Workplace Learning Record

VCE VET Music



CUA20620 Certificate II in Music

**Student name**:

Modification history

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SWL 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 CUA20620 Certificate II in Music
* undertake a minimum of 80 hours (equivalent to 10 days of work) in a music industry placement
* reflect on a minimum of six UoCs from your program including the WHS UoC (BSBWHS211 - see page 8).

VCE VET Music

CUA20620 / Certificate II in Music

The VCE VET Music program is drawn from a national training package and offers portable qualifications that are recognised throughout Australia.

These qualifications provide students with the knowledge and skills to enhance their employment prospects within the music industry.

This qualification reflects the role of individuals who perform a range of routine tasks in the music industry, work under direct supervision, and use limited practical skills and fundamental operational knowledge in a defined context. They may work in environments that require foundational skills in music performance, music making or composition, sound production, or music business.

The job roles that relate to this qualification may include studio assistant, music retail assistant, entry level performer, entry level producer, stagehand and road crew.

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**  |  |
| **Phone number** |  |
| **Email** |  |
| **Explain why you decided to undertake this VET course?** |
|  |
| **List the other subjects that you are undertaking.** |
|  |
| **Explain why you have chosen this overall program.**  |
|  |
| **Outline 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.** |
|  |
| **How have you developed these skills?**  |
|  |

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 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. Do not use the names or details of any clients / stakeholders external to the organisation / other. This record does not require identifying actual people or events, as this may breach confidentiality.

Program outline

CUA20620 Certificate II in Music

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 | Nominal Hours | Year | Page |
| --- | --- | --- | --- | --- |
| **Work, Health and Safety Units** |
| BSBWHS211 | Contribute to the health and safety of self and others | 20 |  | 8 |
| **Compulsory** |
| BSBTWK201 | Work effectively with others | 40 |  | 9 |
| CUAIND211 | Develop and apply creative arts industry knowledge | 20 |  | 10 |
| **Electives** |
| CUAMCP211 | Incorporate technology into music making | 50 |  | 11 |
| CUAMLT211 | Develop musical ideas and knowledge | 25 |  | 12 |
| CUAMPF211 | Perform simple musical pieces | 70 |  | 13 |
| CUAMPF213 | Perform simple repertoire in ensembles | 50 |  | 14 |
| CUASOU211 | Develop basic audio skills and knowledge | 40 |  | 15 |
| CUASOU212 | Perform basic sound editing | 30 |  | 16 |
| CUASOU213 | Assist with sound recordings | 35 |  | 17 |
| CUASTA212 | Assist with bump in and bump out of shows | 80 |  | 18 |

List any other units you are undertaking and include comments regarding additional units on page 19.

VCE VET units of competency

BSBWHS211 Contribute to the health and safety of self and others

This unit describes the skills and knowledge required to work in a manner that is healthy and safe in relation to self and others and to respond to emergency incidents. It covers following work health and safety (WHS) and emergency procedures and instructions, implementing WHS requirements and participating in WHS consultative processes.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What safe work practices were explained to you during your time at the workplace? What did you have to follow in respect to WHS? |  |
| What was the workplace procedure for reporting incidents and injuries? |  |
| Did any incidents or injuries occur that you observed? If yes, explain what happened and how it was handled. |  |

BSBTWK201 Work effectively with others

This unit describes the skills and knowledge required to work cooperatively with others and deal effectively with issues, problems, and conflict.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workplace share work related information with the work group? |  |
| Outline one advantage you identified of having different values and beliefs in the workgroup. |  |
| How did the workgroup try to improve its performance in this workplace? |  |

CUAIND211 Develop and apply creative arts industry knowledge

This unit describes the skills and knowledge required to develop and apply basic creative arts industry knowledge to industry practices. It includes understanding industry structures and operations, employment obligations and opportunities, the impact of new technology, and identification of industry laws, regulations, and protocols. It involves researching the creative arts industry and updating personal knowledge based on this research.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| List at least two industry bodies or associations this workplace was involved with. |  |
| What are some of the ways this workplace got information about the music industry? |  |
| Outline at least one industry issue or trend you noticed impacting on this workplace. |  |

CUAMCP211 Incorporate technology into music making

This unit describes the skills and knowledge required to explore the use of technology in music making and use technology to create musical pieces.

