



WORK

PLACEMENT

LEARNER

LOGBOOK

SECTION 1: ABOUT YOUR LOGBOOK

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GENERAL ADMINISTRATION

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SETTING GOALS AND OBJECTIVES

**IDENTIFYING YOUR STRENGTHS AND PERSONAL
DEVELOPMENT EXPECTATIONS**

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REFLECTION AND REVIEW

EMPLOYER ASSESSMENT

STRENGTHS AND SKILLS

SECTION 1:

ABOUT YOUR

LOGBOOK

The purpose of your logbook is:

- To record information about yourself and the employer
- To decide what you would like to achieve on your work placement
- To record what you did and how you did it during work placement
- To reflect on your work placement and decide how you want to build on this

SECTION 2:

BEFORE YOUR

WORK PLACEMENT

LEARNER AND CENTRE DETAILS

Learner's full name

D.O.B

Centre name

Centre number

Programme

Tutor/work placement officer name

Tutor/work placement officer
contact number

WORK PLACEMENT DETAILS

Dates of work placement

Placement details

Company

Address

Department

Supervisor name

Supervisor contact details

Hours of work

Morning/afternoon breaks

Lunch break

PRACTICAL INFORMATION

Train times

Bus numbers/times

Travel fares

Suitable clothing and footwear

Any special clothing required?

If so, will this be provided by the employer?

What shall I do for lunchtime meal?

COLLEAGUES CONTACT DETAILS

Keep a record of relevant contact details in the space provided below.
You may find it helpful to make a note of phone numbers and e-mail addresses here.

Name

Phone number/e-mail address

SETTING YOUR GOALS AND OBJECTIVES

Identify what you want to get out of your work placement, by setting SMART goals and objectives

Your tutor/work placement officer will help you with this.

Goal – what do I want to achieve?
This could be a skill, an experience,
knowledge. Think of something
that will improve your employment
prospects

1
2
3

Learner objectives

Specific
Measurable
Achievable
Realistic
Time bound

1
2
3

Reality – what is my current level in
relation to my goal(s)?

Obstacles – what might get in the
way of me achieving my goals?

Options – what could I do (with help)
to move towards my objectives and
goals?

What will I do?

Identify those options that will take
you closer to your goal
– When do I need to do it/them by?
– Who will help me?

IDENTIFYING YOUR STRENGTHS

Identify your key strengths that your employer would like you to have.
You may want to refer to the 'Skills and strengths' section at the end of your logbook.

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IDENTIFYING YOUR PERSONAL DEVELOPMENT EXPECTATIONS

What are some key skills that you would like to develop during your work placement?
You may want to refer to the 'Skills and strengths' section at the end of your logbook.

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Learner's signature Date:

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Tutor/work placement officer signature Date:

SECTION 3:

DURING YOUR

WORK PLACEMENT

INDUCTION

This section is to be completed with your supervisor at the start of your placement.

Welcome to the company meeting

Location of facilities (toilet, canteen, parking)

First Aid Area and contact

Fire evacuation procedure

Company Induction pack provided to student

May include, but not limited to:

- About the company including organisational chart, purpose, strategic themes
- Hours of work - including breaks
- Sickness and holiday procedures
- Disciplinary and grievance procedures
- Health & Safety
- Any uniforms and standard equipment to be used

LEARNER DIARY

Please photocopy this sheet for additional day/weeks as required.

What types of tasks and activities did you do today/this week?

What progress are you making towards achieving your goals?

What progress are you making towards achieving your objectives?

If you have any problems/obstacles, what actions could you take to overcome them?

Provide evidence of skills and strengths that you demonstrated today/this week?

You may want to refer to the 'Skills and strengths' section at the end of your logbook.

Learner's signature

Date:

Tutor/work placement officer signature

Date:

EMPLOYER ASSESSMENT

Learner name

Supervisor name

Nature of work

Length of placement

ASSESSMENT OF CORE STRENGTHS AND SKILLS

Please refer to the 'Skills and strengths' section at the end of the learners logbook

Any other comments

Signature

Date:

Position

STRENGTHS AND SKILLS

Your experience at work placement will provide many opportunities to apply and develop your 'business perspective' skills. Using the table below, capture evidence of where you have demonstrated these skills. It's quite likely that you will encounter a number of skills from any one learning experience.

COMMUNICATION

Verbal communication	Can speak clearly and confidently so others can understand information presented
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Written communication	Can produce written work that is easy to understand
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Listening communication	Uses active listening to understand information received
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MOTIVATION

Initiative/self motivation	Can identify opportunities take the initiative to put forward ideas and solutions
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Drive	Determination to get things done. Make things happen and constantly looking for better ways of doing things
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Positive attitude	Be self-motivated and approach the world of work with enthusiasm and a desire to learn and develop
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COMMERCIAL SKILLS

Customer awareness	Know and be able to identify internal and external customers
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Commercial awareness	Understand the business and how factors like the economy, competitors and customers may affect the business
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Customer satisfaction	Understand the need for and how to provide customer service that exceeds expectations
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ORGANISATIONAL SKILLS

Planning and organising	Able to plan activities and carry them through effectively
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Flexibility	Adapt successfully to changing situations and environments
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Time management	Manage time effectively, prioritising tasks and able to work to deadlines
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WORKING WITH INFORMATION

Numeracy	Able to use mathematical skills to undertake appropriate tasks
Digital literacy	Select and use appropriate digital tools to find and present information
Problem solving	Analysing facts and circumstances and applying creative thinking to develop a range of solutions
Analysing and investigating	Able to gather information systematically to establish facts and principles
Critical thinking	Being able to recognise problems through skills such as observation, interpretation, analysis and evaluation to find a way of solving the problems
Using feedback	Taking on board information whether it is praise or criticism about your performance to improve performance
Memory techniques	Able to use a range of techniques to recall information
Self-awareness	Demonstrate awareness of personal impact, eg appropriate dress, first impressions, body language
Self-analysis	Identify your personal strengths, styles and areas for development
Self-reflection	Able to reflect on situations and own performance, recognising what you have done well
Self-empowerment	Being an active learner, having confidence and believing that you determine whether you are successful, taking control and making good choices, staying focused and maintaining motivation
Study skills	Able to use different methods that demonstrate you are able to learn effectively eg reading, note-taking and managing information
Independent learning	How to get the most out of e-learning, online communities and forums and other forms of independent study, being responsible for your own learning
Managing stress	Able to access and use a variety of techniques to minimise the effect of stressful circumstances

WORKING WITH OTHERS

Teamwork	Work confidently within a group, respecting others, co-operating, negotiating/ persuading, contributing to discussions
Empathy	Being able to put yourself in others' shoes. Understanding what is going on for them from their perspective
Working with your mentor	Know the role of your work placement mentor and how they will support you during your placement, understand how important they will be in helping you get the most out of the experience

FOR MORE INFORMATION VISIT

WWW.CITYANDGUILDS.COM