

STUDENT'S TASK BOOK

ERD: AUTOMOTIVE REPAIR AND MAINTENANCE NCV LEVEL 4



STUDENT NAME: _____

COLLEGE: _____

HOST COMPANY: _____

NATIONAL CURRICULUM (VOCATIONAL)

Engineering and Related Design

Elective: Automotive Repair and Maintenance

LEVEL 4

**Workplace-Based Experience
Learning Programme**

The Swiss South African Cooperation Initiative

PostNet Suite 267
Private Bag X30500
2041
Houghton
Johannesburg

Phone: 011 642 2110
Email: projects@ssaci.org.za

The Swiss South African Cooperation Initiative (SSACI) is a public-private partnership in development. It has supported vocational training since 2001. SSACI's main aim is to open up pathways to skilled employment for young South Africans.

This logbook was developed by SSACI as part of its FET College Project. SSACI implemented this project with the Department of Education (now Department of Higher Education and Training) and a pilot group of colleges between 2008 and 2010.

The FET College Project provided workplace-based experience (WBE) for engineering students in two NC(V) programmes: Engineering and Related Design, and Electrical Infrastructure Construction. The aim of the project was to better align the curriculum in these two programmes with the needs of industry and produce more employable students. Through this project, WBE logbooks were developed and piloted at level 2, 3 and 4 for these two programmes. This is one of the logbooks developed.

It is hoped that the logbooks developed through the FET College Project are used as a prototype for WBE logbooks in other college programmes.

Task checklist for participating in the WBE programme

CHECKLIST INSTRUCTIONS	
<p>This checklist contains a summary of all the tasks you need to complete as part of your involvement in the workplace-based experience (WBE) programme. Some of these tasks must be completed before the start of your work placement, others during and some after. Use the checklist to help you keep track of what you have done and what you still need to do by ticking off each task after you have completed it.</p>	
THINGS TO DO BEFORE THE START OF YOUR WORK PLACEMENT	
1.	If you are under 18, give your parent / guardian the letter from your college about your participation in the work placement programme (letter to be provided by your college)
2.	Fill in the 'employer and college contact information' form (section 1, page 9 of logbook)
3.	Fill in the 'student profile' form' (section 1, page 10 of logbook)
4.	Complete the 'learning agreement' (section 1, page 11 of logbook). Ensure that it is signed by a college representative, an employer representative and yourself
5.	Get a certified copy of your ID (or passport if you do not have an ID) and paste this into your logbook (section 1, page 12)
6.	Complete the 'indemnity form' (section 1, page 13 of logbook). If you are under 18, this needs to be signed by your parent or guardian. If you are over 18 you need to sign it
7.	With the help of a lecturer, tick off the curriculum checklist (section 2.3, page 16 of logbook). Both you and your lecturer need to sign the completed checklist
8.	Make transport arrangements to get to your host employer. Get transport money from your college, if this is being provided
9.	Find out what personal protective equipment (PPE) your host employer requires and make sure you have this
10.	Read through your logbook very carefully (especially section 5) before your placement so you know what information you will have to find in the workplace to complete it
COMPLETION OF LOGBOOK DURING AND AFTER YOUR PLACEMENT	
11.	Complete the 'workplace induction checklist' (section 3, page 20 of logbook) on the first day of your work placement
12.	During your work placement, fill in your daily journal (section 4, page 21 of logbook). Ask the person who supervised you each day to sign your journal
13.	During and after your placement, answer the questions in section 5 (page 37 of logbook)
14.	After your placement, evaluate your experience (section 6, page 47 of logbook)
15.	Prepare the summary on your work experience (section 7, page 48 of logbook)
COMPLETION OF EMPLOYER SECTIONS AT THE END OF YOUR PLACEMENT, BUT BEFORE YOU LEAVE THE WORKPLACE	
16.	Ask your workplace supervisor to help you tick off the areas of exposure and practice you have received in the curriculum checklist (section 2.3, page 16 of logbook. Both you and your supervisor need to sign the completed checklist
17.	Ask your workplace supervisor to complete the evaluation on you (section 9, page 51 of your logbook)
18.	Ask your workplace supervisor to complete the letter about your placement (section 10, page 52 of logbook). This letter also needs to be stamped with the workplace stamp
PROVIDE FEEDBACK ON YOUR WORKPLACE EXPERIENCE AFTER PLACEMENT	
19.	Share your experience in the workplace with your college and other students. If you are required to do a formal presentation, use the summary you have prepared in section 7 of your logbook

