VOCATIONAL EDUCATION AND TRAINING

WORKPLACE JOURNAL

HOSPITALITY – Kitchen Operations



LaSALLE Catholic College Bankstown



Attention student: **You have a number of responsibilities** before, during **and** after work placement. Please refer to the Sydney Catholic Schools **Student's/Parent's Guide To Workplace Learning.**

BEFORE

D L. O . v	-					
A A	Complete the program <u>Go2Workplacement</u> in class for preparation Telephone the workplace and speak to your supervisor, one week before starting the work placement					
>	Complete the following:					
	□ I telephoned the workplace on//					
	□ I spoke to and confirmed:					
	□ Dates of workplace:/ / to// Times of attendance: to					
	□ Meal breaks I will take Access to shops/canteen to buy food/lunch?					
	Dress code for this establishment					
	□ When will you complete a pre-placement induction with the employer?					
	What materials/information do you need to take with you on the first day?					
DURING						
It is you	ır responsibility to:					
	Make this journal available to your supervisor so s/he can complete the employer report (pp. 4-5) Complete daily journal entries (pages 6-10)					
•	Notify the workplace and school if you are unable to attend (you must get a Doctor's Certificate if you are ill) Follow work, health and safety requirements Respect all workplace employees and follow the routine of the workplace Be punctual on arrival and after breaks Dress appropriately for the job (safety and personal presentation) Show an interest in the work and have a positive attitude Be responsible, be reliable and ask for help if needed Complete your journal entries and arrange a time to discuss your progress with your supervisor Contact the school if there are any problems					
AFTER						
>	Return your completed journal and the employer report (page 5) to your teacher when you return to school after your work placement					
I have	read and understand the above expectations:					
Student's	S Name Signature Date					
	This student has satisfactorily undertaken relevant VET course Work Health and Safety units participated in work readiness preparation for work placement					

Signature

Date

Teacher's Name

ATTENTION: WORKPLACE SUPERVISOR SUGGESTED STUDENT ACTIVITIES

Teachers delivering this course and workplace supervisors who have hosted students recommend any of the following activities for students to complete during work placement. This is not a finite list – you may wish to offer other equally suitable activities relevant to the course.

Talking with the student should help reveal the student's level of confidence and maturity, their current strengths, their preferred competencies to work on and perhaps some areas to improve. The Student's Placement Record can also assist. **NB:** while the activities include degrees of independent work – instruction and supervision must still be provided for the student.

- Participate in mise en place activities
- Prepare food for service including; salads, sandwiches, appetisers, stocks, sauces, soups and vegetables
- Prepare and serve non-alcoholic beverages
- Provide a link between the kitchen and service areas
- Clean and maintain the premises in which work is performed, including maintaining a clean and organised work space
- Clean and store utensils and small equipment used in methods of food preparation
- Provide food service
- Observe and assist menu planning, and receiving and storing stock
- Assist in correct storage of food practice after initial food preparation and for end of service procedure
- Investigate how the establishment ensures both personal and environmental hygiene practices including pest control methods and frequency
- Investigate how the establishment ensures compliance with WHS legislation and duty of care for all employees

ATTENTION: WORKPLACE SUPERVISOR INDUCTION / ORIENTATION

It is expected that each student will be given an induction or orientation to their particular industry work placement upon arrival, or prior to attending their work placement. This induction / orientation will help to ensure the safety of the student, as well as assist them to make a quick and efficient transition into the workplace environment.

As a minimum, the following should be included:

Note: Supervisor to tick each activity when completed, then sign below.

	Demonstrate the activities undertaken by the organisation					
	Outline the management structure of the organisation					
	Discuss work behaviour requirements and expectations					
	Explain the dress standards applicable to the job and workplace					
	Demonstrate the safety requirements applicable to the job and workplace					
	Discuss relevant procedures in case of accident, emergencies or evacuation					
	Show location of facilities, such as toilets, change room, kitchen or staff areas					
	Explain start and finish times, work breaks and work routines					
	Outline procedures to follow in the event of non-attendance					
	Introduce to staff with whom the student will be working					
	Show who to talk to regarding any problems					
	Discuss confidentiality issues including the possible use of photography					
	Confidentiality Agreement					
This a	agreement concerns the work placement of:					
	Student Name					
at: _						
	Employer Name					
	From://20 to://20end date					
	Start date end date					
	erstand that during this vocational placement I may have access to information which is private and ential. I agree that I will not convey to any person outside the host employer's workplace any knowledge					
or information of a confidential nature which is gained in the course of this vocational placement.						
I will at all times show loyalty towards the host employer.						
I understand the seriousness of any breach of this Confidentiality Agreement.						
I have checked with the employer regarding permission to take of photographs of my work and the equipment I am using so I can use them in my secure online work placement journal to enhance my learning.						
Student	signature: Date: / /20					