The unit applies to those who work in a range of music production environments and who use music technology as a tool for their music making. This music can be used in the music, screen, media, entertainment, and other industries.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Briefly describe some of the technology you used or observed being used in music making in this workplace. |  |
| What possibilities to improve your music making have you identified from your time in this workplace? |  |
| Describe one or more of the issues or problems you noticed with music making technology in this workplace? |  |

CUAMLT211 Develop musical ideas and knowledge

This unit describes the skills and knowledge required to develop music knowledge and ideas by listening and responding to music. It includes researching and identifying elements in different musical styles.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What styles of music did you perform or observe being performed in this workplace? |  |
| What ideas did you get whilst in the workplace for developing your own music ideas? |  |
| List some of the most common music components, structures and forms you worked with or observed being used in this workplace. |  |

CUAMPF211 Perform simple musical pieces

This unit describes the skills and knowledge required to further develop skills in singing or playing an instrument. It involves preparing for and performing a simple musical sequence or piece.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did hearing and seeing other performers in this workplace influence your own music skill development goals? |  |
| What did you learn about practice from other performers in this workplace? |  |
| What did you learn about instrument care and/or warmup routines from other performers in this workplace? |  |

CUAMPF213 Perform simple repertoire in ensembles

This unit describes the skills and knowledge required to extend basic skill development in singing or playing a musical instrument, and to perform simple repertoire as part of an ensemble.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What instruments were used in ensembles in this workplace? |  |
| Describe any rehearsal strategies you used or observed being used in this workplace. |  |
| Describe the style of repertoire you observed being performed and/or rehearsed in this workplace and include some titles of the compositions. |  |

CUASOU211 Develop basic audio skills and knowledge

This unit describes the performance outcomes, skills and knowledge required to complete basic audio tasks in different production contexts.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What types of audio equipment did you use or observe being used in the workplace? Describe the function of one of these pieces of equipment. |  |
| Outline the set-up of an audio system that you assisted with in the workplace and explain your role? |  |
| Describe how audio equipment was stored and transported. |  |

CUASOU212 Perform basic sound editing

This unit describes the skills and knowledge required to perform basic digital sound editing.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| Describe the sound editing hardware and software that was used in the workplace. |  |
| Outline the processes you used or observed for editing sound using this software. |  |
| Describe any pre or post-production sessions that you observed or participated in.What was the purpose of these sessions? |  |

CUASOU213 Assist with sound recordings

This unit describes the skills and knowledge required to undertake routine sound recording tasks using different recording equipment in a studio or live environment.

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| --- | --- |
| **Respond to the following** | **Comments/observations** |
| What audio equipment did you use or assist with setting up in the workplace? Include the names of one or more microphones you used or setup. |  |
| How did they ensure levels were correct during recording in this workplace? |  |
| Describe two audible defects or unwanted background noises you observed being dealt with during recording operations in this workplace? |  |

CUASTA212 Assist with bump in and bump out of shows

This unit describes skills and knowledge required to assemble, pack, load and unload physical elements for productions in the screen, media, entertainment, and events industries. It involves preparing physical elements to be transported, moving elements upon arrival, and confirming no damage has been sustained during transportation.

|  |  |
| --- | --- |
| **Respond to the following** | **Comments/observations** |
| How did the workgroup determine where to position physical elements such as instruments, sound reinforcement, or lighting equipment during a bump in? |  |
| What were some of the health and safety procedures you observed being applied in this workplace? |  |
| How did they report or record any damage or loss of equipment or consumables during bump in/out at this 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. Teamwork
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 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 **teamwork**? For example, by working as part of a team or sharing ideas and resources with co-workers.

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|  |

How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

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|  |

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.

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

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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.

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|  |

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

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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.

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|  |

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**