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PART 1

INTRODUCTION, SUPPORTING DOCUMENTS AND PROGRAMME INFORMATION

INSTRUCTIONS FOR PART 1

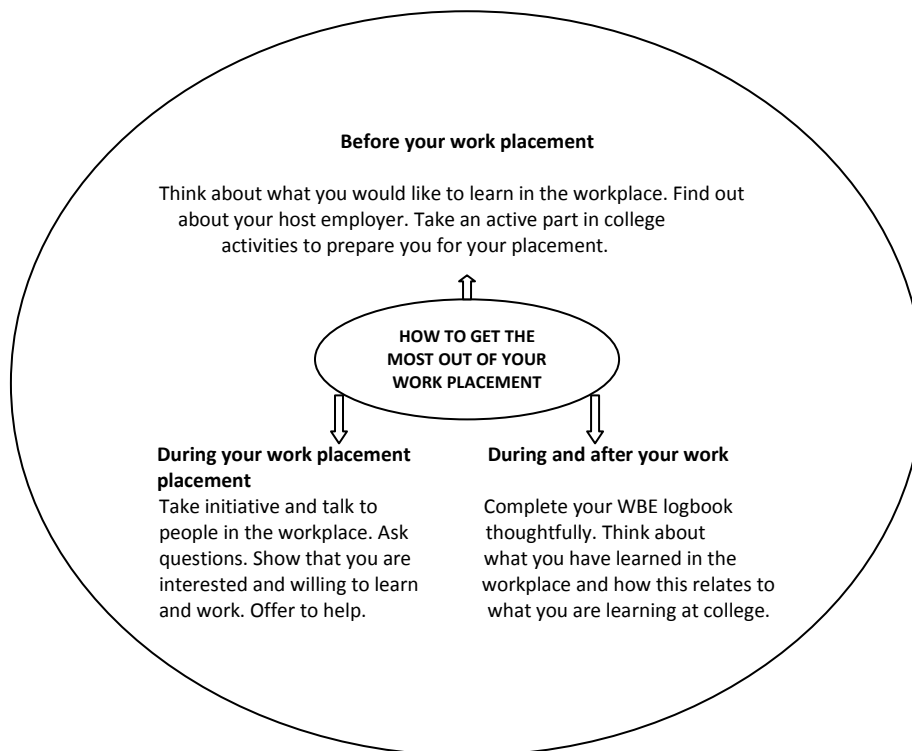
- **Please read the introduction and instructions in section 1 as soon as you can after getting this book.**
- **Before your placement**, complete the following documents in section 1:
 - Employer and college contact information
 - Student profile and contact information
 - Student learning agreement
 - Copy of ID
 - Indemnity form
- **To prepare for your placement** read the information about the workplace-based experience programme in section 2.
- Ensure that the curriculum checklist in section 2 is completed (**before and after your placement**).

Section 1: Introduction and supporting documents

1.1 INTRODUCTION AND INSTRUCTIONS

The WBE programme and how to make the most of it

Welcome to the NC(V) Level 4 workplace-based experience (WBE) programme for Engineering and Related Design-Automotive Repair and Maintenance. For many of you this will be your first real exposure to a workplace that works in the field in which you are training. We hope that this will be a valuable experience for you. To gain the full benefit from your experience though, you must make the most of your time in the workplace. Take the opportunity to learn as much as you can about how your host employer operates and the kind of work your course is preparing you to do. Remember you will learn best by asking questions and, whenever possible, taking part in workplace tasks. The diagram below provides ideas on how you can get the most out of your work placement.



Introduction to the logbook and instructions on how to use it

Your WBE logbook is divided into three parts and ten sections.

PART 1 includes information and documents that support your work placement. It also includes information on your WBE learning programme. It has two sections.

- **Section 1** introduces the programme and logbook and includes information on your host employer, your college, and you. It also contains the learning agreement and indemnity you will sign to be part of this programme and a copy of your ID. **Please make sure that all the forms and documents in section 1 are completed before you start your work placement.**

- **Section 2** provides information on the content and outcomes of this WBE programme. A curriculum knowledge and skills checklist is also included in this section. This checklist has two purposes. The first is to give your host employer information on what you are learning at college. This information will help the employer plan what work experience to provide you with during your placement. The second purpose is to provide a record of the actual workplace experience you received during your placement. **The curriculum checklist needs to be completed before you go into the workplace with the assistance of a lecturer and at the end of your work experience with the assistance of an employer representative.**

PART 2 contains the activities you need to complete during and after your placement. There is also a section in this part that will be completed by your college workplace mentor. Part 2 has six sections.

- **Section 3** contains a workplace induction checklist that you should **complete on the first day of your placement.** This checklist will help you clarify what your host employer expects of you and how you will be supervised during your placement.
- **Section 4** is a daily journal. Use the journal to record what you see and do each day that you are in the workplace. You can also include drawings if you would like to. One page has been provided for each day of your placement. There is also a space at the bottom of each page for the person who supervised you to sign off for the day and, if they would like to, make a comment. **Your journal should be completed during your placement.**
- **Section 5** includes questions you need to answer about your WBE and what you have learned. You need to try to answer as many of the questions as possible. **This section should be completed during and immediately after your placement while your memory of it is still fresh.**

Read through section 5 very carefully before the start of your placement so you know what you need to find out in the workplace to answer the questions. This is important as you might not be able to keep your logbook with you at all times due to its size. If this is so, it is suggested you carry a small notebook around with you to make notes in while you are in the workplace. (If your college or employer does not provide a notebook, you will have to buy one). You can then complete your logbook from your notes. **If you are using a small notebook, it is suggested that you make some notes in it to remind yourself about the information you need to collect.**

- **Section 6** gives you an opportunity to evaluate your workplace-based experience. **This section needs to be completed at the end of your placement.**
- **Section 7** requires you to prepare a brief summary on your work placement. This summary can then be used for the presentation your college may require you to do for other students. **Complete section 7 after your placement** using the information you have collected in the other sections.
- **Section 8** provides a space for your college workplace mentor to comment on your placement and logbook. If your mentor visits you while you are in the workplace, he or she may write a comment at this point. Otherwise, he or she will comment after you have completed your placement and handed in your logbook.

