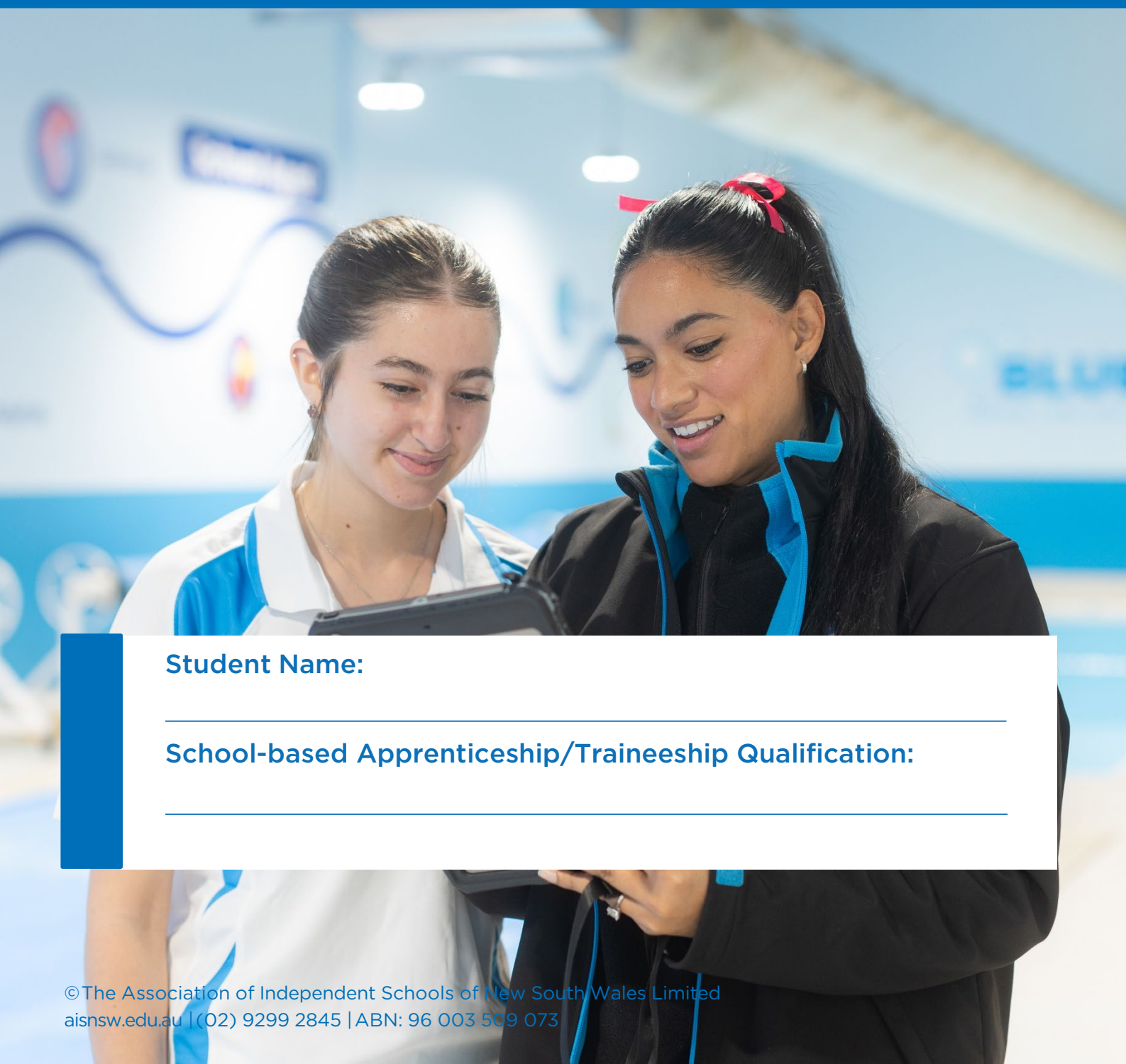




The Association of  
**Independent Schools**  
of New South Wales

# School Based Apprenticeship/Traineeship

## Work Record Book



**Student Name:**

---

**School-based Apprenticeship/Traineeship Qualification:**

---

Student Name:
Qualification:
<i>Please select:</i> Apprenticeship <input type="checkbox"/> or Traineeship <input type="checkbox"/> and Industry Based Learning <input type="checkbox"/>
TCID:
Total Number of days required:

