

Student journal

Background

This activity supports the video clip from **WorkABLE: Teachers at work** – *Brett van Berkel*.

The journal was developed to assist students in the Career Enterprise and Opportunity (CEO) program to plan and reflect on their learning. For more information on the CEO program see Brett's page 'From classroom to CEO'. The journal helps students to plan their weekly activities, to focus on employability skills, provide a base for discussion with the teacher and to reflect on learning. It can be used as a formal assessment tool for the Personal Development and Work Related Skills units.

The journal was designed for senior VCAL students.

Overview of the activity

Students are given time to complete their journals at the end of relevant sessions. The teacher will check the journal every six weeks and it is the student's responsibility to keep it up to date.

Purpose of the activity

The journal will assist students to plan, record and keep up to date with study requirements and learning outcomes.

Assessment

The activities in this unit are designed to support student learning but may also be used for assessment purposes. If the activities are to be used as assessment tasks, teachers should check the relevant curriculum document, for example, the VCAL Curriculum Planning Guides, to ensure all the elements are covered and the activity is consistent with the unit purpose statement.

Evidence required

Evidence of successful completion of the assessment task includes meeting all requirements during the six week blocks as stated by teaching staff.

VCAL Student Planning and Record Journal

Dear students,

Before starting your journal, read and make sure you understand the following information about:

- Employability skills
- The role of your CEO mentor or teacher
- Your key responsibilities
- Your role
- Journal requirements.

Employability Skills

These eight lifelong and work related skills are built through work, education and training, and personal life experience. Employability skills are the end product of your personality, abilities, attitudes, training and life and work experiences.

Planning and organising – managing your own and other peoples' time, meeting deadlines, being responsible and carrying out activities successfully.

Teamwork – being able to work effectively with others, help out, ask questions when needed and seek feedback.

Communication – being able to speak effectively, listen, and write information for workmates, supervisors, customers and others.

Problem solving – being able to work out the best solution, persevere, use maths and logic and seek help when needed.

Self-awareness – honestly knowing your strengths and weaknesses and being able to take steps to improve yourself.

Technology – being able to use computing and communications (ICT), machinery, equipment and tools sagely and effectively.

Learning – involves both on-the-job training under supervision and off-the-job training by doing relevant courses.

Initiative and enterprise skills – being able to use all your skills to develop better ways to complete tasks, being flexible, negotiating, communicating and solving problems.

CEO mentor/teacher's role

Communication

- Communicate with parents, teachers and outside providers i.e. work experience
- Promote sense of community within VCAL programme
- Develop mentoring relationships and sense of belonging

Planning and goal setting

- Assist in setting daily, weekly and monthly goals
- Teach goal setting
- Monitor student's record of goals in planner
- Review and implement student learning plans
- Facilitate plan for improvement through sharing of strategies

Advocate

- Respond to teacher and student's requests
- Attend student/administrative meetings
- Work with parents
- Attend school based team meetings

Monitor progress

- Record progress within the programme
- Return student work
- Consult with student regarding goals and progress
- Record student outcomes on evidence record page

Student's key responsibilities

Students participating in the VCAL program must consistently demonstrate the following responsibilities:

- Respect – self, other students and teachers
- No harassment – mental, physical, sexual
- Bullying – zero tolerance
- Swearing – right language right time
- Movement – no school planner = no movement
- Participation – participate in the VCAL programme to the best of your ability and because you want to learn

Student's role

- Plan to succeed – set realistic and challenging goals
- Work the plan – commit to complete your daily goals
- Make teacher contact – regularly and in a meaningful manner
- Do homework consistently – take responsibility to complete work
- Abide by your charter – develop strong leadership; be responsible for your own actions and those around you
- Follow employability skills –
 - Planning and organizing**
 - Teamwork**
 - Communication**
 - Problem solving**
 - Self-awareness**
 - Technological**
 - Learning**
 - Initiative and enterprise skills**

Journal requirements

This journal is for the recording and planning of your subject sessions.

You will be required to show your journal to teaching staff every six weeks.

The journal is a formal assessment requirement. You must meet all the requirements during the six-week blocks as stated by the reaching staff to pass both Personal Development and Work Related Skills units. Teaching staff will allow you time at the end of relevant sessions to complete your journal. It is your responsibility to check that you are up to date at the end of each week.

VCAL student charter

Staff signature _____

Students signature _____

Date _____

Planning entry number.....

Plan for the week

(homework)

Teacher sign

In my free time I will:

Monday

Teacher sign

**Planned activity for
session 1. _____**

**Planned activity for
session 2. _____**

**Planned activity for
session 3. _____**

**Planned activity for
session 4. _____**

Tuesday

Teacher sign

**Planned activity for
session 1. _____**

**Planned activity for
session 2. _____**

**Planned activity for
session 3. _____**

**Planned activity for
session 4. _____**

Wednesday

Teacher sign

Planned activity for session 1. _____

Planned activity for session 2. _____

Planned activity for session 3. _____

Planned activity for session 4. _____

Thursday

Teacher sign

Planned activity for session 1. _____

Planned activity for session 2. _____

Planned activity for session 3. _____

Planned activity for session 4. _____

Friday

Teacher sign

Planned activity for session 1. _____

Planned activity for session 2. _____

Planned activity for session 3. _____

Planned activity for session 4. _____

Journal entry number

Date

What did I do in my session that related to the key employability skills, i.e. planning, teamwork, problem solving and so on?

Identify one area related to the key employability skills that went well during the session.

In relation to the key employability skills what would I do better next time?

What did I learn from this session that related to the key employability skills?
