

VOCATIONAL EDUCATION AND TRAINING

WORKPLACE JOURNAL

HOSPITALITY – Kitchen Operations



LaSALLE Catholic College Bankstown

Name: _____

Workplace Employer: _____

Address: _____

Supervisor: _____

Telephone: _____ Fax: : _____

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.131500.info>" www.131500.info and HYPERLINK "<http://www.whereis.com.au>" [google](http://www.whereis.com.au) maps. Include a map with your workplace highlighted to assist you and your teacher who will visit you during the week.

Dress code for this establishment:

School Emergency Contact:



Sydney Catholic Schools

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

- Complete the program Go2Workplacement 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 your 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)

You will be expected to:

- 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 Name

Signature

Date

This student has satisfactorily

- ☐ undertaken relevant VET course Work Health and Safety units
- ☐ participated in work readiness preparation for work placement

Teacher's Name

Signature

Date

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 agreement concerns the work placement of: _____
Student Name

at: _____
Employer Name

From: ____/____/20____ to: ____/____/20____
start date end date

I understand that during this vocational placement I may have access to information which is private and confidential. 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____

✓ Enterprise induction / orientation completed:

Supervisor's name: _____

Position: _____

Signature: _____

Date: _____

Name: _____

Workplace Employer: _____

Address: _____

Supervisor: _____

Telephone: _____ Email: _____

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 student while at your workplace:

Student's name

School

WORK READINESS *If appropriate, mark more than one square in each of the following groups*

Attitude to the Job

- ☐ Enthusiastic
- ☐ Interested
- ☐ Appears indifferent

Appearance and dress for job requirements

- ☐ Appropriate
- ☐ Well groomed and neatly dressed
- ☐ Inappropriate

Ability to work with others

- ☐ Shows flexibility
- ☐ Works well in a team environment
- ☐ Prefers to work alone

Ability to work independently

- ☐ Shows ingenuity
- ☐ Readily seeks further advice
- ☐ Needs encouragement
- ☐ Waits to be told what to do

Adjustment to the work environment

- ☐ Settled immediately
- ☐ Settled in well after a while
- ☐ Found difficulty throughout

Persistence to tasks given

- ☐ Highly motivated
- ☐ Persistent
- ☐ Needs encouragement
- ☐ Not applicable to this position

Punctuality

- ☐ Always on time
- ☐ Satisfactory
- ☐ Unsatisfactory

Ability to communicate

- ☐ Outstanding communication skills
- ☐ Communicates well
- ☐ Has difficulty communicating
- ☐

Ability to follow instructions

- ☐ Shows good understanding
- ☐ Willing to seek clarification
- ☐ Needs close supervision

Attention to safety

- ☐ Excellent
- ☐ Adequate
- ☐ Could take more care

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				

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		CIRCLE DAY 1 2 3 4 5	
Student's Name: _____		Location: _____ Date: _____	
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:	
STUDENT SELF ASSESSMENT			
(CIRCLE): DRESS POOR 1 2 3 4 5 EXCELLENT PUNCTUALITY 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
New Terminology	Meaning		
New Skill Development: <i>Identify a new skill learnt or witnessed today. Provide evidence / What did you do / achieve?</i>			
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 arising today:			
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>			

Supervisor's signature _____		Date ____/____/____	

DAILY RECORD		CIRCLE DAY 1 2 3 4 5	
Student's Name: _____		Location: _____ Date _____	
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:	
STUDENT SELF ASSESSMENT			
(CIRCLE): DRESS POOR 1 2 3 4 5 EXCELLENT PUNCTUALITY 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 Development: <i>Identify a new skill learnt or witnessed today. Provide evidence / What did you do / achieve?</i>			
Identify hygienic, safe and /or environmentally sustainable work practices and procedures:			
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Today's achievements / Things I enjoyed today:			
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Difficulties/ issues arising today:			
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>			
Supervisor's signature _____		Date ____ / ____ / ____.	

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Student's Name: _____		Location: _____ Date: _____	
TIME STARTED:	TIME FINISHED:	TOTAL HOURS WORKED:	
STUDENT SELF ASSESSMENT			
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Tomorrow's Goal:			
Difficulties/ issues arising today:			
Supervisor's comments: <i>Please check what the student has included, add any additional comment and sign below.</i>			
Supervisor's signature _____		Date ____ / ____ / ____.	

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.

