

INDUSTRY PLACEMENT STUDENT LOGBOOK

This logbook is for you to use prior to, during and after your industry placement so that you:

- Feel prepared for your placement, with clear learning goals for what you want to achieve
- Keep track of and reflect your learning and development during your placement
- Use your experience to inform future planning and skill development
- Have a record of your achievements to refer to

Student Information

Name:

Provider Name:

Course:

Tutor Name:

Tutor contact number:

email address:

Industry Placement Information

Organisation Name:

Address:

Main phone number:

Line Manager:

Line Manager phone number:

email address:

Placement name/brief description:

Practical Information

Placement start date:

Placement end date:

Placement structure/days of the week (i.e. when you are expected to attend your placement):

Working hours:

Break/lunch times:

How will you travel to/from your placement?

Train/bus/tram times:

Fare cost per day/week:

Lunch arrangements:

Dress code:

Any special clothing/equipment required?

Any other important information:

T-LEVELS

About the organisation and your role

What type of organisation is your industry placement taking place at? What product or service do they offer? Who are their customers? How many people do they employ? How is the business organised? How many years have they been in business?

What is the role and what are your responsibilities? What do you expect to be doing day-to-day? How will you contribute to the success of the organisation?

Describe the attributes, technical abilities and/or practical experience that will help you to succeed in this role.

EMPLOYABILITY SKILLS

Employability skills are the transferable skills that employers are looking for in all individuals. Please complete the two tables below – we'll return to these to check your progress at the end of your placement.

If you already completed a student self-assessment survey you can copy across your responses.

SELF-ASSESSMENT: PRE-PLACEMENT

How confident do you feel with regards to each of these statements?

T-LEVELS

	Not confident at all	Not very confident	Neutral	Confident	Very confident
I know how to write a good CV and cover letter					
I can speak clearly to employers about my skills and experiences at an interview					
I know how to research the organisation that my industry placement will be with					
I have the employability skills that I need for my industry placement (e.g. teamwork, communication and problem solving)					
I have the technical skills and knowledge that I need for my					

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industry placement					
I understand the professional behaviours and attitudes that employers will expect me to display on my industry placement (e.g. time keeping, dress code, adhering to health and safety rules)					
I understand that the industry placement will be a valuable addition to my CV					
I understand how I will benefit from completing my industry placement					

T-LEVELS

To what extent do you agree or disagree with the following statements?

	Strongly disagree	Disagree	Neither agree / disagree	Agree	Strongly agree
I am good at communicating my thoughts and ideas in a way that is easy for others to understand					
I am confident in my writing skills					
I listen well to other people					
I respond positively and can adapt when things aren't going to plan					
I am confident at working in a team					
I respect the different views and opinions of others					
I am good at being on time					

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I am good at organising the things I have to do					
I am motivated and eager to learn in a workplace setting					
I am always keen to improve and like to receive feedback on my performance					
I can often think of creative solutions to problems					
I am confident in making decisions					
I am confident in asking questions if I am unsure					



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Objective Setting

Copy over your industry placement objectives template, that should look like the template below, and includes your learning goals to achieve during your placement. These should have been agreed between yourself, your education provider and employer, and all parties signed up to these learning goals within your Industry Placement Agreement.

T Level industry placements objectives template

Role title	Working pattern	
	Duration	
Objective(s)		
Typical activities		
1. 2. 3.		
Learning goals		TQ reference
On the placement the student will need to further develop and hone through activity 1: Employability skills <ul style="list-style-type: none">••• Technical skills <ul style="list-style-type: none">••• On the placement the student will need to further develop and hone through activity 2:		<i>[Insert corresponding reference from the TQ content]</i>
Employability skills <ul style="list-style-type: none">•••		

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<p>Technical skills</p> <ul style="list-style-type: none">••• <p>On the placement the student will need to further develop and hone though activity 3:</p> <p>Employability skills</p> <ul style="list-style-type: none">••• <p>Technical skills</p> <ul style="list-style-type: none">•••	
Minimum starting requirements	
Suggested prior learning	

T-LEVELS

INDUCTION CHECKLIST

You should use this induction checklist to make sure the employer has told you about their policies and procedures. If you're worried you haven't been told all the information you think you should know, speak to your manager at the placement or speak to your tutor.

