

IO2 B – Guidelines for VET trainers Operative Tools

Student’s Learning Diary (Task Track)

Student’s Name:	
WBL Program Name:	
Training Coordinator Name:	
Employer/mentor name:	

Start Date:		Duration:	
End Date:		Employer Signature:	

This diary is a record of the hours that you work and what you do whilst on the WBL program placement. It is a compulsory aspect of the program and must be completed.

Fill your diary in every day, keep it neat and tidy, and submit it to your tutor when you return to your VET School.

FIRST DAY OF WBL PROGRAM

On your first morning, you will have an induction with your employer to show you around your work area and learn how to work safely and effectively.

Work with your employer to complete the essential information below:

My direct supervisor/mentor is:	
I also work with:	
Who is the First Aid person?	
Who should I report any accidents to?	
What equipment can I use?	
What equipment can I not use?	

Student Signature:		Date:	
Supervisor Signature:		Date:	

Date:		Total Working Hours:		Supervisor Comment and Signature	
Description of work done today:				Tasks that you have been given:	
Link to School's Course or Employability Skills:					
Challenges/obstacles that you have encountered:					

Date:		Total Working Hours:		Supervisor Comment and Signature	
Description of work done today:				Tasks that you have been given:	



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Link to School's Course or Employability Skills:	
Challenges/obstacles that you have encountered:	

Date:		Total Working Hours:		Supervisor Comment and Signature	
Description of work done today:			Tasks that you have been given:		
Link to School's Course or Employability Skills:					
Challenges/obstacles that you have encountered:					

(Repeat as necessary)