are to be recorded in the three sections of this workplace learning record.

About this workplace learning record

This workplace learning record helps you gather evidence for assessment and is part of the requirement for obtaining SWL recognition.

To be eligible for one unit towards your VCE or VCAL, you must:

* be enrolled in a minimum of 180 hours of units of competency (UoCs) from the 22304VIC Certificate II in Plumbing (Pre-apprenticeship)
* undertake a minimum of 80 hours (equivalent to 10 days of work) in a plumbing placement in the building, construction and plumbing industry
* reflect on a minimum of six UoCs from your program, including the workplace health and safety UoC (CPCCOHS1001A, see page 10).

VCE VET Plumbing

22304VIC Certificate II in Plumbing (Pre-apprenticeship)

The VCE VET Plumbing program will give you pre-vocational training in the plumbing industry.

The industry and the community value a safe, clean water supply, quality sanitation facilities and dry and comfortable shelter. This is reflected in the fact that plumbing is a highly regulated industry and a registered and licensed occupation.

VCE VET Plumbing introduces the learner to basic plumbing skills and knowledge, including:

* working safely as part of a team
* measuring and calculating
* using basic industry terminology to communicate effectively
* reading plans and specifications
* selecting and using plumbing tools, equipment and materials
* producing simple technical drawings
* using basic welding equipment
* using plumbing pipes, fittings and fixtures to simulate plumbing installations.

Once you have completed the 22304VIC Certificate II in Plumbing (Pre-apprenticeship), you should be well-prepared to apply for an apprenticeship in the plumbing sector of the building and construction industry.

Workplace learning record

The workplace learning record is divided into three sections.

**Section 1**: Learner profile

**Section 2**: Learning about VET UoCs in the workplace

**Section 3**: Post-placement reflections

Please complete the details of your workplace.

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

|  |  |
| --- | --- |
| Employer/Company/Business |  |
| Supervisor name |  |
| Contact phone number |  |

Section 1: Learner profile

Complete the learner profile and discuss it with your host employer on or before your first day of placement.

|  |  |
| --- | --- |
| Name |  |
| School |  |
| Contact information |  |

Within your VCE or VCAL, why did you undertake this VET course?

|  |
| --- |
|  |

What VCE or VCAL subjects are you undertaking?

|  |
| --- |
|  |

Why have you chosen this overall VCE or VCAL program?

|  |
| --- |
|  |

What interests you about the industry?

|  |
| --- |
|  |

What is your planned career path or future career aspiration?

|  |
| --- |
|  |

Describe any workplace skills you have developed through previous work experience, SWL or part-time employment?

|  |
| --- |
|  |

Program outline

22304VIC Certificate II in Plumbing (Pre-apprenticeship)

The UoCs included in this program are listed below. All UoCs are compulsory. You can make a note of any UoC that relates to your experiences in the workplace. Also, indicate the year you are undertaking each UoC.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit code | Unit of Competency | Year | Page |
| VCE VET Units 1–4 | | | |
| **Compulsory** | | | |
| CPCCOHS1001A | Work safely in the construction industry |  | 8 |
| CPCPCM2039A | Carry out interactive workplace communication |  | 9 |
| CPCCOHS2001A | Apply OHS requirements, policies and procedures in the construction industry |  | 10 |
| CPCCCM1015A | Carry out measurements and calculations |  | 11 |
| CPCCCM2001A | Read and interpret plans and specifications |  | 12 |
| BSBWRT301 | Write simple documents |  | 13 |
| CUVACD303A | Produce technical drawings |  | 14 |
| HLTAID002 | Provide basic emergency life support |  | 15 |
| VU21789\* | Apply basic sheet metal practices |  | 16 |
| VU21790\* | Cut and penetrate building materials and structures |  | 17 |
| VU21791\* | Fabricate simple plumbing pipe systems |  | 18 |
| VU21792 | Identify career pathways in the plumbing industry |  | 19 |
| VU21793\* | Perform basic oxy-acetylene welding and cutting |  | 20 |
| VU21794 | Prepare to work in the plumbing industry |  | 21 |
| VU21795 | Use and apply basic levelling equipment for plumbing |  | 22 |
| VU21796\* | Use basic electric welding equipment and techniques |  | 23 |
| VU21797\* | Use basic plumbing hand tools |  | 24 |
| VU21798\* | Use basic power tools |  | 25 |
| VU21799\* | Use plumbing pipes, fittings and fixtures to simulate plumbing installations |  | 26 |

\*Pre-requisite CPCCOHS1001A Work safely in the construction industry

Section 2: Learning about VET units of competency in the workplace

This workplace learning record contains three key questions per UoC designed to draw out related experiences you may be exposed to in a plumbing workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the units you have experienced in the workplace and reflect on observations or activities that you have been exposed to. Your observations will:

* reinforce the training you have undertaken
* identify differences in practice or equipment
* identify areas requiring further training or practical experience.

You are encouraged to take photos and video\* where appropriate to showcase learning in the workplace. Evidence you collect can include:

* observations
* descriptions of activities and tasks
* conversations with employers and other staff
* participation in meetings
* workplace documents
* research in the workplace
* photos of equipment, processes and events
* video of workplace activities.

