Training and Development Provider

Certificate I in Hospitality
STUDENT WORK PLACEMENT LOGBOOK

For further information please contact:
Christine King
Personal Assistant to the Manager

1 Northcote Terrace
Medindie SA 5081
Ph: 8342 6381
Fax: 8344 4062
Email: christine@inap.org.au
www.inap.org.au

NAME: …… Date: ……...

Student Details

Name: _____

Address: _____

_____ **Post Code:** _____

Hm Phone: _____

Mbl Phone: _____

Email: _____

School: _____

Emergency Contact Person: _____

Emergency Number: _____

Relationship: _____

2nd Emergency Contact Person: _____

Emergency Number: _____

Relationship: _____

VET Coordinator: _____

Phone No's: _____

(Please include mobile number)

NAME: …… Date: ……

Employers are asked to complete as much of the handbook as possible and return it to the students on their last day of work placement

Alternatively it can be sent to
INAP Training & Development Provider

Attention: Christine King
1 Northcote Terrace
MEDINDIE SA 5081

If you have any queries, please do not hesitate to contact the INAP office
on 8342 0841
or 8342 6381

Alternatively contact Christine King
Personal Assistant to the Manager
on 0400 330 396

Thank you -
your involment is sincerely appreciated

NAME: …… Date: ……...

Additional Skills Practiced

Please record any additional skills learnt in the workplace that are not included in Assessment activities

Skill	Description	Student Signature	Supervisor Signature

NAME: ……. Date: …….

Employer Details

Start Date: _____ **End Date:** _____

Company Name: _____

Address: _____

_____**Post Code:** _____

Telephone: _____

Email: _____

Contact Person: _____

Contact Person's Title: _____

Type of Work: _____

Clothing required: _____

Lunch Arrangements:

_____

Transport Arrangements: _____

Special Arrangements:_____

NAME: …… Date: ……...

Responsibilities

Work place learning provides young people with the opportunity to increase their work readiness by developing skills and attitudes valued by the employment market. Meaningful work place learning requires both the work placement student and the work placement provider to recognise some key responsibilities

Employer	Student
You are responsible for:	***You are responsible for:***
✦ Providing a safe working environment for your work placement student that is free from any form of harassment.	✦ Following all the rules and regulations of your work place.
✦ Ensuring that your work placement student is supervised at all times.	✦ Contacting your work place Supervisor and the Coordinator to notify them of any absences.
✦ Contacting the work placement Coordinator if the work placement student does not attend on any scheduled day.	✦ Notifying the school and Coordinator of any personal injury whilst at the work placement.
✦ The training and assessment of the work placement student according to generic and specific industry standards.	✦ Keeping this log book with you during your work placement.
✦ Providing accurate feedback on the work placement student's progress by completion of this log book (at the end of each day/ session we ask that you discuss the students progress with them).	✦ Ensuring that all sections are completed.

NAME: ……. Date: ……

WORK PLACEMENT EVALUATION

Please give relevant feedback with regard to the student's performance during their work placement.

1. ***General Appearance***

o Excellent o Very Good o Good o Satisfactory

Consider the students suitability of dress and general appearance

Comments: _____

_____

2. ***Attitude to Work***

o Excellent o Very Good o Good o Satisfactory

Consider the students suitability in the industry

Comments: _____

_____

3. ***Performance of work***

o Excellent o Very Good o Good o Satisfactory

Consider any absences during the work placement

Comments: _____

_____

4. ***Response to supervision and other staff members/customers***

o Excellent o Very Good o Good o Satisfactory

Consider the students interaction with people in general

Comments: _____

_____

5. ***Suitability for the job***

o Excellent o Very Good o Good o Satisfactory

Consider the students suitability of dress and general appearance

Comments: _____

NAME: …… Date: ……...

ASSESSMENT ACTIVITIES

	Competency	Not yet Compe-tent	Compe-tent	Compe-tent with Merit
1.	Prepare dining/restaurant area for service and sect correctly with required time frames.			
2.	Customers are welcomed and farewelled in the appropriate courteous manner.			
3.	Tables are cleared of crockery, cutlery and glassware at the appropriate time.			
4.	Asks questions to obtain the right information or advice			
5.	Adapts speech to suit the situation			
6.	Uses appropriate dress standards for the workplace			
7.	Where menus and drinks lists are presented verbally, a clear audible explanation is provided.			
8.	Orders are taken promptly and accurately with minimal disruption to customers.			
9.	Food and beverage is promptly collected from service area, checked for presentation and carried to the customer safely.			
10.	Flow of service and meal deliver is monitored.			
11.	Demonstrates ability to work with others in a co-operative manner.			
12.	Demonstrates punctuality & reliability.			
13.	Demonstrates appropriate personal hygiene standards.			
14.	Shows an awareness of safe hygiene practices, cleaning & sanitation practice.			
15.	Liaise effectively between kitchen & service area.			

Comments:

Discussed with student: **Yes / No** ***Date:*** _____

Student signature: _____

Supervisor signature: _____

NAME: ……. Date: ……

What is a Work Placement Log Book?

- A log book is a permanent record of a student's training, skills and achievements during a work placement

Why use a log Book?

- A log book is useful for both host employers and students as it suggests activities that students and host employers can participate in during the work placement period
- Once wholly or partially completed a log book may be used by a student as evidence of ability & experience when:
  1. applying for positions
  2. applying for Recognition of Current Competency (RCC) in further training programs

What does a Log Book Record?

- A log book provides a record of a student's learning while on work placement
- Specifically, it provides a record of:
  1. daily and total hours spent in the workplace
  2. skill enhancements achieved in the workplace

How to use this Log Book?

1. Read this log book thoroughly	***Employers & Students***
2. Record completion of Induction	***Employer & Student***
3. Record hours spent at workplace daily	***Employer & Student***
4. Organise activities as per logbook to be assessed	***Employer***
5. Assess student for competency and record results	***Employer to sign***
6. Record any new skills learnt that are not listed as activities	***Student & Employer***

Note to Employers

- Employers are not expected to deliver all the activities listed in this log book, as we appreciate that in some situations and work places this is not feasible.

NAME: …… Date: ……...

Induction Check list

Please could the Supervisor address each item of the checklist with the student

	Yes	No	Initials
1. Welcomed and introduced to workplace			
2. Shown through facility and introduced to staff members			
3. Rest rooms identified			
4. Telephone usage explained			
5. Staff lunch area and refreshments facilities identified (if applicable)			
6. Fire exits and location of Fire Extinguishers/Equipment have been identified (Note tampering with fire Equipment is a criminal offence and will result in fines).			
7. Emergency procedures have been explained and demonstrated			
8. Advised on how to report an accident or injury			
9. Work times and punctuality policy has been explained			
10. Absenteeism policy has been explained			
11. Personal standards/behaviour policy has been explained			
12. Dress standards and personal hygiene defined and explained			
13. Students responsibilities defined and explained			
Comments:			

NAME: ……. Date: …….

WORK PLACEMENT LOG

Work Placement Record
of
Training Hours Attended

Date	***Start***	***Finish***	***Break's***	***Total Hours***	***Employers Signature / Initials***
TOTAL NUMBER OF HOURS FOR THE WEEK					

Employers Name: _____

Employer Signature: _____

NAME: …… Date: ……...