

Industry Placement - Student Log Book

Student Name.....

Course.....

Tutor Name.....

Industry Placement Coordinator



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 goals for what you want to achieve
- Keep track of and reflect on your learning and development during your placement
- Use your experience to inform future planning and skills development
- Have a record of your achievements to refer to

Student Information

Name: _____

Course: _____

Tutor name: _____

Tutor contact number: _____ email address: _____

Industry Placement Information

Employer name: _____

Address: _____

Main phone number: _____

Line Manager: _____

Line Manager phone number: _____

Email address: _____

Industry placement job title: _____

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: _____

How will you travel to/ from your placement? _____

Train/ bus times: _____

Fare cost per day/ week _____

Lunch arrangements: _____

Dress code: _____

Any special clothing/ equipment required: _____

Any other important information: _____

Absence Procedure - You need to ensure you action all three

1: Call Employer ahead of start time – You must ensure you call and speak to your employer

2: Contact Industry Placement Coordinator – You must ensure you either text/ call/ email

3: Call the college absence line: 01223 418551

BEFORE YOUR INDUSTRY PLACEMENT

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.

Target Setting

Based on your Job description: These targets should be SMART (Specific, Measurable, Achievable, Realistic, Time bound).

SMART Objectives to be set by Tutor – These will be added throughout the year as required:

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Reality

What is my current level in relation to my goals?

Obstacles

What might get in the way of me achieving my goals?

What will I do?

What do I need to do to achieve my goals and overcome any obstacles? Who will support me and how?

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

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

	Not confident at all	Not very confident	Neutral	Confident	Very confident
I can speak clearly to employers about my skills and experiences at an interview.					
I am prepared for work.					
I understand the skills that employers are looking for.					
I have the behaviour and social skills that employers need to do the job I want to do					
I have the knowledge and technical skills that employers need to do the job I want to do.					
I can get a job related to my qualification.					
I have a good understanding of what life is like for people who are different from me.					

2. 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 good at organising my time and the things I have to do.					
I work well as part of a team.					
Most people are generally trustworthy.					

ON YOUR INDUSTRY PLACEMENT

Induction Checklist

<input type="checkbox"/>	I have been given an overview of the company products, the industry, and the work carried out at this particular site.
<input type="checkbox"/>	I have been told about my itinerary for my placement, 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 start and finish times of my working day.
<input type="checkbox"/>	It has been explained to me who will be my immediate line manager for my industry placement and who to speak to if there is a problem.
<input type="checkbox"/>	I have been shown the location of the restaurant and toilet facilities, and I am aware of the break times that I can take.
<input type="checkbox"/>	I have been told the areas which are restricted to me or that I must remain with my line manager/ an employee at all times, due to security reasons (where applicable).
<input type="checkbox"/>	I have been briefed on potential hazards/ safety issues, if any, that I could be exposed to during the industry placement.
<input type="checkbox"/>	I have been told about safe working practices to adhere to while on my placement.
<input type="checkbox"/>	I understand that I am not permitted to operate any machinery without the permission of my line 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 that I must report any injury/ accident to my line manager immediately, who will be able to locate the nearest first-aider.
<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. I understand that I should speak to my line manager if I am unclear which emergency exit to use on the site, in case of an emergency.
<input type="checkbox"/>	I know that I should not run during an evacuation.

Student and industry placement provider to read and agree this checklist:

Signed employer:

Signed student:

Dated:

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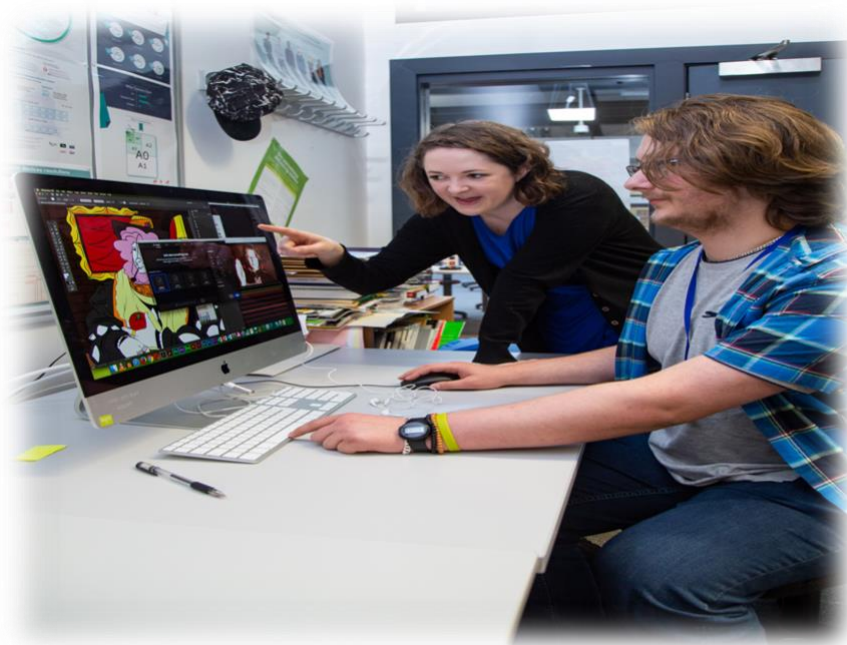
Student Diary

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
- Have a record of your achievements to refer to

To complete the student diary you should:

1. Discuss the questions and fill in the answers in the regular catch-ups with your industry placement line manager
2. Discuss the answers with your tutor / Industry Placement Coordinator in your regular catch-up
3. Be prepared to have a mid-term review and end of placement review with your Industry Placement Co-ordinator. Your IPC will schedule these review dates.
4. Be prepared to go through the Employer reflections form with your line manager towards the end of your placement. (You will find this form towards the back of this booklet)



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What types of tasks and activities did you do today/ this week?				
What progress are you making towards achieving your goals?				
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.				
Day & Date	Start Time	Finish Time	Total Hrs	Comments
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)				
<u>HOURS ON PRO MONITOR</u>			<u>EXPENSE FORM COMPLETED</u>	
<div style="border: 2px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>			<div style="border: 2px solid black; width: 100px; height: 30px; margin: 0 auto;"></div>	

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HOURS ON PRO MONITOR

EXPENSE FORM COMPLETED

INDUSTRY PLACEMENT – MID TERM PLACEMENT REVIEW

Summarise your placement learning

What progress have you made against your SMART learning objectives?
What new skills, knowledge or 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?
Do you feel Covid safe whilst on your placement? YES / NO
Has your employer implemented Covid secure measures? YES / NO (eg: Social distancing/hand sanitising stations/face covering etc)
Date of Review Meeting:
Student Signature:
Industry Placement Co-ordinator signature:

INDUSTRY PLACEMENT – END OF PLACEMENT REVIEW

Summarise your placement learning

What progress have you made against your SMART learning objectives?
What new skills, knowledge or 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?
Date of Review Meeting:
Student Signature:
Industry Placement Co-ordinator signature:

EMPLOYABILITY SKILLS

Now you've completed your industry placement, rate yourself against the below statements again.

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

	Not confident at all	Not very confident	Neutral	Confident	Very confident
I can speak clearly to employers about my skills and experiences at an interview.					
I am prepared for work.					
I understand the skills that employers are looking for.					
I have the behaviour and social skills that employers need to do the job I want to do.					
I have the knowledge and technical skills that employers need to do the job I want to do.					
I can get a job related to my qualification.					
I have a good understanding of what life is like for people who are different from me.					

2. 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 good at organising my time and the things I have to do.					
I work well as part of a team.					
Most people are generally trustworthy.					

MY SKILLS DEVELOPMENT

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?

Any additional comments you would like to add:

Placement Feedback

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

What improvements could be made to the industry placement?

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: _____

Line Manager's signature _____ Date: _____