**\***Speak to your host employer before taking photos or video. This record does not require identifying actual people or events, as this may breach confidentiality and privacy.

VCE VET units of competency

CPCCOHS1001A Work safely in the construction industry

This unit of competency specifies the mandatory work health and safety training required before undertaking construction work.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you learn about the OHS policies and procedures that apply to the workplace? |  |
| List at least three hazards at the workplace. Explain how you are expected to control the hazard. |  |
| In your experience in the workplace, what are the processes for responding to incidents that affect workers? |  |

CPCPCM2039A Carry out interactive workplace communication

This unit of competency specifies the performance outcomes/skills and knowledge required to communicate effectively through oral, visual and written means of communication.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Outline any workplace practices that you observed being used to reduce the impact on the environment. |  |
| What information did the workplace have regarding the basic principles of environmental sustainability that apply to a construction worksite? |  |
| Give an example of how you worked safely and effectively as an individual and as part of a team. |  |

CPCCOHS2001A Apply OHS requirements, policies and procedures in the construction industry

This unit of competency specifies the performance outcomes/skills and knowledge required to carry out OHS requirements through safe work practices at any on or off-site construction workplace.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What personal protective equipment (PPE) was provided for and used by workers in the workplace? |  |
| Briefly outline the purpose of a workplace safety meeting you attended or a workplace consultative activity in which you participated. |  |
| In your observation and experience, what industry and site-specific induction was carried out in the workplace? |  |

CPCCCM1015A Carry out measurements and calculations

This unit of competency specifies the performance outcomes/skills and knowledge required to carry out measurements and perform simple calculations to determine the task and material requirements for a job in a construction work environment.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you learn about the calculations used in the construction industry by this workplace? |  |
| Give an example of when you used a calculation and carried out a measurement in the workplace. |  |
| What equipment and technology were used in the workplace to perform accurate measurements and calculations, and to determine quantities and the costs of materials? |  |

CPCCCM2001A Read and interpret plans and specifications

This unit of competency specifies the performance outcomes/skills and knowledge required to read and interpret plans and specifications relevant to construction.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the main plans and drawings used. What were the functions of one of the plans? |  |
| How did you know you were using the most up-to-date plan? |  |
| Give an example of how you were able to locate key features of the site by using the plan. |  |

BSBWRT301 Write simple documents

This unit of competency specifies the performance outcomes/skills and knowledge required to plan, draft and finalise a basic document.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe a document that was developed and drafted for the workplace. What information did the document contain? |  |
| Give an example of a workplace document that you reviewed in the workplace. |  |
| How were the workplace documents stored or filed? |  |

CUVACD303A Produce technical drawings

This unit of competency specifies the performance outcomes/skills and knowledge required to produce technical drawings that meet the required standards and conventions.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What factors at the workplace impacted on the technical drawings? |  |
| Give an example of technical drawings that you helped to produce or observed being produced. |  |
| Name at least three technical drawings used in the workplace. |  |

HLTAID002 Provide basic emergency life support

This unit of competency describes the performance outcomes/skills and knowledge required to recognise and respond to life-threatening emergencies using basic life support.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe how the workplace is prepared to respond to an emergency. |  |
| Provide examples of how hazards were identified and minimised to ensure the health and safety of all people in the workplace. |  |
| What types of workplace documentation were completed for reporting the details of emergency incidents? What first aid was provided? What preventative measures were in place? |  |

VU21789 Apply basic sheet metal practices

This unit of competency specifies the performance outcomes skills and knowledge required to cut, join and bend sheet metal products for a range of simple plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the types of sheet metal used in the workplace. |  |
| Give an example of how a sheet metal product was produced. |  |
| Describe the fabrication techniques used to prepare sheet metal products. |  |

VU21790 Cut and penetrate building materials and structures

This unit of competency specifies the performance outcomes/skills and knowledge required to identify the properties of building materials and structures to facilitate cutting and penetration for a range of simple plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you identify the building materials and determine the tools to penetrate the ground surface, walls, floors and roofing cavities? |  |
| Describe the tools you used to cut or penetrate building structures. |  |
| Give an example of a hazard that you had to assess before penetrating a wall, floor, ceiling or ground surface. |  |

VU21791 Fabricate simple plumbing pipe systems

This unit of competency specifies the performance outcomes/skills and knowledge required to distinguish, select and fabricate drainage, water and gas tubing and pipes for a range of simple plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What PPE was required when working on site, fabricating plumbing pipes? What were the safety requirements when using welding equipment? |  |
| Explain the fabrication techniques used in the workplace and how you tested the fabricated items. |  |
| Describe the tools and equipment used for the fabrication and assembly of three jobs. |  |

VU21792 Identify career pathways in the plumbing industry

This unit of competency specifies the performance outcomes/skills and knowledge required to distinguish and determine opportunities and pathways of employment in the plumbing industry.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe two significant trends in the plumbing industry. How will the plumbing industry look in 10 to 20 years? |  |
| Name and explain at least three streams or sectors in the industry. |  |
| Where can you look for work opportunities in the plumbing industry? |  |

