WORK PLACEMENT GUIDE FOR LEARNERS
CERTIFICATE II IN BUILDING AND CONSTRUCTION
(PATHWAY – PARAPROFESSIONAL)

BUILDING AND CONSTRUCTION
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Annex A – Work placement log book

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My details

Name: __________________________________________
Student ID no.: ________________________________
Lecturer: ______________________________________
Contact no.: __________________________________
Training organisation: ___________________________
Course coordinator: _____________________________

Work placement details

Work placement organisation: _______________________
Address: _________________________________________
_________________________________________________
_________________________________________________
Contact no.: ______________________________________
Mentor’s name: _________________________________
Mentor’s contact no.: ____________________________
Introduction

The information in this work placement guide is for you (and your parent(s) or guardian(s)) to use while you’re enrolled in Certificate II in Building and Construction (Pathway – Paraprofessional). Participation in this course is organised by your high school, while the training is conducted by an accredited training provider. A requirement of the course is that you take part in a period of work placement in a residential builder’s office.

This guide provides you with information about the requirements of the workplace experience and the course generally, and an overview of related courses and training options for you to consider.

The construction industry in general is a major employer of people throughout Australia. As an example, some 130 000 people are currently employed in the industry in Western Australia. We encourage you to embrace this opportunity to experience what it’s like to be in the residential building industry as a paraprofessional. An exciting career in the industry awaits you, should you decide to progress your studies in this field once you leave high school.

Welcome to the course. We look forward to helping you make a career for yourself within the residential building industry.
Terminology, abbreviations and definitions

As you progress through your course, you will come across some abbreviations and definitions that are used in this guide and in the learner’s guides for each unit. Below is a list of some training-related terminology, abbreviations and definitions.

**Assessment:** On completion of each unit of your course, you will complete an assessment task (or tasks). Assessment involves demonstrating your skills and knowledge so that you can be deemed ‘competent’.

**Competency-based training (CBT):** ‘Competent’ means able to do something. CBT is training based on the requirements needed to operate effectively in industry and achieve competency standards. CBT focuses on the skills and knowledge you have, rather than on how you attained the skills and knowledge.

**Elements of competency:** Elements describe the required outcomes of a unit of competency, and are what your assessment task(s) will be based on.

**Paraprofessional:** A paraprofessional is a person to whom a particular aspect of a professional task is delegated, but who may not be licensed to practise as a fully qualified professional.

**Performance criteria:** Performance criteria specify the level of performance required to demonstrate achievement of the elements within a unit of competency.

**RTO:** Registered training organisation (training provider).

**Training package:** A training package is a set of nationally endorsed standards and qualifications for recognising and assessing people’s skills in a specific industry, industry sector or enterprise. Training packages are developed by national Industry Skills Councils, to ensure that they meet the needs of industry.

**Unit of competency (UOC):** A unit of competency is a statement of a key function or role in a particular job or occupation. Your Certificate II qualification contains 12 units of competency.

**Work placement:** A work placement is a structured workplace learning program that prepares a person for the workplace. Unlike work experience, where a person may not actually ‘work’, in a work placement it is expected that you will undertake appropriate tasks that put classroom theory into practice.
Course overview

Certificate II in Building and Construction (Pathway – Paraprofessional) is aimed at people who are considering a paraprofessional career in the residential building industry (as opposed to a career in the trade sector). This course specifies the outcomes required to understand the importance and the basic operation of the residential building industry and to develop employability skills relevant to an entry level employee of the industry.

The course consists of 12 units of competency and a period of work placement. It is designed to provide you with an introductory background to the paraprofessional side of the residential building industry. Trade studies are covered separately by other courses of study.

To progress further in the industry, beyond this introductory level, you will then need to specialise in a particular field of study such as estimating, scheduling, drafting or building design. Courses for these careers usually commence at Certificate IV level and progress through to diploma or even advanced diploma levels at a registered training provider.

