**WORK EXPERIENCE LOGBOOK**

**Work Experience Overview**

Industry placement is designed to give those completing a qualification an opportunity to apply the skill and knowledge learnt in the classroom on the job. It is also a way for participants to see if they are suitable for the particular industry. This Industry Placement Log Book had been designed for host employers and participants of industry placement to record attendance and skill developed whilst on the job at industry placement and may be used as supporting evidence.

**Responsibilities**

***For the Participant***

* Complete Logbook on a daily basis. Record tasks carried out each day.

***For the Host employer***

* Provide the participant with a variety of task/duties to perform throughout the term of the placement.
* Verify the Logbook on a daily basis and sign where indicated.
* Provide comments on the participant’s performance during the work placement.

***For the assessor/trainer***

* Explain this log book to the participant and host employer.
* Organise to collect this book at the end of industry placement (either by yourself or the participant) and utilise as a means of supporting evidence.
* This logbook is to be uploaded as supplementary evidence in support of competency achieved and to verify minimum critical evidence requirements where specified.
* Additional pages can be downloaded and supplied to the participant.

**Industry Placement Details**

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| Participant name |  |
| Course/ Qualification |  |
| Normal Hours: |  |
| Placement dates | Start Date : | End date |
| Host Business name |  |
| Supervisor’s name |  |
| Supervisor’s contact number |  |
| **Novaskill Trainer Details** |
| Trainer’s Name: |  |
| Trainer’s contact number: |  |
| **Novaskill Branch Details** |
| Branch: |  |
| Address: |  |
| Email: |  |
| Contact number: |  |

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| **Participant’s name:** |  | **Supervisor’s name:** |  |
| **Week Number:** |  |  |
| Day | Date | Start time | Lunch start time | Lunch end time | End time | Supervisor Signature | Total hours |
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***Supervisor comments:***

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***Supervisor comments:***

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***Supervisor comments:***

***EMPLOYER SUPPORTING COMMENTS***

Please consider the participant’s overall attitude, performance and tasks performed and if the participant consistently met the work standard of your work place.

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| --- | --- | --- | --- | --- | --- |
|  | Not well | Satisfactory | Good | Excellent  | N/A |
| Punctuality |  |  |  |  |  |
| Grooming/ Standard of dress for job requirements |  |  |  |  |  |
| Initiative/Motivation to complete task and learn |  |  |  |  |  |
| Reliability – To get the job done |  |  |  |  |  |
| Ability to communicate with others |  |  |  |  |  |
| Standard of work |  |  |  |  |  |
| Ability to follow instructions |  |  |  |  |  |
| Teamwork |  |  |  |  |  |
| Displayed a positive attitude towards work  |  |  |  |  |  |
| Suitability to industry |  |  |  |  |  |
| Employability |  |  |  |  |  |
| Other: |  |  |  |  |  |

Please support your ratings with comments:

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| **WORK PLACE VISIT** | Assessment conducted? | YES |  | NO |  |
| Date: |
| Assessor: |
| Signature: |

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| Supervisor Name: |  |  |
| Signature: |  | Date: |  |