**Industry-based Learning**

*Reflective Journal and Log Book*

*Student Name:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*School-based Apprenticeship/Traineeship Qualification:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Information for Students**

First part of this course is to track workdays by completing the **Logbook** (pages 17-25). This must be signed by the employer and can be ordered through the <https://sbatinnsw.info> website.

The journal is the second part of the evidence of industry-based learning required for this course.

Your journal of learning 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 teacher.**

* See you teacher for meeting dates and times.
* Both your Log book and Journal must be taken to each meeting.
* Journaling must be completed every **3 to 5 weeks or 1 or 2 times a term.**

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

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| **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 industry2.2 understand the pathways for work, education and training in the industry2.3 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 teamwork3.2 demonstrate skills in initiative, problem-solving and enterprise3.3 demonstrate skills in planning, organising and self-managing3.4 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 work5.2 identify and appreciate appropriate attitudes towards work5.3 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 Industry-based Learning Log and Journal**

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| **Term** | **Week** | **Day** | **Date** |
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| **Term** | **Week** | **Day** | **Date** |
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**Schedule of Meeting with Supervising Teacher**

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| **Term** | **Week** | **Day** | **Date** | **Purpose of Meeting** |
| 1 |  |  |  | Introduction to SBAT |
|  |  |  | Check-in Questionnaire |
|  |  |  | Feedback on Journal and Logbook |
| 2 |  |  |  | Check-in Questionnaire |
|  |  |  | Feedback on Journal and Logbook |
| 3 |  |  |  | Check-in Questionnaire |
|  |  |  | Feedback on Journal and Logbook |
| 4 |  |  |  | Feedback on Journal and Logbook |
| **Term** | **Week** | **Day** | **Date** | **Purpose of Meeting** |
| 1 |  |  |  | Check-in Questionnaire |
|  |  |  | Feedback on Journal and Logbook |
| 2 |  |  |  | Check-in Questionnaire |
|  |  |  | Feedback on Journal and Logbook |
| 3 |  |  |  | Check-in Questionnaire |
|  |  |  | Feedback on Journal and Logbook |

**Section 1: Log Book**

This log is the first part of the evidence of industry-based learning required for this course.

Your log is 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.

| **Date** | **Brief description of the tasks/activities undertaken****in the workplace related to the course outcomes** | **Verification by employer** |
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**Section 2: Reflective Journal**

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| **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?
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