PART 3 includes two sections which need to be completed by your host employer at the end of your placement. **You need to make sure that both sections in this part are completed before you leave the workplace.**

- **Section 9** is an employer evaluation of your performance during your placement.
- **Section 10** includes a letter which confirms your placement with the employer and indicates what work experience you received. Make sure that the employer puts its stamp at the top of the letter.

Task checklist for participating in the WBE programme

A one page checklist of all the tasks you need to complete as part of your involvement in the WBE programme is include at the beginning of your logbook on page 3. Use this list to help you keep track of what you need to do before, during and after your placement. Tick off each task when you have completed it.

What to do if you have a problem during your work placement

If you have a problem, call your college workplace mentor as soon as possible and discuss it with him or her.

Name of college workplace mentor.....

Phone number

1.2 EMPLOYER AND COLLEGE CONTACT INFORMATION

Employer contact information

Name of employer		
Address of employer		
Employer phone number		
Main employer contact person	Name	
	Contact number	
Second employer contact person	Name	
	Contact number	

College contact information

Name of college		
Information on the college campus at which the student is based	Name of campus	
	Campus address	
	Campus phone number	
The coordinator of the work placement programme	Name	
	Contact number	
College workplace mentor	Name	
	Contact number	

1.3 STUDENT PROFILE AND CONTACT INFORMATION

Full name					
Student contact number					
Address					
Name of parent / guardian				Contact number parent / guardian	
ID number				Age	
Name of medical aid (if you have one)				Medical aid no.	
Drivers licence	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Means of transport
Last school attended				Highest school qualification	
NC(V) programme				Level	
Why I chose to study this NC(V) programme					
My future goals					
What I hope to learn during my workplace experience					
Previous work experience I have had					

1.4 STUDENT LEARNING AGREEMENT

Congratulations! You have been selected to participate in the workplace-based experience (WBE) programme for your college programme. This is a wonderful opportunity for you to learn about your chosen occupation and improve your employment prospects.

You will be placed at (employer)

for..... days, from (start date)..... to (end date).....

You need to remember that you are now an ambassador for your college. Your behaviour in the workplace hosting you thus needs to be excellent. During your work placement you need to comply with your college's code of conduct as well as the rules of your host employer. Any problems or discipline matters that arise will be managed by your college.

During your work placement will be required to:

- Adhere to the work hours required by the employer
- Follow the instructions of the workplace representatives responsible for you
- Comply with safety and other rules in the workplace. This includes following the dress code and wearing the required personal protective equipment (PPE)
- Be punctual
- Maintain professional behaviour at all times
- Take responsibility for making your workplace experience valuable
- Complete the activities in your logbook
- Ensure that your host employer completes and signs off the required sections in your logbook

When you return to the college you will be required to:

- Hand in your fully completed logbook
- Give feedback on your workplace-based experience

Student	For the college	For the employer
Name 	Name 	Name
Signature 	Signature 	Signature
Date 	Date 	Date

1.5 CERTIFIED COPY OF ID OR PASSPORT (Paste in)

1.6 INDEMNITY FORM

INSTRUCTIONS FOR COMPLETING THE INDEMNITY FORM

- If you are under 18, your parent or guardian needs to complete the indemnity form and sign it. If you are over 18, you need to complete and sign it yourself.
- Depending on who completes the form, cross out the part that is not relevant. For instance, if you complete and sign the form, cross out the phrase 'parent guardian of the trainee' at the top of the form.

I _____ (full name and surname), the parent/guardian of the trainee / the trainee (cross out part not relevant), hereby indemnify _____ (name of temporary host employer), its employees and its agents against any claims of any nature whatsoever which may be brought against them by the trainee, _____ (full name and surname of the trainee) or any third party or other person claiming on behalf of the trainee arising out of the trainee's death or injury or loss of or damage to the trainee's property as a result of entering into and remaining on _____ (name of temporary host employer)'s premises, whether the claim is based on _____ (name of temporary host employer) negligence or on the negligence of any of its employees or agents for which they may be liable.

Name (full name and surname)

Designation (parent/guardian or trainee)

Signature

Date

Section 2: Programme overview

INSTRUCTIONS FOR SECTION 2

- Read the information about the WBE programme in 2.1 and 2.2 **(before your placement)**.
- Complete the curriculum checklist in section 2.3 **(before and after your placement)**.

2.1 OBJECTIVES AND OUTCOMES OF THE WORKPLACE-BASED EXPERIENCE PROGRAMME

Programme objectives

To provide you with work exposure and experience in real workplaces that is relevant to your field of study and thereby:

- Develop your understanding of the industry you are training to work in and the career you are studying toward;
- Improve your competence and work-readiness; and
- Improve the alignment between the NC(V) and industry.