<input type="checkbox"/>	I have been given an overview of the organisation and the work it does, including the products / services it provides, the industry it is in, its size and structure and whether it has a national or international focus
<input type="checkbox"/>	I have been told about my itinerary for my placement, and what my role will be, including which departments I will be working in, and the type of work I will be observing, learning about, and doing
<input type="checkbox"/>	I understand the days I need to attend my placement, the start and finish times for each day and I know when I can take my lunch and breaks times
<input type="checkbox"/>	I have been told about, and understand, the organisation's policies and procedures including dress code, health and safety, and drug and alcohol use
<input type="checkbox"/>	It has been explained to me who my immediate manager for my industry placement will be and who to speak to if there is a problem
<input type="checkbox"/>	I have been shown the location of the restaurant, toilet facilities and prayer rooms
<input type="checkbox"/>	I have been told if there are areas which are restricted to me or where I must always remain with my manager/an employee, due to security or safety reasons (where applicable)
<input type="checkbox"/>	I have been told how to access the organisation's IT systems, and I understand the organisation's policy about using IT equipment, including the use of social media in the workplace, and when and where I am allowed to use my mobile phone
<input type="checkbox"/>	I have been briefed on potential hazards/safety issues, if any, that I could be exposed to during the industry placement and I have had the chance to ask questions where this is not clear
<input type="checkbox"/>	I have been told about safe working practices to adhere to while on my placement

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<input type="checkbox"/>	I understand that I am not permitted to operate any machinery without the permission of my manager, and without first receiving the appropriate training
<input type="checkbox"/>	I have had the importance of safety equipment explained to me, such as PPE, where it is kept, which areas it must be used in and why
<input type="checkbox"/>	I have been told I must report any injury/accident to my manager or a first aider immediately
<input type="checkbox"/>	I have been told what I should do in the event of a fire, and how I will know if a fire alarm has been raised
<input type="checkbox"/>	I have been told the emergency procedure and where the assembly points/emergency exits are, and I know that I should not run during an evacuation. I understand that I should speak to my manager if I am unclear which emergency exit to use on the site, in case of an emergency

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STUDENT DIARY

The student diary is for you to use during your industry placement so that you:

- Keep track of and reflect your learning and development during your placement
- To record specific progress towards your learning goals
- Have a record of your achievements to refer to

To complete the student diary you can:

- Discuss the questions in the table below and fill in the answers in the regular catch-ups with your industry placement line manager
- Discuss the answers with your tutor in your regular catch-up
- Use the progress indicators on the following pages to help you assess where you are doing well and where you might need to improve in your workplace behaviours and technical ability

STUDENT DIARY Template

On placement

<<Provider to edit frequency as relevant for placement>> e.g., week 1, week 2, week 3 and so on.

What types of tasks and activities did you do today/this week?	
What progress are you making towards achieving your learning goals?	

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<p>If you have any problems/obstacles, what actions could you take to overcome them?</p>	
<p>Provide evidence of skills and strengths that you demonstrated today/this week.</p>	

Student's signature:

Date:

Tutor/industry placement line manager signature:

Date:

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PROGRESS INDICATORS

These progress indicators set out the expected standards relating to the work-based behaviours and technical skills that students should develop whilst on placement.

OVERALL DESCRIPTORS		
Needs improvement (Not making sufficient progress)	Good (Demonstrating sufficient progress towards their learning goals)	Excellent (Exceeding against their learning goals)
Mid-point review Unlikely to meet their learning goals by the time they complete their placement, without additional support. Final review Has not shown sufficient progress towards their learning goals.	Mid-point review Showing potential and are likely to meet their learning goals by the time they complete their placement. Final review Has demonstrated sufficient progress towards their learning goals.	Mid-point review Working beyond expectations and already on track to exceed their learning goals. Final review Has exceeded against their learning goals.
BEHAVIOURS		
Students will be expected to demonstrate sufficient progress towards their learning goals through displaying the <u>appropriate workplace behaviours</u> throughout their placement		
Needs improvement	Appropriate behaviours	
Lacks professionalism <ul style="list-style-type: none"> Is not courteous and respectful to other staff and members of the public Attendance and time keeping is poor Gets easily stressed when under pressure Demonstrates very little enthusiasm and interest in their work, does 	Displays professionalism <ul style="list-style-type: none"> Is consistently courteous and respectful to other staff and members of the public Attendance and time keeping is good Is mostly calm under pressure Demonstrates enthusiasm and interest in their work, engages well with their work and 	Consistently demonstrates professional behaviour <ul style="list-style-type: none"> Always courteous and respectful to other staff and members of the public Attendance and time keeping is excellent Always able to maintain calm when under pressure

