



**Queensland Government**  
Department of Employment and Industrial Relations

# **WORK PLACEMENTS TRAINING PROGRAM**

***Skilling Queenslanders for Work  
initiative***

# **WP EMPLOYEE TRAINING RECORD BOOK**

## WP EMPLOYEE DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

## PROJECT DETAILS

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Project Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Project Length: \_\_\_\_\_ Weeks

Project Stream:  
(please circle)

*Clerical / Administrative*

*Construction / Landscaping*

*Agriculture / Environment*

## ASSESSOR DETAILS

Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**The purpose of the Work Placements Training Record Book is to provide the following information:**

- The training to be undertaken by the WP employee as part of the Work Placements project; and
- A permanent record of the on-the-job activities and competencies achieved by the WP employee through their employment on the project.

**Participants on Work Placements projects will be working closely with a Project Supervisor, and will be expected to:**

- Inform the supervisor about any problems you are having, particularly with reading, writing or understanding how to behave correctly in the workplace;
- Be as active as you can during the project; and
- Ask questions of the supervisor if you do not understand an instruction.

**The Project Supervisor will help the employee to choose the modules which best suit the requirements of the Work Placements project.**

**A qualified Workplace Assessor or Registered Training Organisation will assess the on-the-job activities and competencies achieved by the WP employee. The results of the assessment will be recorded in the table at Attachment A.**

**When the Work Placements Training Program has been completed, the WP employee will receive a Certificate of Completion issued by the Department of Employment and Industrial Relations.**

## SKILLING QUEENSLANDERS FOR WORK – WORK PLACEMENTS TRAINING PROGRAM

### RECORD OF ACHIEVEMENT OF COMPETENCIES

| STREAM                     | MODULE                                  | UNIT OF COMPETENCY  | DATE | ASSESSOR'S SIGNATURE |
|----------------------------|---|---|------|----------------------|
| CORE                       | Social and Work Environment             | Participate in effective working relationships  |      |                      |
|                            | Workplace Health and Safety             | Maintain a safe and secure environment  |      |                      |
|                            | Problem Solving and Planning Strategies | Establish own work schedule to achieve designated group/section goals                   |      |                      |
|                            | Job Search and Career Planning          | Develop skills and confidence to participate in job search                              |      |                      |
| CLERICAL / ADMINISTRATIVE  | Office Technology                       | Operate a range of office equipment   |      |                      |
|                            | Records Handling                        | Handle written information to maintain access to and security of records                |      |                      |
| CONSTRUCTION / LANDSCAPING | Basic Construction Materials            | Handle Materials in the workplace   |      |                      |
|                            | Revegetation Skills                     | Operate and maintain tools and equipment commonly used in the horticultural workplace   |      |                      |
| AGRICULTURE / ENVIRONMENT  | Planting Skills                         | Handle and plant containerised trees and shrubs and maintain them until self sufficient |      |                      |
|                            | Horticulture Equipment                  | Operate and maintain tools and equipment commonly used in the horticultural workplace   |      |                      |