

WORKPLACE LEARNING LOG SHEET

You gain a range of important skills by participating in workplace learning activities. Complete the information below, then choose up to three skills and describe how you have demonstrated them.

Name		Date	
Participation in ... <input checked="" type="checkbox"/>			
<input type="checkbox"/> Work placement	<input type="checkbox"/> Full-time work	<input type="checkbox"/> Part-time/ casual work	
<input type="checkbox"/> Work experience	<input type="checkbox"/> Volunteer work		
Workplace Details			
Position:		Employer contact name:	
Business name:		Contact number:	
Dates from:	to:		
Duties/Responsibilities			
Describe how three employment related skills were demonstrated <i>I can.../ I am able to.../ I know how to...</i>			
Skill: _____ Skill: _____ Skill: _____			
Employer's comments			
Reflection on activity <input checked="" type="checkbox"/> <i>Comment on one or more of the following:</i>			
<input type="checkbox"/> areas of success	<input type="checkbox"/> areas for improvement	<input type="checkbox"/> further research	<input type="checkbox"/> personal attributes