Learning outcomes

By the end of the workplace-based experience programme you will be able to:

- provide a general description of the work and work process of your host employer;
- discuss and comment on health and safety in the workplace and the employer's management of waste and other potential hazards to people and the environment;
- describe in detail the full job cycle followed from planning to completion for at least one task that you were involved in during your placement;
- discuss and comment on the quality procedures followed in the workplace;
- have a better understanding of the career you are studying toward and the role that people in your trade area play in your industry;
- describe and demonstrate the practical skills you were able to develop during your placement; and
- share your experience in the workplace with your classmates through an oral presentation.

2.2 WORKPLACE-BASED EXPERIENCE PROGRAMME THEMES

The WBE learning programme is designed to build on what you are learning at college. It has four broad themes:

- Theme 1: Work and work processes in a workplace
- Theme 2: The job of an artisan or technical worker
- Theme 3: Safety in the workplace
- Theme 4: Quality: Ensuring that work is correct and of a high standard

Theme 1: Work and work processes in a workplace

This theme focuses on what workplaces working in your field of training do and how they work. The workplace you visit will be working in the automotive repair and maintenance field. It may be a general workshop or a specialist shop like a transmission, cooling system, exhaust, auto-electric or fitment centre. While in the workplace you could observe or participate in tasks that involve servicing, removal, dismantling, cleaning, adjusting, repairing and fitting of motor vehicle parts and components. In the process you will be exposed to different types of tools, equipment and machines. The actual exposure you get will depend on the type of workplace you visit and the way it structures your time with it. However, it is hoped that during your placement you will be exposed to whole work processes from the beginning to the end of a task and to the work of different departments. This will help you to develop an understanding of the work done by the workplace and the way different jobs work together to make this possible.

Theme 2: The job of an artisan or technical worker

The focus of this theme is on the actual work done by different kinds of artisans and technical workers who work in your field of training. During your work placement, you will observe, work with and talk to people who work in your trade area. This will give you a better idea of the work you are training to do. In addition, you will be able to see how it fits into the whole work process of a workplace. Through working with artisans and technical workers you will also have a chance to increase your knowledge and skills in your trade area.

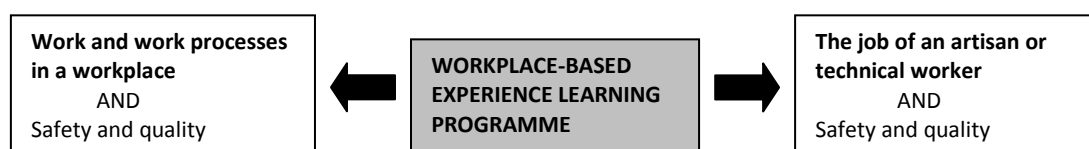
Theme 3: Safety in the workplace

Safety is a central part of every aspect of the work of the kinds of workplaces you are training to work in. As such, working safely is an important part of your college curriculum and is a key theme of this WBE learning programme. During your work placement you will be exposed to how safety is practiced in a real workplace. You will find out about your host employer's safety rules and the safety procedures followed by each artisan or technical worker you work with.

Theme 4: Quality: Ensuring that work is correct and of a high standard

Like safety, quality underlies the work of any workplace. Good quality work is essential for employers to survive and succeed in their industry. During your work placement you will be exposed to how quality is practiced in a real workplace. You will find out about your host employer's quality procedures and what artisans and technical workers do to ensure the quality of their work.

The four themes work together in the following way:



2.3 CURRICLUM KNOWLEDGE AND SKILLS CHECKLIST

The curriculum checklist below provides a summary of the main content areas you should have covered in your NC(V) programme by the end of the year.

Before your work placement, get a lecturer to help you tick off all the items in the checklist that you have already covered at college. Tick the theory column if you have only covered the item theoretically. If you have covered it theoretically and practically, tick both the theory and practice columns. Both you and the lecturer need to sign that the information included in the list is correct. This information will be useful to the workplace hosting you as it will be able to see what you know and can practically do. This will help it to provide you with relevant work exposure.

At the end of your work placement, ask your workplace supervisor to help you tick off the items in the checklist that you observed or were practically involved in. Both you and your workplace supervisor need to sign that the information included in the list is correct. **Make sure that your checklist is properly completed so that you have an accurate record of your workplace experience.** This will be helpful when you are trying to find work or get into an apprenticeship.

NC(V) ENGINEERING AND RELATED DESIGN
Elective: Automotive Repair and Maintenance
 Incorporates Levels 2-4

SUBJECTS

Fundamental subjects	Level 2 core subjects	Level 3 core subjects	Level 4 core subjects
<ul style="list-style-type: none"> • Language • Mathematics or Mathematical Literacy • Life Orientation 	<ul style="list-style-type: none"> • Engineering Fundamentals • Engineering Technology • Engineering systems • ELECTIVE: Automotive Repair and Maintenance 	<ul style="list-style-type: none"> • Engineering Practice & Maintenance • Materials Technology • Engineering Graphics and Design • ELECTIVE: Automotive Repair and Maintenance 	<ul style="list-style-type: none"> • Engineering Processes • Professional Engineering Practice • Applied Engineering Technology • ELECTIVE: Automotive Repair and Maintenance

CURRICULUM KNOWLEDGE AND SKILLS CHECKLIST

Knowledge and skills developed			Confirmation of training provided			
			Training provided in COLLEGE		Observation / practice in the WORKPLACE	
			Theory	Practice	Observation	Practice
TOPIC 1	Correctly select use, care for and maintain tools and equipment	Hand tools , e.g. screwdrivers, spanners, pliers, hammer, wrench, allen keys, hacksaw, clamps, wire stripper and side cutter				
		Power tools and equipment , e.g. drilling machines (hand held & pedestal), grinders (angle, bench & pedestal), orbital sander, and saw (jig & band)				
		Measuring & precision measuring equipment , e.g. engineers rule, measuring tapes, callipers, protractor, spirit level, micrometer & gauges				
		Workshop equipment , e.g. air compressors and lifting equipment (hoist and jack)				
TOPIC 2	Basic understanding of function and maintenance of engineering systems and components	Electrical systems and components (e.g. batteries and fuses)				
		Mechanical systems and components (e.g. gears, belt drives, clutches and breaks)				
		Hydraulic systems and components (e.g. hydraulic brakes, power steering, pumps and valves)				
		Pneumatic systems and components (e.g. compressor and valves)				

		Lubrication systems and lubricants				
TOPIC 3	Follow a systematic method to diagnose faults in engineering systems and components	Diagnose faults in electrical systems and components				
		Diagnose faults in mechanical systems and components				
		Diagnose faults in hydraulic systems and components				
		Diagnose faults in pneumatic systems and components				
		Diagnose faults in lubrication systems				
TOPIC 4	Basic theoretical knowledge of fundamentals of engine technology and fuel systems	Functions and locations of motor vehicle systems and components, e.g. radiator, alternator and gear box				
		Operation of internal combustion engine (petrol and diesel)				
		Mechanical (diesel) fuel injection systems including fuel filters and systems				
		Operation of petrol systems and single and twin choke carburetors				
		Lubrication system in an internal combustion engine				
TOPIC 5	Basic-level understanding of vehicle electrical systems and repairing these	Basic knowledge of electrical theory and vehicle electrical systems and components				
		Remove, test, fit and service motor vehicle batteries				
		Test electrical and electronic components e.g. starter motor and alternator				
		Carry out minor repairs on lighting circuit				
		Know theory on how to service and repair electronic ignition systems				
TOPIC 6	Basic-level understanding of how to carry vehicle inspection, repair and maintenance tasks (using manufacturer's manuals)	Do a pre-delivery inspection test				
		Performing a basic condition test on a vehicle				
		Carry out minor service and inspect and lubricate vehicle systems				
		Adjust headlights				
		Balance a wheel				
		Check and adjust steering geometry (wheel alignment)				
		Diagnose carburettor faults with an exhaust gas analyser and hand vacuum gauge				
		Remove, dismantle and refit vehicle components , e.g. radiator, starter motor, water pump, fuel pump, distributor and spark plugs				
		Remove, dismantle, clean and assemble engine block				
		Repair suspension systems				
		Diagnose and repair steering systems components				
		Diagnose and repair faults in induction and exhaust systems				
		Diagnose and repair hydraulic brake systems				
		Diagnose and repair cooling systems				
		Recondition vehicle sub assembly				
		Inspect manual transmissions				
		Inspect vehicle differentials				
		Inspect automatic transmission				
Repair suspension systems						
Know theory on how service and repair an electronic fuel injection system						

TOPIC 7	Use safe and correct trade and worksite procedures	Know about and use safety measures and equipment relevant to task and machines / equipment being used				
		Use standard /acceptable worksite & trade practices				
		Use a systematic and correct work procedure to carry out tasks (i.e. plan and prepare to do task, carry out task, do functioning and quality tests, report on work, perform housekeeping)				
		Know the correct way to clean different automotive parts				
		Read a job card				
		Report and record all job activities, problems and incidents according to accepted standards				
		Carry out required housekeeping				
		Have basic knowledge on how to handle & store chemicals				
		Apply basic first aid procedures				
		Apply basic fire fighting				
	Report incidents and accidents					
		Signatures (College)	Signatures (Workplace)			
	 Lecturer Company rep			
	 Student Student			

PART 2

PROGRAMME ACTIVITIES

INSTRUCTIONS FOR PART 2

There are six sections in part 2.

- **Section 3** contains a workplace induction checklist that you should **complete on the first day of your placement.** This checklist will help you clarify what your host employer expects of you and how you will be supervised during your placement.
- **Section 4** is a daily journal. Use the journal to record what you see and do each day that you are in the workplace. **This section should be completed during your placement at the end of each day.**
- **Section 5** includes questions you need to answer about your WBE and what you have learned. You need to try to answer as many of the questions as possible. **This section should be completed during and immediately after your placement while your memory of it is still fresh.**
- **Section 6** gives you an opportunity to evaluate your workplace-based experience. **This section needs to be completed at the end of your placement.**
- **Section 7** requires you to prepare a brief summary on your work placement. This summary can then be used for the presentation your college may require you to do for other students. **Complete section 7 after your placement** using the information you have collected in the other sections.
- **Section 8** provides a space for your college workplace mentor to comment on your placement and logbook. **This section will be completed by your mentor during or after your placement.**