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<p>not engage with their work and is easily distracted</p> <ul style="list-style-type: none"> • Does not follow company policy and conduct, such as not following the dress code, behaviour, and confidentiality • Is not reliable 	<p>is not easily distracted</p> <ul style="list-style-type: none"> • Adheres to company policy and conduct, including dress code, behaviour, and confidentiality • Mostly reliable 	<ul style="list-style-type: none"> • Demonstrates a lot of enthusiasm and interest in their work, always engages well with their work and is never distracted • Always adheres to company policies and conduct, including dress code, behaviour, and confidentiality • Very reliable
<p>Produces poor results</p> <ul style="list-style-type: none"> • Regularly misses deadlines • Does not plan their work effectively and is unable to prioritise tasks • Completes their work to a poor standard, with lots of errors • Is not able to work independently, as needed, as requires full support to complete tasks • Does not ask for support or clarity when unsure of what to do • Shows little interest in wanting to learn and develop their skills 	<p>Produces good results</p> <ul style="list-style-type: none"> • Regularly meets deadline • Plans their work effectively and is able to prioritise most tasks • Completes their work to a good standard, with few errors • Mostly of the time is able to work independently, as needed • Often seeks support or clarity if unsure of what they need to do • Is eager to learn and develop their skills most of the time 	<p>Produces excellent results</p> <ul style="list-style-type: none"> • Always meets deadlines • Always plans their work very effectively and is able to prioritise all of their work • Completes their work to a very high standard, with no errors • Is always able to work independently, as needed • Always asks for support or clarity if they are unsure of what to do • Proactively seeks opportunities to learn and develop their skills

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<p>Does not engage or work well as part of a team</p> <ul style="list-style-type: none"> • Has not build good relationships with colleagues and does not understand their role in the team • Does not show a positive attitude to working as part of a team • Does not listen to different points of view and responds in a non-professional to views different from their own • Does not treat members of the team with respect • Does not offer help to support team members 	<p>Works well as part of a team</p> <ul style="list-style-type: none"> • Has built good relationships with most colleagues and mostly understands what their role in the team is • Most of the time shows a positive attitude to working as part of a team • Listens to different points of view and mostly responds in a professional way to views different from their own • Mostly treats members of the team with respect • Most of the time will offer help to support team members 	<p>Works well within a team and actively seeks to support others</p> <ul style="list-style-type: none"> • Has built very good relationships with all colleagues and understands what their role in the team is • Always shows a positive attitude to working as part of a team • Always listens effectively to different points of view and always responds in a professional way to views different from their own • Always treats members of the team with respect • Is always proactive in offering help to support team members
<p>Communicates ineffectively</p> <ul style="list-style-type: none"> • Written communications are unclear, they do not use the right tone for the audience and 	<p>Communicates appropriately</p> <ul style="list-style-type: none"> • Most written communications are clear, they use the right tone for the audience, and have few mistakes 	<p>Excellent communicator</p> <ul style="list-style-type: none"> • Written communications are always clear, they use the right tone for the audience

T-LEVELS

<p>have lots of mistakes</p> <ul style="list-style-type: none"> • Are not able to share their thoughts and present ideas clearly • Does not use polite and professional language when speaking to colleagues / customers • Does not follow instructions and listen carefully to what they need to do, so they do not understand what is needed • Does not use positive and open body language to show that they are approachable and ready to listen 	<ul style="list-style-type: none"> • Are able to share their thoughts and present ideas clearly most of the time • Uses polite and professional language most of the time when speaking to colleagues / customers • Most of the time follows instructions and listens carefully to what they need to do, so they understand what is needed • Most of the time uses positive and open body language to show that they are approachable and ready to listen 	<p>and with no mistakes</p> <ul style="list-style-type: none"> • Are always able to share their thoughts and present ideas clearly • Always uses polite and professional language when speaking to colleagues / customers • Always follows instruction and listens carefully to what they need to do, so they always understand what is needed • Always uses positive and open body language to show that they are approachable and ready to listen
<p>Fails to take responsibility for actions</p> <ul style="list-style-type: none"> • Is not open to feedback and does not act on it • Is not honest if they have made a mistake and gives excuses for poor performance or blames others • Does not learn from their mistakes 	<p>Takes responsibility for own actions.</p> <ul style="list-style-type: none"> • Most of the time is open to feedback and acts on it • Most of the time is honest if they have made a mistake and most of the time does not excuses for their behaviour or shifts the blame • Most of the time learns from their mistakes 	<p>Takes full responsibility for own actions</p> <ul style="list-style-type: none"> • Is always open to feedback and acts on it • Is always honest if they have made a mistake and does and never gives excuses for their behaviour or shifts the blame