Supervisor's n	name: Position:
Signature:	
	Name:
	Workplace Employer:
	Address:
	Supervisor:
	Telephone: Email:
	Dates of Workshops Learnings / / to / /
	Dates of Workplace Learning:// to// Attach travel details:
	It will take me (minutes) to get to the workplace. Specify bus route, train line, stops /stations and times. Use HYPERLINK "http://www.whereis.com.au" Google maps.
	Dress code for this establishment includes:
	School emergency contact details:

EMPLOYER ASSESSMENT REPORT

Please	comment on the performance of the studen	it while at y	your workplace:
	Student's name		School
WORK	READINESS If appropriate, mark more th	an one sq	uare in each of the following groups
Attitu	ide to the Job	Persi	stence to tasks given
	Enthusiastic		Highly motivated
	Interested		Persistent
	Appears indifferent		Needs encouragement
Anno	arance and dress for job	Punc	Not applicable to this position tuality
	rements	Pulic	•
•	Appropriate		Always on time
	Well groomed and neatly dressed		Satisfactory
_	Inappropriate		Unsatisfactory
Abilit	y to work with others	Abilit	y to communicate
	•		Outstanding communication skills
	Works well in a team environment		Communicates well
	Prefers to work alone		Has difficulty communicating
	y to work independently	Abilit	y to follow instructions
	Shows ingenuity		Shows good understanding
	/		Willing to seek clarification
			Needs close supervision
	waits to be told what to do		·
Adjus	stment to the work environment	Atten	ition to safety
	Settled immediately		Excellent
	Settled in well after a while		Adequate

□ Found difficulty throughout

Date: May 2018

Knowledge/Skills	Not Applicable	Developing	Satisfactory	Highly developed
Demonstrated hospitality industry knowledge				
Followed enterprise WHS procedures				
Communicated effectively in a hospitality environment				
Followed sustainable work practices				
Demonstrated appropriate personal hygiene standards				
Demonstrated knife handling skills				
Mise en place / food preparation skills				
Methods of cookery skills				
Food service skills				
Beverage preparation skills				

Could take more care

Thank you for your assistance in helping our students achieve industry standards

Please complete the attached **Employer Survey/Questionnaire** to indicate your level of satisfaction with the training this student has received during the VET in Schools course.

Students are to complete a daily log entry for each day of work placement

DAILY RECORD				Y 1 2 3 4 5			
Student's Name:	Locati	on:	T				
TIME STARTED:	TIME FINISHED:		TOTAL HOURS WORKE	D:			
	STUDENT SELF	ASSESSMENT					
(CIRCLE): DRESS POOR 1 2 3	4 5 EXCELLENT PUNCTU	ALITY 1 2 3	4 5 INITIATIVE				
Activities / Skills	s Performed	Tools	/ Equipment	D – Developing S – Satisfactory HD – Highly Developed D S HD			
New Terminology Me	aning			- ' ' '			
New Skill Development: Identif	fy a new skill learnt or witnessed today	v. Provide evidence / Wha	at did you do / achieve?				
Identify by missis and and to	Identify hygienic, safe and /or environmentally sustainable work practices and procedures:						
identity hygienic, safe and /oi	r environmentally sustainab	ne work practices	and procedures:				
REFLECT ON:							
Today's achievements / Thing	gs I enjoyed today:						
Tomorrow's Goal:							
Difficulties/ issues arising today:							
Supervisor's comments: Please check what the student has included, add any additional comment and sign below.							
Supervisor's signature			Date _	1 1 .			

Daily Record			CIRCLE DAY	1 2 3 4 5		
Student's Name:	Loca	ation:	Dat	e		
TIME STARTED:	TIME FINISHED:		TOTAL HOURS WORKED:			
	STUDENT SELF	ASSESSMENT				
(CIRCLE): DRESS POOR 1	2 3 4 5 EXCELLENT PUNCTU	JALITY 1 2 3	4 5 INITIATIVE	1 2 3 4 5		
Activities /	Skills Performed	Tools	/ Equipment	D – Developing S – Satisfactory HD – Highly Developed D S HD		
New Terminology	Meaning					
Employability Skill Doyal	opment: Identify a new skill learnt or wit	tnessed today Broyida a	vidence / What did you do / ash	iovo?		
Employability Skill Devel	Opinent: Identity a new skill learnt of will	iriesseu louay. Frovide ev	nderice / What did you do / achi	eve;		
Identify hygienic, safe and /or environmentally sustainable work practices and procedures:						
REFLECT ON:						
Today's achievements / Things I enjoyed today:						
Tomorrow's Goal:						
Difficulties/ issues arisin	l g today:					
	•					
Supervisor's comments:	Please check what the student has in	cluded, add any additi	ional comment and sign bel	ow.		
Supervisor's signature_			Date	1 1 .		
						