Section 3: Workplace induction checklist

INSTRUCTIONS FOR COMPLETING THE INDUCTION CHECKLIST

Please tick off the items in the checklist below once you have completed them. You also need to fill in the additional information required. **This checklist should be completed on the first day of your placement.**

Item	Tick
1. I have the name and address of my host employer	
2. I have the name and contact number of the person in the workplace who is responsible for me during my placement	
<i>Name of my supervisor:</i>	
<i>Contact number for my supervisor:</i>	
3. I know who I will be reporting to on a day-to-day basis in the workplace	
<i>Names of the people I will report to daily</i>	<i>When I will report to this person</i>
4. I have been introduced to the people I will be working with	
5. I know the rules of my host employer	
6. I know what my host employer expects of me while I am in the workplace	
<i>Things they expect of me include:</i>	
a)	
b)	
c)	
d)	
e)	
7. I know what time I need to be at work daily and when lunch and tea breaks are. These are as follows	
<i>Work hours:</i>	
<i>Lunch time:</i>	
<i>Tea times:</i>	
8. I have been given a tour of workplace premises and will be able to find my way around	
9. If I have a problem during my placement I know what to do	

Section 4: Daily journal

INSTRUCTIONS FOR COMPLETING THE DAILY JOURNAL

- Make a journal entry for each day you are in the workplace. One page has been provided for each day of your placement up to a maximum of 10 days.
- Your journal should be a daily record of your workplace experience. Use it to describe what you see and do each day. You can also include drawings, diagrams, notes, calculations or workplace documents.
- A few extra pages have been included at the end of the journal if you need more space. If this is still not enough space, you can paste or staple more pages into your logbook.
- Ask the person who supervised you each day to sign off for that day in the place provided and, if they would like to, make a comment about how the day went.

JOURNAL: DAY 2

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....

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JOURNAL: DAY 3

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....

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JOURNAL: DAY 4

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....

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JOURNAL: DAY 6

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....

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JOURNAL: DAY 7

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....

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JOURNAL: DAY 8

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....
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JOURNAL: DAY 9

Date.....

Time in

Time out

Department(s) / section(s) you visited or worked in.....

Names and job titles of the people you worked with during the day

Name	Job title

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To be completed by employer representative responsible for the student for the day

Name	Job title	Signature

Comment, if any.....

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Section 5: WBE programme questions

INSTRUCTIONS FOR COMPLETING SECTION 5

- Please answer as many of the questions in this section as you can.
- You do not need to answer them in a particular order. The information you collect on a day-to-day basis will depend on how your host employer structures your placement. As you get information, you can fill it in.

5.1 OVERVIEW OF THE WORKPLACE AND THE ROLE PLAYED BY PEOPLE IN YOUR TRADE

5.1.1 What does the workplace hosting you do?

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5.1.2 Name the main departments / sections that make up the workplace. Then say what work is done by each department.

Names of main departments found in workplace	Overview of work of each department

5.1.3 Name up to three job types / titles in the workplace that are in your trade area. Note in which department / departments these jobs are found. Then say what the role of each of these jobs is in the workplace.

Job types / titles in your trade area	Department(s) in which jobs are found	Role played by these jobs in the workplace

5.2 MANAGING HEALTH, SAFETY AND ENVIRONMENTAL RISKS

5.2.1 What health and safety risks does the workplace need to protect its employees from?

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5.2.2 What are the main safety regulations employees need to comply with?

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5.2.3 What kinds of hazards could the workplace possibly cause to people and the environment?

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5.2.4 How does the workplace prevent potential hazards and dispose of waste like old oil, worn or damaged components and general waste?

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5.3 INTERVIEW A COMPANY EMPLOYEE ABOUT HIS OR HER JOB AND CAREER DEVELOPMENT PATH

In this activity you need to interview someone who works in your trade area about his or her job and the career development path she or he has followed. The purpose of the interview is to find out about what it is like to work in your trade area and career progression possibilities. To get the information you need, it is best that you interview someone who has been working for ten or more years in your trade area. It is not necessary that they have worked for the same employer for this period.

You will need to get permission from the person in charge of you to approach someone in the workplace to conduct this interview. Once you have this permission, you need to find a suitable person to interview. Your supervisor might be able to make some suggestions. Approach the person you want to interview and explain the purpose of the interview. Ask if he or she would be willing to participate. Note that the interview will take about 15 minutes. If the person is unable or unwilling to participate, approach another person. Once you have found someone who is willing to be interviewed, arrange a date and time to do the interview.

Prepare for the interview by reading through and thinking about all the questions you need to ask before the interview. If there is more than one level 4 student at the workplace at the same time as you, you could conduct this interview together. This might be better for the workplace as it would take less time. However, if you do this you need to write up the interview separately.

Interview questions

1) Name of interviewee

2) What is your job title?

3) When did you start working for this workplace?

4) What is your immediate superior's job title?

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5) What, if any, positions do you supervise?

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6) What are your main duties?

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7) What skills and personal qualities do you need to do your job?

Specific skills needed	Personal qualities needed (e.g. patience, neatness, attention to detail, get on well with others, etc.)

8) What kind of training and qualifications do you need to do your job?

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9) What are the most interesting / enjoyable aspects of your job?