Some areas of study, such as architecture, interior design and construction management can be studied further at a university. There are units within your Certificate II course which explain how you can access these other fields of study should you decide to pursue a career in the construction or residential building industries.
Course delivery and structure

Certificate II in Building and Construction (Pathway – Paraprofessional) has been specifically created to target basic training for the paraprofessional role in the residential building industry. The course content will be delivered over Years 11 and 12.

Your high school will organise for you to take part in the course and, in conjunction with your training provider, arrange for course enrolment and a work placement with a suitable industry mentor. This work placement will occur during both years of the course and may provide you with opportunities to attend various workplaces during that time.

Typically, you will attend training one day a week for up to 15 weeks (one semester). During that time, you will complete three units of competency.

The work placement will also occur each semester for a time to be agreed with an industry mentor. At the end of the course, it is hoped that you will have benefited from a wide range of experiences, enough to make an educated choice of career when you leave school.

The information provided here is a guide only – your lecturer or course coordinator will give you a copy of the timetable for your course.
Units of competency

There are 12 units of competency in this course – seven have been written specifically for this program, while the other five come from related training packages. All units must be successfully completed for you to achieve your Certificate II qualification.

Successful course completion depends on achieving competency with the assessment items specified in each unit. The time taken to achieve competency may vary from person to person, but generally all assessment items must be completed during each semester period of course enrolment. Your lecturer will be able to give you more details about this.
The hours noted here are nominal and may vary slightly at the time of delivery.

<table>
<thead>
<tr>
<th>TAFE ID No.</th>
<th>NTIS ID Code</th>
<th>Unit of competency</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>30009</td>
<td>N/A</td>
<td>Develop residential building industry knowledge</td>
<td>30</td>
</tr>
<tr>
<td>30010</td>
<td>N/A</td>
<td>Apply knowledge of residential building processes and materials</td>
<td>30</td>
</tr>
<tr>
<td>30011</td>
<td>N/A</td>
<td>Carry out basic measurements and calculations for residential buildings</td>
<td>30</td>
</tr>
<tr>
<td>30012</td>
<td>N/A</td>
<td>Undertake application of building codes and standards to residential buildings</td>
<td>20</td>
</tr>
<tr>
<td>30013</td>
<td>N/A</td>
<td>Apply principles of sustainability in residential practices</td>
<td>20</td>
</tr>
<tr>
<td>30014</td>
<td>N/A</td>
<td>Use CAD software template to produce 2-D drawings for residential buildings</td>
<td>40</td>
</tr>
<tr>
<td>30015</td>
<td>N/A</td>
<td>Undertake basic estimation and costing from contract documents</td>
<td>40</td>
</tr>
<tr>
<td>D0629</td>
<td>BSBCMM201A</td>
<td>Communicate in the workplace</td>
<td>30</td>
</tr>
<tr>
<td>D0781</td>
<td>BSBITU201A</td>
<td>Produce simple word processed documents</td>
<td>40</td>
</tr>
<tr>
<td>D0782</td>
<td>BSBITU202A</td>
<td>Create and use spreadsheets</td>
<td>20</td>
</tr>
<tr>
<td>D0887</td>
<td>BSBOHS201A</td>
<td>Participate in OHS processes</td>
<td>15</td>
</tr>
<tr>
<td>W9370</td>
<td>CPCCCM2001A</td>
<td>Read and interpret plans and specifications</td>
<td>32</td>
</tr>
</tbody>
</table>

**Total course hours** 347

The units undertaken in your first semester of study will come from the above list at the time of enrolment. Pre- and co-requisite units need to be taken into account at enrolment time, to comply with the rules of the training package. At the end of the course, successful learners will be awarded Certificate II in Building and Construction (Pathway – Paraprofessional).
Careers in the residential building industry

While nothing is guaranteed in a job market, a graduate with a qualification will always have an advantage over an unqualified candidate. The skills and experience you gain from that qualification will provide you with a strong foundation on which to build your future.