School:	
Contact:	
Phone:	Email:

Employer:	
Contact:	
Phone:	Email:

Registered Training Organisation:	
Contact:	
Phone:	Email:

Year 10 Work Record Book Verification:	
Commencement date of Apprenticeship/Traineeship:	/ /
Total days worked during Year 10:	
Verification by School Contact/Representative:	

Year 11 Work Record Book Verification:
Commencement date of Apprenticeship/Traineeship:                 /     /
Total days worked during Year 11:
Verification by School Contact/Representative:

Year 12 Work Record Book Verification:	
Commencement date of Apprenticeship/Traineeship:	/ /
Total days worked during Year 12:	
Verification by School Contact/Representative:	

TOTAL NUMBER OF DAYS AT END OF SBAT:	
--------------------------------------	--

## Information about this Work Record Book:

---

This work record book consists of two parts:

**Part A – Logbook** - To be completed by all students undertaking a SBAT.

It is used to track workdays by completing the **Logbook** (pages 5-14 ). This must be signed by the employer.

**Part B – Journal** - To be completed by students who are also enrolled in the Industry Based Learning course as part of their SBAT(pages 18-21). It is used to reflect on the learning undertaken. This must be signed by the school supervising teacher.

It is recommended that you meet with your supervising teacher at least twice per term.

## Information about this Work Record Book:

---

Term	Week	Day/Time	Date	Purpose of Meeting
1				Introduction to SBAT
				Check-in
				Feedback on logbook/journal
2				Check-in
				Feedback on logbook/journal
3				Check-in
				Feedback on logbook/journal
4				Check-in
				Feedback on logbook/journal
Term	Week	Day/Time	Date	Purpose of Meeting
1				Check-in
				Feedback on logbook/journal
2				Check-in
				Feedback on logbook/journal
3				Check-in
				Feedback on logbook/journal



## Part A: Logbook

---

### To be completed by all students undertaking a SBAT

Your log is a record of the days worked and a **brief description** of those **tasks and/or activities** which have been **undertaken in the workplace** which are related to the course outcomes.

Your log should be **maintained on a regular basis** and include:

- a brief description of the tasks and/or activities undertaken, and
- verification that these tasks and activities have been undertaken.



Log Of Tasks and Activities/ Timesheet
--

Term 1 – First Year of SBAT
-----------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 2 - First Year of SBAT
-----------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 3 - First Year of SBAT
-----------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 4 – First Year of SBAT
-----------------------------

[illegible]



Log Of Tasks and Activities/ Timesheet	
--	--

Additional (non-term) – First Year of SBAT
--

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 1 - Second Year of SBAT
------------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 2 - Second Year of SBAT
------------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 3 - Second Year of SBAT
------------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Term 4 - Second Year of SBAT
------------------------------

[illegible]

Log Of Tasks and Activities/ Timesheet	
--	--

Additional (non-term) days – Second Year of SBAT
--

[illegible]

## Part B: Journal

---

### To be completed by all students enrolled in the Industry Based Learning (IBL) course as part of their SBAT

Your journal complements your logbook by providing, on a **regular basis**, a record of what has been learned from the workplace during the on-the-job training component of your school-based apprenticeship or traineeship in relation to the course outcomes.

It is a **reflective and self-descriptive journal of learning**. It will not only describe what you have learned but also its usefulness and applicability to your role in the workplace.

It **must be your own work** and satisfy your teacher that it meets the requirements of the course.

The journal **should be in your own words** and can:

- be in point form or full sentences
- be a 'stream of thought' or in an essay style
- the course outcome(s) being discussed
- thoughts on the tasks and/or activities undertaken
- a description of the learning that has occurred
- an analysis of the learning in relation to the course outcome(s)
- a discussion of the value of the experience(s) gained in workplace, and
- an evaluation of the experience(s) gained.

The journal can also include:

- photos, sketches or diagrams
- instructions, standard operating procedures or work plans
- pamphlets
- memos
- meeting minutes.