Daily Record			CIRCLE DAY	1 2 3 4 5		
Student's Name:		_ Location:	D	ate:		
TIME STARTED:	TIME FINISHED:		TOTAL HOURS WORKED:			
	STUDENT SELF	ASSESSMENT				
(CIRCLE): DRESS POOR 1	2 3 4 5 EXCELLENT PUNCTU	JALITY 1 2 3	4 5 INITIATIVE	1 2 3 4 5		
Activities /	Skills Performed	Tools	/ Equipment	D – Developing S – Satisfactory HD – Highly Developed D S HD		
New Terminology	Meaning					
Employability Skill Dayal	lonmont Identification and the latest and the lates		damaa (NAMaak aliah waxa ala (a alaia	2		
Employability Skill Devel	lopment Identify a new skill learnt or witn	essed today. Provide evid	dence / what did you do / achie	ve?		
Identify hygienic, safe and /or environmentally sustainable work practices and procedures:						
		-				
REFLECT ON:						
Today's achievements / Things I enjoyed today:						
_	I					
Tomorrow's Goal:						
Difficulties/ issues arising today:						
Supervisor's comments:	Please check what the student has in	cluded, add any additi	ional comment and sign bel	ow.		
Suparvicaria ai			Data	<i>1 1</i> .		
Supervisor's signature_			Date	<u> 1 1 .</u>		

Daily Record			CIRCLE DAY	1 2 3 4 5		
Student's Name:		Location:	Dat	e:		
TIME STARTED:	TIME FINISHED:		TOTAL HOURS WORKED:			
	STUDENT SELF	ASSESSMENT				
(CIRCLE): DRESS POOR 1	2 3 4 5 EXCELLENT PUNCTU	ALITY 1 2 3	4 5 INITIATIVE	1 2 3 4 5		
Activities /	Skills Performed	Tools	/ Equipment	D – Developing S – Satisfactory HD – Highly Developed D S HD		
New Terminology	Meaning					
Employability Skill Doyal	 lopment: Identify a new skill learnt or wit	traced today Broyida a	vidence / What did you do / ashi	0.40.2		
Employability Skill Devel	Topinent. Identity a new skill learnt of with	riesseu louay. Frovide ev	nderice / Wriat did you do / acrii	eve:		
Identify hygienic, safe and /or environmentally sustainable work practices and procedures:						
REFLECT ON:						
Today's achievements / Things I enjoyed today:						
Tomorrow's Goal:						
Difficulties/ issues arisin	g today:					
Supervisor's comments:	Please check what the student has in	cluded, add any additi	ional comment and sign belo	DW.		
Supervisor's signature_			Date	<u> 1 1 .</u>		

Daily Record			CIRCLE DAY	1 2 3 4 5		
Student's Name:		_Location:	D	ate:		
TIME STARTED:	TIME FINISHED:		TOTAL HOURS WORKED:			
	STUDENT SELF	ASSESSMENT				
(CIRCLE): DRESS POOR 1	2 3 4 5 EXCELLENT PUNCTU	JALITY 1 2 3	4 5 INITIATIVE	1 2 3 4 5		
Activities /	Skills Performed	Tools	/ Equipment	D – Developing S – Satisfactory HD – Highly Developed D S HD		
New Terminology	Meaning					
Employability Skill Doyal	opment: Identify a new skill learnt or win	tnessed today Broyida a	vidanas / What did you do / ach	iouo?		
Employability Skill Devel	Opinent. Identity a new skill learnt or will	iriesseu ioday. Provide ev	nderice / What did you do / achi	ieve?		
Identify hygienic, safe and /or environmentally sustainable work practices and procedures:						
REFLECT ON:						
Today's achievements / Things I enjoyed today:						
Tomorrow's Goal:						
Difficulties/ issues arisin	d today.					
	y way.					
Supervisor's comments:	Please check what the student has in	cluded, add any additi	onal comment and sign bel	ow.		
Supervisor's signature_			Date	<i>l l</i> .		

RECORD OF SERVICE PERIODS (TASK 8) SITHCCC011 Use Cookery Skills Effectively

Reminder to collect evidence whilst on workplacement of all service periods.

You are to safely and hygienically prepare and serve menu items to industry quality standard for a minimum of 12 complete service periods (shifts), that cover a combination of

- breakfast
- lunch
- dinner
- special function

Service periods may be experienced and recorded from **workplacement**, functions or catering events held at school with **industry realistic ratios** of kitchen staff to customers.

Photographic evidence of mise en place preparation, menu items prepared and/or end of service procedures should be collected whilst on workplacement, if you are intending to use these service periods as part of the required twelve (12) to be documented for competency.

Note:

As a courtesy to your employer, please explain the requirements to collect evidence of service periods for this unit of competency. Always request permission to take photographs before pulling out your phone.