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10) What are the least interesting / enjoyable aspects of your job?

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11) Where did you work before and what did you do there?

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12) What factors have affected your career path in general (from your first job to the current job) and more specifically in the workplace you are currently employed?

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13) What career opportunities are available in the workplace?

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14) What advice on how to succeed would you give to someone coming into your field of work?

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5.4 DETAILED REPORT ON ONE TASK CARRIED OUT IN THE WORKPLACE

In this section you need to report on one task you observed or were involved in from the planning and preparation stage to its completion. Depending on the kind of task, it might have taken a few hours to complete or a number of days. Examples of tasks you could report on include:

- Carrying out a pre-delivery inspection or a basic condition test
- Servicing a motor vehicle
- Removal and replacement of a vehicle part or component
- Dismantling and cleaning of a vehicle part or component
- Repair or refurbishment of a vehicle part or component

Choose a task to report on that will allow you to say something about the following aspects:

- The planning and preparation done before work on the task began
- The step-by-step process followed to do the task
- Safety precautions taken
- The tools and equipment used
- Checks and tests done during and after the task was completed
- Housekeeping activities that followed the completion of the task

It might be that during your placement you do not participate in a task from beginning to end. If this is so, try and find out what happened in the steps you did not observe for the task you are reporting on. Ask the artisan or technical worker who did the work or your supervisor about it.

5.4.1 Overview of task completed

Name of task:

Task start date: Task end date: Total time to complete:

Department(s) in which the task was done

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Names and job titles of the main people involved in doing the task

Names	Job titles

Summary of what was done:

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Why was this task done?

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5.4.2 Detailed description of work process followed to complete the task

PREPARING TO DO THE TASK

Before a task is done, various activities are usually carried out to ensure that the work can be done safely, correctly and to the right standards. Complete the table below on the preparation activities carried out.

Were any of the following things done before the task was carried out? Tick yes or no.				
• Instructions were obtained on how to do the task	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• The manufacturer's manual was obtained	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Service records were obtained	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Tools, equipment and / or replacement parts were obtained	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• The tools, equipment and replacement parts were checked to ensure that they were correct, in working order and safe	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• The environment in which the task was to be done was checked to ensure that it was clean and safe	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• The vehicle was raised into position using a hoist	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Did any other preparation activities take place? If yes, list them below.				

DOING THE TASK

This section focuses on how the task was done. There are three parts in this section. In the first, you need to indicate what kind of task instruction was used. In the second, you must note what work processes were used. In the last, you need to give a step-by-step description of how the task was completed.

1) TASK INSTRUCTIONS FOLLOWED TO DO THE WORK				
Were any of the following kinds of task or job instructions used? Tick yes or no. More than one answer can be ticked.				
• Task instructions were given verbally	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• A written task instruction was given	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• The task was completed on the basis of a job card	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• The task was done according to a service schedule	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• A standard operating procedure (SOP) was followed	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Was any other sort of task instruction given? If yes, explain below.				

2) WORK PROCESSES USED IN COMPLETING THE TASK

Did the task involve any of the following processes? Tick yes or no. More than one answer can be ticked.

• Checking service records	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	• Diagnosing faults	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Checking manufacturer’s manual	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	• Cleaning parts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Removing parts or components	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	• Refitting parts	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Replacing vehicle fluids	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	• Making adjustments	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
• Dismantling parts or components	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	• Testing functioning or quality	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Were any other work processes that are not included in the list above used? If yes, note these below.

3) THE TASK COMPLETION PROCESS

Describe the work process followed step by step. For instance, what was the first thing done? What was done next? What was done after this? And so on. In each step of the process, note what tools, equipment and machines were used and what safety precautions were followed.

Step-by-step description of task completion process	Tools, equipment and machinery used	Safety precautions followed

Were any tests or checks carried out while the task was being done?	Yes		No	
If yes, what tests or checks were done and why?				
What role did you play in doing this task? Did you observe or participate? If you participated, what did you do?				

AFTER THE TASK HAS BEEN COMPLETED

In this section you need to report on post-task activities. There are five parts in this section. The first looks at how the completed task was checked. The second looks at the safety precautions taken after the task was completed. The third focuses on how the task was reported on. The fourth looks at housekeeping. The final part allows you to report on any other activities carried out after the task was completed.

1) CHECKING THE COMPLETED WORK				
When a task is finished it is usually checked to ensure that it is correct and meets required specifications, that the finishing is of a good standard, and that everything is functioning properly.				
Was any testing or checking done after the job was completed? If yes complete the questions below.			Yes	No
What was checked or tested?	How was this checked and who did the check or test?	Why was this check or test done?		
Did the tests or checks show that there were any problems?			Yes	No
If yes, note one problem identified in the left hand column and what was done to solve the problem in the right hand column.				
Problem identified		Solution to the problem		

2) SAFETY PRECAUTIONS TAKEN AFTER THE TASK WAS COMPLETED			
Were any specific safety precautions taken after completing the task?	Yes	<input type="checkbox"/>	No
If, yes describe these.			

