

SAMPLE

WORKPLACE TRAINING RECORD (LOG BOOK)

Verification of Competency, High Risk Work, machinery and plant operations, and occupations requiring a Licence or Qualification Card under Workplace Health and Safety Regulations.

TRAINEE
NAME

NOMINAL WORKPLACE TRAINING PERIOD IS:

- Verification of Competency up to 28 days
- Refresher / Upgrade to latest industry standard up to 28 days
- Initial Licence or Certification course up to 60 days

It is important that you contact your training provider or Your Licence if your program cannot be completed in this time. Special circumstances will be taken into account.

ABOUT YOUR LOG BOOK

When is training recorded?

WHS Regulations require most types of plant or high risk work to be carried out by a person holding a Licence or assessed as competent. A person must be able to do the work while in training to gain experience and skills to become competent.

A person is in formal training if:

- a training plan has been agreed to, and
- the trainee is being supervised during the work by a person that has the correct Licence or competence for that plant or type of work; and
- training and experience records are kept (ie. training is “Logged”).

The training records are required for:

1. Theory training about the work or safe operation of the equipment; and
2. Practical informal learning or ‘workplace experience’ as it is often called. Workplace experience allows the trainee to practice and gain skills in the type of work or use of the equipment. The experience can be at the workplace or in a training environment that copies a real workplace (‘simulated environment’).

Skills and experience from other activities should also be recognised. This is called Recognition of Prior Learning (RPL). This can reduce the amount of training needed to get to the required competency level.

THIS “LOGBOOK” CAN BE USED TO KEEP THEORY AND PRACTICAL TRAINING RECORDS, AND ALSO TO RECORD PREVIOUS EXPERIENCE AND CLAIMS FOR RECOGNITION OF PRIOR LEARNING (RPL).

How much training is required?

The amount of training and workplace experience a trainee will need depends on:

- existing skills and ability;
- experience in similar types of work, for example a person with experience in the use of similar equipment will not need as much training as someone new to the industry; and
- aptitude for operating the equipment, which could depend on things like age and length of time working in the industry.

What happens after training and workplace experience?

After a person has enough skill and knowledge for the particular work or plant, then a formal assessment can be undertaken. The assessment is usually broken into theory and practical assessment. Some licence types may also require extra assessments.

The formal assessment should be undertaken by an accredited and authorised assessor.

TRAINING DETAILS

Trainee Name		
Trainee's Date of Birth		
Location of Training		
Equipment or type of high risk work		
Workplace Supervisors		
Contact Number		
Licence/Qualification Card Number:		

RPL DETAILS

RPL granted will be based on the confirmed experience of the Trainee, and the observations of the Assessor.

Work Type or Equipment	Experience - Job Titles - Relevant Training - Time Involved	Trainer Initials
<i>Dogging and Slinging</i>	<i>2 years as Crane Driver 1992 - 94 10 months lead slinging in manufacturing plant 94-96</i>	<i>JB</i>
<i>Operate equipment</i>	<i>Operate backhoe loader, bobcat in house construction 1988 - 90 Loader with forks on farm 6 years. Licenced for LL.</i>	<i>JB</i>

DECLARATION

Ready to be assessed?

I declare that the workplace experience recorded in this logbook have been undertaken by me and no-one else. I believe the workplace experience has been sufficient to make me ready to be assessed.

Trainee's Signature	
Supervisor's Signature	
Date	



Supervision of Training

The level of supervision that needs to be given during the workplace training can be worked out using the following:

Direct:

- no former experience with or exposure to similar plant or equipment; lower level aptitude demonstrated during training

Periodic:

- fair aptitude demonstrated during training; good communication systems in place where workplace experience will be gained; good access to advice from other licensed or qualified operators

Minimal:

- extensive former experience with very similar plant or equipment, high aptitude demonstrated during training; good communication systems in place where workplace experience will be gained; good access to advice from other licensed or qualified operators

NOTE:

The level of supervision needed may decrease with experience and as the training tasks have been completed. The workplace supervisor may assess a lower level of supervision as being acceptable.

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