VU21793 Perform basic oxy-acetylene welding and cutting

This unit of competency specifies the performance outcomes/skills and knowledge required to make welds and cuts and to rectify any defects and distortions as part of a variety of plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What are the types of oxy-acetylene welding and cutting techniques you observed or worked within the workplace? |  |
| What PPE did you use or observe when welding and cutting? |  |
| In your workplace, what action was taken to minimise waste and to clean welds and cuts? |  |

VU21794 Prepare to work in the plumbing industry

This unit of competency specifies the performance outcomes/skills and knowledge required to develop a general awareness and knowledge of the plumbing industry and the ability to work as part of a team.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What are the registration and licensing requirements to work as a registered plumber? |  |
| How will you develop your skills and knowledge to work as a plumber? |  |
| Give an example of a plumbing team activity in which you were involved. |  |

VU21795 Use basic levelling equipment and techniques

This unit of competency specifies the performance outcomes/skills and knowledge required to select, set up and use suitable basic levelling equipment for a variety of plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the types of levelling equipment that you observed or used on the job. |  |
| List at least five terms used when discussing the use of levelling equipment. |  |
| Explain how you recorded and marked levels for particular jobs in the workplace. |  |

VU21796 Use basic electric welding equipment and techniques

This unit of competency specifies the performance outcomes/skills and knowledge required to use a range of electric welding tools and techniques as part of a variety of plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the equipment that you observed or used on the job. |  |
| What job specifications did you observe or use in the workplace? |  |
| Explain how a quality weld should look and feel. |  |

VU21797 Use basic plumbing hand tools

This unit of competency specifies the performance outcomes/skills and knowledge required to use basic hand tools for a range of simple plumbing tasks.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe and explain the use of at least five plumbing tools. |  |
| How did you prepare and clean tools for plumbing work? |  |
| How were the tools cleaned and stored in the workplace? |  |

VU21798 Use basic power tools

This unit of competency specifies the performance outcomes/skills and knowledge required to identify, select, use and store basic power tools associated with simple plumbing tasks.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe at least five power tools used in the workplace and their functions. |  |
| What PPE should be used when using power tools? |  |
| What specific jobs did you perform with basic power tools? |  |

VU21799 Use plumbing pipes, fittings and fixtures to simulate plumbing installations

This unit of competency specifies the performance outcomes/skills and knowledge required to identify plumbing pipes, plumbing fittings and plumbing fixtures, including fastening, as part of a variety of simulated plumbing jobs.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What types of pipes and fixtures or fittings were used in the workplace? |  |
| Describe the work performed with pipes you participated in or observed in the workplace. |  |
| Give an example of how you fastened or fixed pipes. |  |

Comments and observations on unlisted UoCs

|  |  |
| --- | --- |
| **Unit/s** | **Comments/observations** |
|  |  |

Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Teamwork
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you’re on work placement, you’ll be using employability skills in many different ways.

This record will assist you when applying for jobs and in interviews. The skills you’re developing may be transferred to a range of occupations. Assessment of SWL recognition is based on a discussion of each of the sections from this booklet with a school representative.

In Section 3, identify the employability skills you’ve used and how you’ve demonstrated them in the workplace. Identify how the skills you acquired and used during your 80 hours of SWL might assist you in the future.

List of employability skills

How did you demonstrate **communication skills**, for example, by listening and understanding, speaking clearly and directly, or reading and writing skills.

|  |
| --- |
|  |

How did you participate in **teamwork** at the workplace, for example, working as part of a team or sharing ideas and resources with co-workers.

|  |
| --- |
|  |

How did you demonstrate **problem solving**, for example, by identifying problems or developing solutions to workplace activities.

|  |
| --- |
|  |

How did you demonstrate **self-management**, for example, by taking responsibility, managing time and tasks effectively, monitoring your performance or having the ability to work unsupervised.

|  |
| --- |
|  |

How did you demonstrate **planning and organising,** for example, by time management, setting priorities, making decisions, setting goals, collecting or analysing and organising information.

|  |
| --- |
|  |

How did you demonstrate the use of **technology**, for example, by being prepared to use a range of technology systems, IT skills or being able to learn new skills from the technology used in this industry.

|  |
| --- |
|  |

How did you demonstrate **learning**, for example, by being willing to learn new things, being open to new ideas or adapting to change.

|  |
| --- |
|  |

How did you demonstrate **initiative and enterprise,** for example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

|  |
| --- |
|  |

Summary of industry learning

At the conclusion of your SWL for this VET qualification, think about the experiences you’ve had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

|  |
| --- |
|  |

Student declaration

I confirm that I have undertaken a work placement with:

|  |  |
| --- | --- |
| **Name of Employer** | **No. of hours** |
|  |  |
|  |  |
|  |  |
| **Total no. of hours** |  |

I have completed the reflections and evidence submitted in this workplace learning record and they are from my experiences.

**Signed (Student)** ……………………………………………………………………………...…………

**Name (Block letters)** ……………………………………………………………………………...…………

**Date** ……………………………………………………………………………...…………