Each time you submit your journal for assessment, the teacher will expect to see an **increasing level of complexity and sophistication** in the evidence presented related to the course outcomes. For you to achieve this, ensure that each submission of evidence:

- is more detailed
- shows an increase in skill development
- covers the course outcomes
- includes different tasks and/or additional tasks/activities

Remember, the evidence of learning required is not in relation to achievement of units of competency as part of your AQF VET qualification – this is assessed separately through the competency-based assessment program of your VET course. While it is possible that there will be some overlap, the evidence required for this course should identify the additional learning related to the Industry-based Learning course outcomes.



## Meetings & Journaling

A student must submit their evidence for assessment on a regular basis from **6 to 10 times across a two-year period of HSC study and meeting regularly with their supervising teacher.**

- Refer to Page 3 for the schedule of meeting dates and times.
- This Work Record Book must be taken to each meeting.
- Journaling must be completed **every term**.

The Industry-based Learning Stage 6 Course outcomes are as follows:

Objectives	Course Outcomes
Students will:	Students:
1. develop knowledge and understanding about the nature of work and enterprise	1.1 understand work and enterprise
2. develop knowledge and understanding about the industry and workplace(s) in which they are working and training	2.1 understand the relationship between the workplace and the broader industry 2.2 understand the pathways for work, education and training in the industry 2.3 understand the contribution of the industry to the Australian society and economy
3. develop a range of skills relating to employability	3.1 demonstrate skills in communication and teamwork 3.2 demonstrate skills in initiative, problem-solving and enterprise 3.3 demonstrate skills in planning, organising and self-managing 3.4 demonstrate skills in life-long learning and technology
4. value and appreciate personal attributes that contribute to overall employability	4.1 identify and appreciate the personal attributes that contribute to overall employability
5. value and appreciate the range of behaviours and attitudes appropriate to work	5.1 identify and appreciate the range of behaviours appropriate to work 5.2 identify and appreciate appropriate attitudes towards work 5.3 identify and appreciate the ethical and social responsibility dimensions of work.

### Assessment of evidence of industry-based learning

The evidence presented by the student of industry-based learning will be assessed by the school.

#### Completion includes:

- following the course endorsed by NESA
- applying yourself with diligence and sustained effort
- achieving some or all of the course outcomes, AND
- meeting the on-the-job attendance requirements contained within the approved school-based apprenticeship or traineeship training plan.

# Industry Based Learning Assessment Schedule

## Submission of Work Record Book

Term	Week	Day	Date
1			
2			
3			
4			
Term	Week	Day	Date
1			
2			
3			

## Journal Entries

Questions you could answer for your journaling, providing examples of when and where you displayed these skills

- When have you communicated your ideas through speaking, writing or through creative processes?
- When have you extended yourself to perform a difficult task, pledge or promise?
- When have you tried really hard and surprised yourself with what you were able to achieve? Why?
- When have you worked out what to do and done it without being asked?
- When have you seen a project or activity through to completion?
- When have you been open to learning new ideas and techniques?
- When have you identified and accessed learning sources and opportunities?
- When have you worked with those around you either as a member or leader of a group to achieve a common goal?
- When have you had to plan an activity?
- What have you had to do in the organisation and planning to make sure the activity was successful?
- When have you solved problems and approached difficult tasks in a variety of ways?
- When have you broken complex tasks into smaller ones that can be solved more easily?
- When have you used information technology to manage and organise data?
- When have you applied technology to achieve work and leisure solutions?
- When have you worked with people of different ages, gender, race, religion or political persuasion?

## This image shows a single sheet of white paper with horizontal blue ruling lines. The paper has rounded corners and a thin blue border. There are 20 evenly spaced horizontal lines across the page, providing a template for writing or drawing.