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		<ul style="list-style-type: none"> Always learns from their mistakes
<p align="center">TECHNICAL ABILITY</p> <p>By the end of the placement, students will be expected to have demonstrated sufficient progress against the technical skills set out in their <u>individual learning goals</u> and must be reviewed as a <u>minimum of 'Good' or 'Excellent'</u> against the criteria below in order to meet the industry placement completion criteria</p>		
Needs improvement	Good	Excellent
<p>Technical understanding</p> <p>Has none or little understanding of how their technical skills can be effectively applied in the workplace and does not apply the skills with any accuracy</p>	<p>Technical understanding</p> <p>Has a good understanding of how their technical skills can be effectively applied in the workplace and applies the skills within with a good degree of accuracy</p>	<p>Technical understanding</p> <p>Has an excellent understanding of how their technical skills can be applied effectively in the workplace and applies the skills with a very good degree of accuracy</p>
<p>Confidence</p> <p>Has none or very little confidence in applying technical skills learnt in the classroom, within the workplace, and displays none or very little confidence in the development of new occupationally relevant skills</p>	<p>Confidence</p> <p>Has some confidence in applying technical skills learnt in the classroom, within the workplace, and displays some confidence in the development of new occupationally relevant skills</p>	<p>Confidence</p> <p>Has high confidence in applying technical skills learnt in the classroom, within the workplace, and displays high confidence in the development of new occupationally relevant skills</p>
<p>Independence</p> <p>Is able to do simple tasks but struggles with complex tasks without full support and/or supervision.</p>	<p>Independence</p> <p>Is able to do simple tasks and is mostly able to carry out complex tasks accurately, with minimal support and/or supervision</p>	<p>Independence</p> <p>Is able to do simple tasks and always carries out complex tasks accurately and independently, with minimal support and/or supervision</p>

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Efficacy Is not able to deliver the expected outcomes through the practice and repetition of tasks and activities	Efficacy Most of the time is able to deliver expected outcomes, through the practice and repetition of tasks and activities	Efficacy Is always able to deliver expected outcomes, through the practice and repetition of tasks and activities
Efficiency Struggles to do simple tasks to the correct standard and within deadline	Efficiency Is able to do simple tasks and most of the time is able to do complex tasks to the correct standard and within deadline	Efficiency Is able to do simple tasks and is always able to do complex tasks to the correct standards and within deadline

T-LEVELS

DAILY TIMESHEET

Date	Start Time	Finish Time	Break	Total Hours	Supervisor Initials

Student Signature:

Supervisor Signature:

Date:

T-LEVELS

STUDENT TIMESHEET

Student Name:				Week Commencing:
Industry Placement at:				
Industry Placement Address:				
Day	AM	Lunch	PM	Comments
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
I declare the information provided on this timesheet is accurate				
Employer Signature: _____ Date: _____				
Student Signature: _____ Date: _____				
Key: Holiday (H) Sick (S) Authorised Absence (AA) Unauthorised Absence (UA) Late (L)				



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AT THE END OF THE PLACEMENT

What progress have you made against your learning goals?

What new technical skills, knowledge and experiences have you gained?

What did you most enjoy?

What did you find difficult or challenging?

How will the knowledge, skills or experience support you in your future studies and plans? What will you do next?

SELF-ASSESSMENT: POST PLACEMENT

Now you've completed your industry placement, rate yourself against the below statements again and compare with your earlier answers.

How confident do you feel with regards to each of these statements?



T-LEVELS

	Not confident at all	Not very confident	Neutral	Confident	Very confident
I know how to write a good CV and cover letter					
I can speak clearly to employers about my skills and experiences at an interview					
I know how to research the organisation that my industry placement will be with					
I have the employability skills that I need for my industry placement (e.g. teamwork, communication and problem solving)					
I have the technical skills and knowledge that I need for my					

T-LEVELS

industry placement					
I understand the professional behaviours and attitudes that employers will expect me to display on my industry placement (e.g. time keeping, dress code, adhering to health and safety rules)					
I understand that the industry placement will be a valuable addition to my CV					
I understand how I will benefit from completing my industry placement					

To what extent do you agree or disagree with the following statements?

T-LEVELS

	Strongly disagree	Disagree	Neither agree / disagree	Agree	Strongly agree
I am good at communicating my thoughts and ideas in a way that is easy for others to understand					
I am confident in my writing skills					
I listen well to other people					
I respond positively and can adapt when things aren't going to plan					
I am confident at working in a team					
I respect the different views and opinions of others					
I am good at being on time					
I am good at organising					



T-LEVELS

the things I have to do					
I am motivated and eager to learn in a workplace setting					
I am always keen to improve and like to receive feedback on my performance					
I can often think of creative solutions to problems					
I am confident in making decisions					
I am confident in asking questions if I am unsure					

Look back at your original responses to these questions to see how you have changed, as a result of your placement.

Have your responses changed? What are the biggest differences from the start of your placement to now?

What do you still need to develop? How will you do this?

T-LEVELS

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Placement Feedback

Would you recommend the placement to another student? Why/why not?

What improvements could be made to the placement?



T-LEVELS

EMPLOYER REFLECTIONS

To be completed by the line manager at the end of placement and discussed with the student.

How has the student progressed against their learning objectives?

What improvements did the student make from the start of the placement to the end? These can be technical skills or employability skills.

What could the student have done better? What can they do to further improve?

Any other comments:

Student's signature:

Date:

Tutor/industry placement line manager signature:

Date:

