Workplace Learning Record

VCE VET Building and Construction



**CPC20211 Certificate II in Construction Pathways**

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

Modification history

|  |  |  |  |
| --- | --- | --- | --- |
| Version | Status | Release Date | Comments |
| 1.0 | Current | July 2020 | Original document with minor updates |

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

ISBN: 978-1-74010-050-2

© 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](https://www.vcaa.vic.edu.au/Footer/Pages/Copyright.aspx#schools). For more information go to: [www.vcaa.vic.edu.au/Footer/Pages/Copyright.aspx](https://www.vcaa.vic.edu.au/Footer/Pages/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](https://www.vcaa.vic.edu.au/Pages/HomePage.aspx).

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

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.

Structured workplace learning recognition

Structured Workplace Learning (SWL) recognition provides you with the opportunity to gain credit into 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 (WLR).

About this workplace learning record

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

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

* be enrolled in a minimum of 180 nominal hours of units of competency (UoCs) from the CPC20211 Certificate II in Construction Pathways
* undertake a minimum of 80 hours (equivalent to 10 days of work) in a building and construction industry placement
* reflect on a minimum of six UoCs from your program including the WHS UoC (CPCCOHS2001A – see page 8)

VCE VET Building and Construction

CPC20211 Certificate II in Construction Pathways

The CPC08 Construction, Plumbing and Services Training Package covers occupations and job roles in general and offsite construction, plumbing and services, from entry level to management. There are entry points at Certificate II that have pre-vocational outcomes suitable for entry into Australian apprenticeships. Stakeholders strongly support achievement of full trade qualifications to help meet ongoing industry skill shortages.

Trade outcomes of this program include:

* shopfitting
* joinery
* stair building
* stonemasonry (monumental/installation)
* signage
* bricklaying and blocklaying
* carpentry
* concreting
* demolition
* dogging
* painting and decorating
* segmental paving
* rigging
* roof tiling
* scaffolding
* solid plastering
* steel fixing
* wall and ceiling lining
* wall and floor tiling and waterproofing.

The course will give you exposure to key skills, knowledge and attributes required to work effectively various areas of the construction industry.

Workplace Learning Record

The WLR 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 this with your host employer on or before your first day of placement.

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

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

|  |
| --- |
|  |

What VCE/VCAL subjects are you also undertaking?

|  |
| --- |
|  |

Why have you chosen this overall VCE/VCAL program?

|  |
| --- |
|  |

Program outline

CPC20211 Certificate II in Construction Pathways

UoCs included in this program are listed below. There are compulsory UoCs, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Indicate the year you are undertaking each UoC.

|  |  |  |  |
| --- | --- | --- | --- |
| Unit code | Unit of Competency | Year | Page |
| **VCE VET Units 1–4** |
| **Compulsory** |
| CPCCOHS2001A | Apply OHS requirements, policies and procedures in the construction industry |  | 8 |
| CPCCCM1012A | Work effectively and sustainably in the construction industry |  | 9 |
| CPCCCM1013A | Plan and organise work |  | 10 |
| CPCCCM1014A | Conduct workplace communication |  | 11 |
| CPCCCM1015A | Carry out measurements and calculations |  | 12 |
| CPCCCM2001A | Read and interpret plans and specifications |  | 13 |
| **Elective** |
| CPCCCA2002B | Use carpentry tools and equipment |  | 14 |
| CPCCCA2003A | Erect and dismantle formwork for footings and slabs on ground |  | 15 |
| CPCCCA2011A | Handle carpentry materials |  | 16 |
| CPCCCM2006B | Apply basic levelling procedures |  | 17 |
| CPCCCM2009A | Carry out basic demolition |  | 18 |
| CPCCBL2001A | Handle and prepare bricklaying and block laying materials |   | 19 |
| CPCCBL2002A | Use bricklaying and block laying tools and equipment |   | 20 |

List any other units you are undertaking and include comments regarding additional units on page 21.

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?

|  |
| --- |
|  |

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

This WLR contains three key questions per UoC designed to draw out related experiences you may be exposed to in a building and construction 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 UoCs you have experienced in the workplace, and reflect on actual 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/or 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/events
* video of workplace activities.

**Note**: please 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.

VCE VET Units of Competency

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

This unit describes the skills and knowledge required to carry out OHS requirements through safe work practices at any onsite or offsite construction workplace. It requires the performance of work in a safe manner through awareness of risks and work requirements, and the planning and performance of safe work practices with concern for personal safety and the safety of others.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Identify any onsite hazards or potential risks in the workplace. |  |
| Describe the required onsite personal protective equipment (PPE) in the workplace. |  |
| In case of emergency, who would you contact in the workplace? |  |

CPCCCM1012A Work effectively and sustainably in the construction industry

This unit of competency specifies the outcomes required to prepare for and sustain effective work within the construction industry. It covers the identification and clarification of the construction industry work context, scope and employment conditions, responsibility required to be accepted by the individual, working in a team, individual career path improvement activities and sustainable work practices and techniques.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you learn about the work, health and safety policies and procedures that apply to your workplace?  |  |
| Briefly outline the purpose of a workplace safety meeting, or a workplace consultative activity in which you participated in.  |  |
| What are some of the common work, health and safety matters that occur in this type of workplace? |  |