3) REPORTING ON THE COMPLETED TASK			
A report which indicates what was done and why is often drawn up on a completed task. The information contained in reports can be used to monitor work done, track problems that have occurred in the past and plan future work.			
Was a report given on the work done?	Yes	<input type="checkbox"/>	No
Was it a written or oral report?	Yes	<input type="checkbox"/>	No
Who was the report for?			
Who signed the report?			
What was reported on?			
Why was a report prepared?			

4) HOUSEKEEPING			
After a job has been completed, housekeeping is done to ensure that the workspace is left tidy and safe.			
Describe the housekeeping activities that were carried out after the task was completed. For instance, what cleaning was done of the work area, tools and equipment? Also, was there a need to pack away and store any tools, equipment or materials?			

5) OTHER			
Describe any other activities that took place after the task was completed.			

5.4.3 Assessment of the task completion process and what you learned

The last part of this activity requires you to think about and assess the way the task was completed. You also need to think about and reflect on what you learned from observing or participating in the task. Answer the questions that follow.

How effectively was the task carried out? Did any problems occur?
Do you think the work process used to complete this task could be improved in any way? Give reasons for your answer.
What did you learned from observing or participating in this task?

Section 6: Student evaluation of workplace-based experience

INSTRUCTIONS FOR COMPLETING THE EVALUATION
Answer the questions that follow about your workplace experience.

1. Did you feel adequately prepared by your college for your work placement? Explain your answer. For instance, did you have some information about the employer hosting you? Did you know what would be required of you and how to complete your logbook?

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2. Was your workplace-based experience relevant to what you have learned in your programme at college? If yes, give a few examples of how it related to this.

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3. Rate and comment on the value of your workplace-based experience.

Not at all useful	Not that useful	Fairly useful	Very useful	Extremely useful

Give reasons for your rating

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What did you find most valuable about your workplace-based experience?

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What did you find least valuable about your workplace-based experience?

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4. How do you think your experience could have been improved?

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5. Do you have any other comments?

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Section 7: Headings for presentation on workplace-based experience

INSTRUCTIONS FOR COMPLETING SECTION 7

Use the headings below to prepare a brief summary on your workplace-based experience. If you need to make a presentation, you can then refer to the information in this section.

1. What does the workplace do?

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2. Name a few of the jobs in your trade area that are found in the workplace.

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3. What role do people who are working in your trade play in the workplace?

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4. What is your impression of the way people in the workplace relate to each other and work together?

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5. Provide a summary of the main things you were involved in and learned during your placement.

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6. Was this learning experience valuable for you? Give a reason for your answer.

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Section 8: College mentor comment

INSTRUCTIONS

This section has been provided for your college workplace mentor to comment on your placement and logbook. If your mentor visits you while you are in the workplace, he or she may write a comment at this point. Otherwise, he or she will comment after you have completed your placement and handed in your logbook.

(To be completed by college mentor)

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Mentor name	Signature	Date

PART 3

EMPLOYER EVALUATION OF STUDENT AND LETTER CONFIRMING WORK EXPERIENCE PROVIDED

INSTRUCTIONS FOR PART 3

Part 3 includes two sections which need to be completed by your host employer at the end of your placement. **You need to make sure that both sections in this part are completed before you leave the workplace.**

- **Section 9** is an employer evaluation of your performance during your placement.
- **Section 10** includes a letter which confirms your placement with the employer and indicates what work experience you received. Make sure that the employer puts its stamp at the top of the letter.

Section 9: Employer evaluation of student

Please complete the following evaluation on the student hosted.

Name of student

1. Rating of students. Circle the number that best applies in each case where 1 = very poor, 2 = poor, 3 = fair, 4 = good, and 5 = very good.

ITEM BEING RATED	RATING				
Knowledge of technical field. The student displayed knowledge of his / her technical field appropriate to his / her level of study.	1	2	3	4	5
Practical competence. The student was able to effectively carry out tasks at a level appropriate to his / her level of training.	1	2	3	4	5
Ability to learn. The student was able to easily learn new things.	1	2	3	4	5
Interest in work. The student asked questions and showed an interest in the work.	1	2	3	4	5
Takes initiative. The student looked for work to do and acted voluntarily.	1	2	3	4	5
Communication skills. The student was able to make her / himself adequately understood and could follow spoken and written instructions.	1	2	3	4	5
Punctuality. The student arrived at work on time and kept time.	1	2	3	4	5
Housekeeping and tidiness. The student displayed the correct attitude to housekeeping activities and willingly engaged in these.	1	2	3	4	5
Safety. The student understood and followed safe work practices.	1	2	3	4	5
Attitude and cooperation. The student showed willingness and had a good attitude and was able to get along with others.	1	2	3	4	5

2. Overall comments on the student's performance

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3. Does the student display the qualities you would look for in an employee? Please explain.

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Name Job title.....

Signature

Section 10: Employer letter to confirm student work experience provided

Employer letterhead / stamp

Date.....

Confirmation of student work experience

This letter serves to confirm that(name of student)
spent(number of days) with(name of employer)
from to (placement dates) to gain workplace
experience. At the time, the student was completing level 2 / level 3 / level 4 (circle relevant
year of study) of the National Certificate (Vocational in Engineering and Related Design-
Automotive Repair and Maintenance at (name
of college). Key areas in which work exposure and experience were provided include:

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Name of employer representative

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Job title

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Signature