There are many careers and jobs in the residential building industry that may suit a graduate of this course, once you have gained suitable industry experience and/or progressed to further and higher courses of study towards employment in key construction occupations such as estimating, sales, contracting, administration, scheduling and drafting. Table 1.1 on the following page provides an overview of how your career in the residential building industry can develop from this entry level course.
<table>
<thead>
<tr>
<th>Level of qualification</th>
<th>Field of study</th>
<th>Job title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate II</td>
<td>Building and construction</td>
<td>Trainee</td>
</tr>
<tr>
<td></td>
<td>paraprofessional</td>
<td></td>
</tr>
<tr>
<td>Certificate IV</td>
<td>Architectural drafting</td>
<td>Architectural drafter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>CAD drafter</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residential drafter</td>
</tr>
<tr>
<td></td>
<td>Building</td>
<td>Estimator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Scheduler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sales consultant</td>
</tr>
<tr>
<td>Diploma</td>
<td>Building design</td>
<td>Building designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interior designer</td>
</tr>
<tr>
<td></td>
<td>Building</td>
<td>Builder</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Builder surveyor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Project manager</td>
</tr>
<tr>
<td>Advanced diploma</td>
<td>Building</td>
<td>Building surveyor</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contracts manager</td>
</tr>
<tr>
<td>Degree</td>
<td>Architecture</td>
<td>Architect</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Landscape designer</td>
</tr>
<tr>
<td></td>
<td>Building</td>
<td>Interior designer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Construction manager</td>
</tr>
</tbody>
</table>

Table 1.1: Qualifications and professions

You can also check the web site <www.nolimits.com.au> for more career information.
The paraprofessional pathway

Career opportunities in construction today are diverse and appealing for people keen to develop a rewarding and satisfying start to their working life.

This nationally recognised qualification is endorsed by the School Curriculum and Standards Authority and can be included as a component of the Western Australian Certificate of Education (WACE). The course is also supported by WA construction industry stakeholders, and is designed to provide school leavers with the best opportunity to secure employment in the construction industry by providing a mix of industry-specific and general business skills and knowledge.
Where can a career in the industry take you?

**Qualification/education**

- Degree or advanced diploma
- Diploma
- Certificate IV (eg Certificate IV in Building Estimating, Site Management, etc)
- Certificate III, plus skill set in trade contracting or licensing requirements
- Certificate II
- Trade pre-apprenticeships
- Building and construction
- Certificate II VET in School programs
  - Pathway – Trade
  - Pathway – Paraprofessional
- Certificate I
- Try a Trade
  - Pre-vocational Year 10 school

**Work**

- Building designer
- Building surveyor
- Management roles
- Building
- Building surveyor
- Management roles
- Paraprofessional job roles
  - (builder, contract administrator, estimator, architectural drafting, site manager, sales consultant etc)
- Tradesperson
  - (painter, carpenter, bricklayer, plumber, wall and floor tiler, plasterer, ceiling fixer etc)
- Trade contractor (all trades)
- Pre-apprenticeships in all trades
  - (painter, carpenter, bricklayer, plumber, wall and floor tiler, plasterer, ceiling fixer etc)
- Builder's labourer
- Trade pre-apprenticeships
- Trade apprenticeships
- Paraprofessional jobs
  - (contract administrator, site manager estimator, drafting, builder etc)
About your work placement

Work placement provides you with the opportunity to experience some time in an industry mentor’s office as if you are entering the workforce. You may be given various tasks to perform that are ‘real’ tasks any person in a residential builder’s office might be expected to perform.

This period in an office will allow you to apply the learning you acquire from the units of competency you undertake. Structured workplace learning is a great way to integrate theory with practice in a realistic work environment.

As this may be your first work placement within the residential building industry, you may find that it operates a little differently from other office situations you might have experienced. The following guidelines will help you to make the most of the opportunity.

Guidelines

Once you know your allocated workplace, (an arrangement that will be organised with you through your school’s course coordinator), please consider the following aspects of the work placement process before arriving for your first day of ‘work’.

Check:

• your industry mentor’s website before going to their premises so you have some knowledge of the type of work the company is involved in
• office start/finish times – you may need to be there by 8 am or earlier if going to a site. Most offices work an eight-hour day, five days a week, finishing by 5 pm each day
• the workplace’s health and safety procedures, evacuation routes etc on your first day of attendance
• attendance requirements as provided by your school
• office dress code – it’s usually smart casual
• the food situation, if you’re not taking your own lunch with you. There may not be a lunch bar or cafe nearby.
Plan:

- your journey to the office, whether driving or going by bus or train, to make sure you will be able to arrive on time
- for peak hour travelling, especially if you are attending an office some distance from your home
- what personal protective equipment (PPE) you will need. You will usually need to provide your own hat, sunglasses and closed-toed shoes for on-site visits.

Remember to:

- take this guide, a notebook and a pen
- be prepared to tackle any task assigned to you (within reason)
- report any uncomfortable situations to your school’s course coordinator
- thank your mentor(s) for having you in the office when the placement period is up.

And most of all …

Display a measure of enthusiasm when working in the office. You will probably meet a lot of people during your period of work placement and they will warm to you and support you if you get involved with the office routine.

Be punctual, polite, courteous and respectful of the privacy issues you may come across when working in an office. Information such as a client’s personal details, private house drawings etc are not for sharing. If you’re ever unsure, always check.

Ensure you phone your mentor if you cannot attend a scheduled day of attendance. You should treat your work placement the same as you would if it were paid employment – remember, your mentor may be your employer one day!

Your participation in this part of the course may:

- provide you with a career goal that was not previously considered
- help you confirm what it is you want to do (or not do) after you have finished school and you move onto the next phase of your life and career.
Your log book

During your work placement, you may be expected to participate in a range of tasks and activities as part of the operational procedures of the business. In the office these tasks are often recorded on a staff member’s time sheet or in a log book or job file. This information about tasks performed can form the basis for costing a project and eventually invoicing a client for the work. These tasks may include, but are not limited to:

- preparing small drawings
- attending meetings with your mentor
- helping to assemble sets of contract documents
- going to local council offices to collect information
- participating in site visits
- researching information for a project
- filing office documents.

Whatever the tasks are, you should record them. Keeping a daily log is an excellent way for you to track and record of the work you did, and the experience you gained, and it may also be helpful when completing the assessments in your course. Your mentor may ask you to prepare something for your next attendance in the office so it also becomes important that follow-up tasks are properly recorded for your action.

Here’s an example of a completed page from a log book.

<table>
<thead>
<tr>
<th>Daily attendance summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Day/date:</strong> Monday 11/3/13</td>
</tr>
<tr>
<td><strong>Task summary:</strong> Arrived early to attend site meeting at Clarkson. Took notes and photos of client’s problem.</td>
</tr>
<tr>
<td>Returned to office about 10:45 am. Searched for client’s drawings on file.</td>
</tr>
<tr>
<td>Copied Drwg A7 for mentor to take to next meeting on Friday.</td>
</tr>
<tr>
<td>Spent afternoon with designer working on new projects. Sketched up a new kitchen layout for a proposed design; reviewed sample plans in office brochure.</td>
</tr>
<tr>
<td><strong>Actions to be followed up:</strong> Bring work boots and hard hat next week to attend concrete pour on-site. Arrive by 7:30 am at the latest!</td>
</tr>
</tbody>
</table>

You can buy a simple notebook or diary to use as your log book, or use the log book pages provided for you at Annex A to this guide. If you need more pages, you can photocopy extras.