CPCCCM1013A Plan and organise work

This unit of competency specifies the outcomes required to plan and organise individual and group work activities on a construction site. The unit includes identifying task requirements, planning steps and organising work.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How were daily tasks identified in the workplace? |  |
| What planning was involved in setting daily and weekly tasks? |  |
| Describe how jobs were organised and planned? |  |

CPCCCM1014A Conduct workplace communication

This unit of competency specifies the outcomes required to communicate effectively with other workers in a construction workplace environment. It includes gathering, conveying and receiving information through verbal and written forms of communication.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What communication skills did you use in the workplace? |  |
| What face-to-face routine communication did you observe in the workplace? |  |
| What sort of visual communication did you observe in the workplace?  |  |

CPCCCM1015A Carry out measurements and calculations

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

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What measuring materials and equipment were used in the workplace? |  |
| What types of calculations were performed in the workplace?  |  |
| How were measuring equipment and tools looked after in the workplace?  |  |

CPCCCM2001A Read and interpret plans and specifications

This unit of competency specifies the outcomes required to read and interpret plans and specifications relevant to construction operations.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the type of plans you viewed at your workplace. |  |
| List **three** pieces of information that appear on a site plan? |  |
| Why are drawings essential in the construction of a house? |  |

CPCCCA2002B Use carpentry tools and equipment

This unit of competency specifies the outcomes required to safely select and use carpentry tools and equipment. It includes hand tools, power tools, pneumatic tools, plant and equipment.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What carpentry tools and equipment were used in your workplace?  |   |
| How were carpentry tools and equipment used in the workplace? |  |
| What methods did you observe for cleaning work areas and recycling materials? |  |

CPCCCA2003A Erect and dismantle formwork for footings and slabs on ground

This unit of competency specifies the outcomes required to erect and dismantle formwork to footings and slabs on ground, to establish levels and contain finished concrete. It includes forming basic slabs and forming rebates to slabs on ground and steps to strip footings.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What tools and materials were used to construct concrete formwork in the workplace? |   |
| What construction techniques for concrete were used in the workplace? |  |
| What was your role or what roles did you observe to construct concrete formwork in the workplace? |  |

CPCCCA2011A Handle carpentry materials

This unit of competency specifies the outcomes required to safely manually handle, store and apply environmental management principles associated with carpentry materials and components. It includes preparing material for mechanical handling.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What carpentry tools and equipment were used in the workplace? |  |
| How were carpentry tools and materials selected in the workplace? |  |
| Describe how carpentry materials were loaded, unloaded and moved in the workplace? |  |

CPCCCM2006B Apply basic levelling procedures

This unit of competency specifies the outcomes required to carry out levelling in a single plane for the purpose of establishing correct and accurate set-out of building components. It includes the set-up, testing and use of levelling devices, and establishing and transferring heights using a range of levelling equipment.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What are some of the typical levelling techniques that you observed in the workplace? |   |
| What levelling tools and equipment were used in the workplace? |  |
| How did workers select the appropriate levelling techniques? |  |

CPCCCM2009A Carry out basic demolition

This unit of competency specifies the outcomes required to remove components from single storey buildings and structures using basic demolition techniques. It includes the preparation of the site for the demolition process and the removal of components.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What demolition tools and equipment were used in the workplace? |   |
| What different demolition techniques did you observe in the workplace? |  |
| Describe hazards that are associated with manual demolition tasks. |  |

CPCCBL2001A Handle and prepare bricklaying and blocklaying materials

This unit of competency specifies the outcomes required to safely handle bricklaying and blocklaying materials manually and mechanically, including their storage requirements. It also includes preparatory mixing requirements and environmental requirements for the disposal of waste.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Outline the characteristics of any bricklaying and blocklaying materials that you used, or observed being used, in the workplace. |   |
| What were the bricklaying and blocklaying techniques that you observed in the workplace? |  |
| What processes did you observe for working safely when bricklaying and or blocklaying? |  |

CPCCBL2002A Use bricklaying and blocklaying tools and equipment

This unit of competency specifies the outcomes required to use tools and equipment used in bricklaying and blocklaying safely and effectively. It includes the identification, selection and use of hand and power tools, plant and equipment used in masonry work.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did you find out about the personal protective equipment (PPE) required for operating specific bricklaying and blocklaying tools in the workplace? |   |
| Name and describe the different types of hand tools and equipment used for bricklaying and blocklaying that you observed in the workplace. |  |
| Outline how tools and PPE were selected for bricklaying and blocklaying in the workplace. |  |

Comments/observations on any other unit(s) of competency not listed

|  |  |
| --- | --- |
| **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. Team work
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many different ways.

This record will assist you when applying for jobs and in interviews. The skills you are 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 have used and how you have demonstrated them in the workplace. Identify how the skills you have 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.

|  |
| --- |
|  |

How did you demonstrate **team work**? For example, by 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 issues.

|  |
| --- |
|  |

How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own 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 (typing or data entry) 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 have 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 work placement with:

|  |  |
| --- | --- |
| **Employer/Company/Business name** | **Total hours of placement** |
|  |  |
|  |  |
|  |  |
| **TOTAL** |  |

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student)

**Name** (Block letters)

**Date**