SAMPLE JOURNAL AND EVALUATION

STUDENT WORKPLACE LEARNING JOURNAL

DAILY RECORD

CIRCLE DAY 1 2 3 4 5

Student's Name: Location: Date:

TIME STARTED: TIME FINISHED: TOTAL HOURS WORKED:

STUDENT SELF ASSESSMENT

(SRCE) DRESS POOR 1 2 3 4 5 EXCELLENT PUNCTUALITY 1 2 3 4 5 INITIATIVE 1 2 3 4 5

Activities / Skills Performed Tools / Equipment

New Terminology Meaning

Employability Skill Development: Identify a skill (see p 6) on which you concentrated today. Provide evidence / What did you do / achieve?

Identify environmentally sustainable work practices and procedures:

REFLECT ON:

Today's achievements / Things I enjoyed today:

Tomorrow's Goal:

Difficulties/ issues arising today:

Supervisor's comments: Please check what the student has included, add any additional comment and sign below.

Supervisor's signature: Name: Date /

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Student's / Parent's Guide to Workplace Learning
Student Workplace Learning Evaluation

Name: ______________________________

Workplace Employer: __________________________

Dates of Workplace Learning: _______________ Total Hours Worked: __________

1. List the main activities undertaken during the workplace learning program:

2. What skills have you gained during this workplace learning program?

3. Did you learn any new skills during this workplace learning program?

4. Do you need additional experiences in areas relating to your course?

5. Describe the aspects of your job that gave you the most difficulty:

6. What would you do differently the next time you are on the job?

7. Did you have any injuries while at the workplace?

8. Did you come into contact with any chemicals while at the workplace?

9. Is there any reason we should not send another student to this workplace?