On completion of your work placement, please complete the evaluation form at Annex B to this guide. Your industry mentor will also provide you with feedback.
Funding opportunities

The Construction Training Fund’s new **Schools2Skills** funding program provides schools with nominal funding to reduce costs associated with learner entry into school-based construction programs that include a construction site-based work experience component.

Nominal funding can be made available to schools enrolling learners in the Certificate II Building and Construction (Pathway – Paraprofessional) course as part of the Schools2Skills program. This new qualification was first introduced into WA secondary schools in 2013 as a specialist VET in Schools course.

The funding attached to this program is provided to the school to support costs incurred (by schools and/or parents) in equipping learners with personal protective equipment (PPE) required if there is a site-based work placement component in the course. An initial payment of $100 per learner enrolled in the course will be paid upon confirmation of enrolment.

The Fund will work with participating schools to seek the balance of the funding towards the end of the year and may contribute additional funds to offset costs incurred to support learners through the program.

Learners that successfully complete the Certificate II in Building and Construction (Pathway – Paraprofessional) are eligible to apply for a $250 scholarship from the Construction Training Fund. The **Schools2Skills** program also provides for schools to apply for up to $100 per learner for those enrolled in nominated construction related qualifications or recognised courses that include a confirmed, construction site-based work experience placement, to reduce costs associated with entry into a construction work site.

To find out more about these opportunities, please contact your course coordinator.

Guidelines for parents and guardians

Parents and guardians have a big role to play in helping you to get the most out of your period of work placement. They can assist by:

• encouraging preparedness, punctuality and enthusiasm
• taking you to the first day of attendance so you arrive on time. After the first day, you should be encouraged to make your own way to the workplace by whatever means convenient
• listening to your review of each day’s activities, and providing support where needed.

Insurance guidelines

You should be covered for the period of work placement within a mentor’s office by your high school’s insurance policy. Make sure this insurance policy is in place before attending the mentor’s office.

Placements arranged privately would normally negate a school’s insurance arrangements; so please check before attending the mentor’s office that their insurance policy provides for learners.

You are undertaking a period of ‘volunteer’ work placement and should not expect to be paid or otherwise compensated while in the workplace. Payments of any kind may void insurance policies, whether held by the school or the industry mentor.

Summary

The residential building industry offers many exciting and interesting opportunities for young people. Good luck with your studies, and your future career!
Annex A – Work placement log book
Certificate II in Building and Construction
(Pathway – Paraprofessional)

Work placement log book

Name ________________________________

Year/semester ________________________________

Industry mentor/office ________________________________
<table>
<thead>
<tr>
<th>Daily attendance summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/day: ______________  Attendance time: ______________</td>
</tr>
<tr>
<td>Task summary: ______________</td>
</tr>
<tr>
<td>______________</td>
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<td>______________</td>
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<tr>
<td>______________</td>
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<tr>
<td>______________</td>
</tr>
<tr>
<td>Actions to be followed up: ______________</td>
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<tr>
<td>______________</td>
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<td>______________</td>
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<tr>
<td>______________</td>
</tr>
</tbody>
</table>
Daily attendance summary

Date/day: ______________________  Attendance time: ______________________

Task summary: ______________________

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Actions to be followed up: ______________________

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Daily attendance summary

Date/day: ______________________  Attendance time: ______________________

Task summary: ________________________________________________________________
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Actions to be followed up: ______________________________________________________
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Daily attendance summary

Date/day: ______________________  Attendance time: ______________________

Task summary: ________________________________________________________________
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Actions to be followed up: ______________________________________________________
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### Daily attendance summary

**Date/day:** __________________________  **Attendance time:** __________________________

**Task summary:**

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**Actions to be followed up:**

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<table>
<thead>
<tr>
<th>Daily attendance summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date/day: ________________ Attendance time: __________________</td>
</tr>
<tr>
<td>Task summary: ________________</td>
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<td>__________________________</td>
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<td>__________________________</td>
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<tr>
<td>__________________________</td>
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<tr>
<td>Actions to be followed up: ________________</td>
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<tr>
<td>__________________________</td>
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<td>__________________________</td>
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<tr>
<td>__________________________</td>
</tr>
</tbody>
</table>
Daily attendance summary

Date/day: ____________________ Attendance time: ____________________

Task summary: ______________________________________________________
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Actions to be followed up: _________________________________________
______________________________________________________________
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______________________________________________________________
______________________________________________________________
Daily attendance summary

Date/day: ___________________________ Attendance time: ___________________________

Task summary: ________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

Actions to be followed up: ____________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
Daily attendance summary

Date/day: ____________________  Attendance time: ____________________

Task summary: ____________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Actions to be followed up: ____________________

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
### Daily attendance summary

Date/day: ________________  Attendance time: ________________

Task summary: ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Actions to be followed up: ____________________________________________

________________________________________________________________________

________________________________________________________________________
### Daily attendance summary

**Date/day:** ________________  
**Attendance time:** ________________

**Task summary:**

- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________

**Actions to be followed up:**

- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________
- ________________________________________
Annex B – Work placement evaluation

Work placement evaluation – your feedback

When your work placement has been completed, please complete this evaluation as a form of self-assessment. This will help you to clarify what it is you have gained (or not gained) from the experience, and how you believe the work placement program can be improved for others who enrol in this course.

Once you have completed the form, pass a copy onto your school’s course coordinator so that your recommendations can be considered for future participants in the program.
Work placement evaluation – learners

Name: ___________________________  Signature: _______________________
Mentor/office: ___________________  Date: _______________________

What were the most enjoyable aspects of your period of work placement?
_________________________________________________________________
_________________________________________________________________

What were the least enjoyable aspects (if any)?
_________________________________________________________________
_________________________________________________________________

Did the work placement fulfil the outcomes you thought it would?  Yes/No
If no, why not?
_________________________________________________________________
_________________________________________________________________

Would you recommend this work placement program to other learners?  Yes/No
If no, why not?
_________________________________________________________________
_________________________________________________________________

Do you have any suggestions for improving the work placement program?
_________________________________________________________________
_________________________________________________________________

Any other comments or suggestions?
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Work placement evaluation – your industry mentor’s feedback

When you have completed your work placement, we encourage your industry mentor to provide constructive feedback in writing. This feedback might consist of comments on your attendance, attitude to work, work or task performance, level of skills attained, suitability for the industry, etc.

On the final day of attendance at the mentor’s premises, you should arrange a suitable meeting time to have this form completed. Feedback from your mentor can provide you with valuable insight into your performance and help you to make decisions about your future career path.
## Feedback – industry mentor

<table>
<thead>
<tr>
<th>Mentor: ___________________________</th>
<th>Signature: ______________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner: __________________________</td>
<td>Date: ___________________________</td>
</tr>
</tbody>
</table>

Feedback:

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________
WORK PLACEMENT GUIDE FOR LEARNERS
CERTIFICATE II IN BUILDING AND CONSTRUCTION
(PATHWAY – PARAPROFESSIONAL)

DESCRIPTION
The information in this guide is for learners (and their parents or guardians) to support the work placement component of Certificate II in Building and Construction (Pathway – Paraprofessional).

Part of the work required for the course involves participation in a period of work placement in a residential builder’s office. This guide provides information about the requirements for the workplace experience and the course generally, and an overview of related courses and career training options. A log book template is also included.

EDITION
Edition 1, 2012
Unit and course codes updated 2014

COURSE/QUALIFICATION
Certificate II in Building and Construction (Pathway – Paraprofessional)

RELATED PRODUCTS
This resource relates to a series that covers all 12 units of the Certificate II in Building and Construction (Pathway – Paraprofessional) qualification. Please refer to our product catalogue for more information.