[illegible]

## Journal Entry – Term 3 – First year of SBAT

[illegible]

## Journal Entry – Term 4 – First year of SBAT

[illegible]

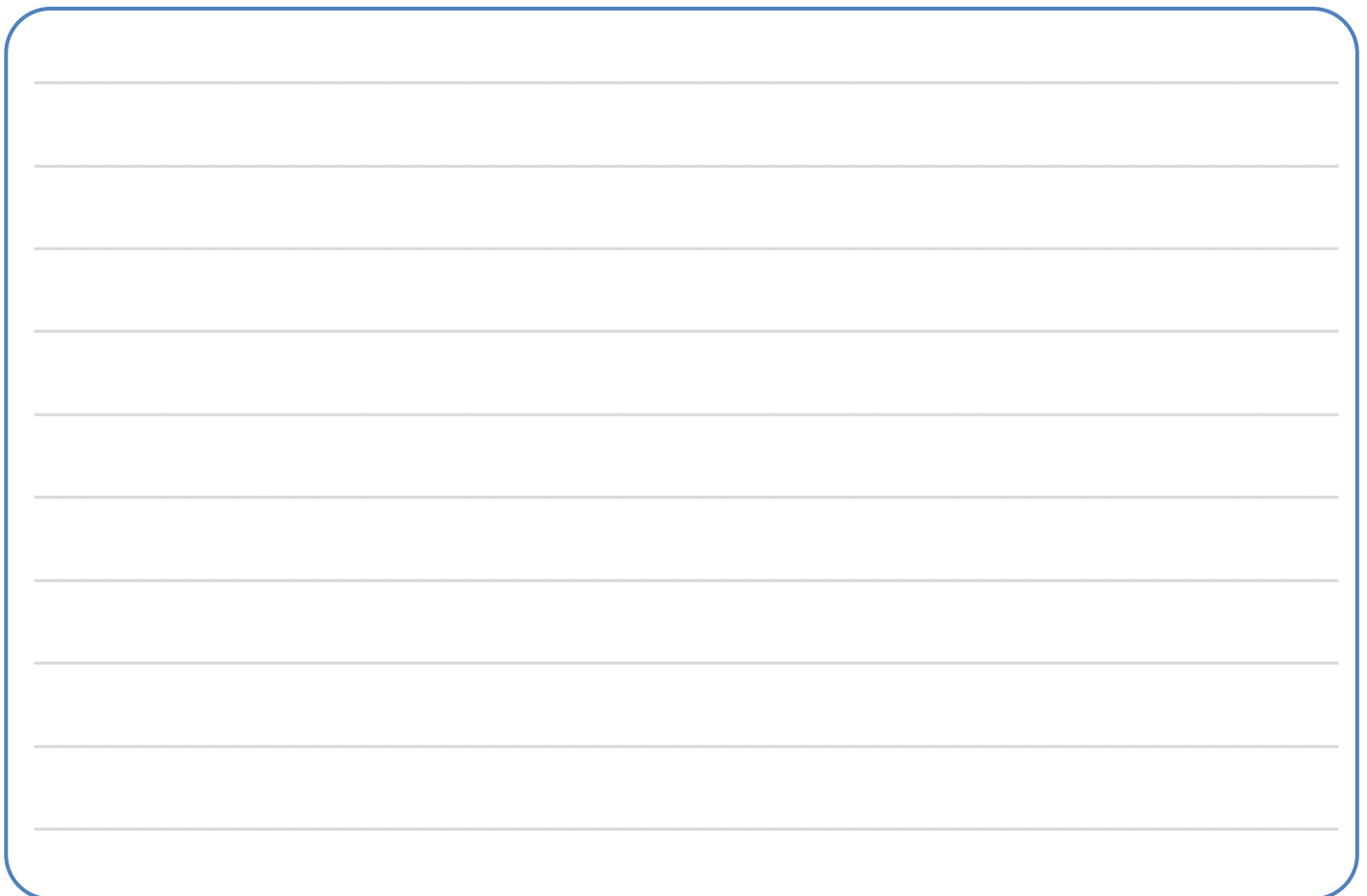
[illegible]

## This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

## Journal Entry – Term 3 – Second year of SBAT



## Final Journal Entry/Reflections at the end of SBAT











The Association of  
**Independent Schools**  
of New South Wales

Level 12, 99 York Street, Sydney NSW 2000  
(02) 9299 2845

[aisnsw.edu.au](http://aisnsw.edu.au)

© The Association of Independent Schools  
of New South Wales Limited

ABN: 96 003 509 073