SECTION 1: ABOUT YOUR LOGBOOK
SECTION 2: BEFORE YOUR WORK PLACEMENT
GENERAL ADMINISTRATION
ABOUT THE COMPANY
SETTING GOALS AND OBJECTIVES
IDENTIFYING YOUR STRENGTHS AND PERSONAL DEVELOPMENT EXPECTATIONS

SECTION 3: DURING YOUR WORK PLACEMENT
INDUCTION
LEARNER DIARY (TEMPLATE)

SECTION 4: POST WORK PLACEMENT
REFLECTION AND REVIEW
EMPLOYER ASSESSMENT

STRENGTHS AND SKILLS
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

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COMPANY DETAILS

Briefly explain your work placement organisation.

You could include information on:

- What service or product they offer
- Who are their customers
- How many people they employ
- What area they cover
- Who are the key people
- What other businesses offer the same or a similar product or service
- How the business organised
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)?

1. 
2. 
3. 

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

1. 
2. 
3. 

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

1. 
2. 
3. 

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:

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:
REFLECTION AND REVIEW

Briefly summarise your main learning from completing your work placement. You might include:

- new knowledge, skills or expertise that you enjoy or find valuable
- changes you would make if you undertook work placement again
- advice you would give to other students/learners wishing to take similar work placements
- intentions to develop your personal development plan.
# 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

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Verbal communication</td>
<td>Can speak clearly and confidently so others can understand information presented</td>
</tr>
<tr>
<td>Written communication</td>
<td>Can produce written work that is easy to understand</td>
</tr>
<tr>
<td>Listening communication</td>
<td>Uses active listening to understand information received</td>
</tr>
</tbody>
</table>

## MOTIVATION

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initiative/self motivation</td>
<td>Can identify opportunities take the initiative to put forward ideas and solutions</td>
</tr>
<tr>
<td>Drive</td>
<td>Determination to get things done. Make things happen and constantly looking for better ways of doing things</td>
</tr>
<tr>
<td>Positive attitude</td>
<td>Be self-motivated and approach the world of work with enthusiasm and a desire to learn and develop</td>
</tr>
</tbody>
</table>

## COMMERCIAL SKILLS

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer awareness</td>
<td>Know and be able to identify internal and external customers</td>
</tr>
<tr>
<td>Commercial awareness</td>
<td>Understand the business and how factors like the economy, competitors and customers may affect the business</td>
</tr>
<tr>
<td>Customer satisfaction</td>
<td>Understand the need for and how to provide customer service that exceeds expectations</td>
</tr>
</tbody>
</table>

## ORGANISATIONAL SKILLS

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning and organising</td>
<td>Able to plan activities and carry them through effectively</td>
</tr>
<tr>
<td>Flexibility</td>
<td>Adapt successfully to changing situations and environments</td>
</tr>
<tr>
<td>Time management</td>
<td>Manage time effectively, prioritising tasks and able to work to deadlines</td>
</tr>
</tbody>
</table>
### WORKING WITH INFORMATION

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeracy</td>
<td>Able to use mathematical skills to undertake appropriate tasks</td>
</tr>
<tr>
<td>Digital literacy</td>
<td>Select and use appropriate digital tools to find and present information</td>
</tr>
<tr>
<td>Problem solving</td>
<td>Analysing facts and circumstances and applying creative thinking to develop a range of solutions</td>
</tr>
<tr>
<td>Analysing and investigating</td>
<td>Able to gather information systematically to establish facts and principles</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>Being able to recognise problems through skills such as observation, interpretation, analysis and evaluation to find a way of solving the problems</td>
</tr>
<tr>
<td>Using feedback</td>
<td>Taking on board information whether it is praise or criticism about your performance to improve performance</td>
</tr>
<tr>
<td>Memory techniques</td>
<td>Able to use a range of techniques to recall information</td>
</tr>
<tr>
<td>Self-awareness</td>
<td>Demonstrate awareness of personal impact, eg appropriate dress, first impressions, body language</td>
</tr>
<tr>
<td>Self-analysis</td>
<td>Identify your personal strengths, styles and areas for development</td>
</tr>
<tr>
<td>Self-reflection</td>
<td>Able to reflect on situations and own performance, recognising what you have done well</td>
</tr>
<tr>
<td>Self-empowerment</td>
<td>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</td>
</tr>
<tr>
<td>Study skills</td>
<td>Able to use different methods that demonstrate you are able to learn effectively eg reading, note-taking and managing information</td>
</tr>
<tr>
<td>Independent learning</td>
<td>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</td>
</tr>
<tr>
<td>Managing stress</td>
<td>Able to access and use a variety of techniques to minimise the effect of stressful circumstances</td>
</tr>
</tbody>
</table>

### WORKING WITH OTHERS

<table>
<thead>
<tr>
<th>Skill</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teamwork</td>
<td>Work confidently within a group, respecting others, co-operating, negotiating/persuading, contributing to discussions</td>
</tr>
<tr>
<td>Empathy</td>
<td>Being able to put yourself in others’ shoes. Understanding what is going on for them from their perspective</td>
</tr>
<tr>
<td>Working with your mentor</td>
<td>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</td>
</tr>
</tbody>
</table>

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