yEAR OF COURSE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Presented by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCAST supervisoR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



## WORK-BASED LEARNING REFLECTIVE LOG BOOK

Training Programme Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On your covering page, you should include the following;

-        Course Year

-        Training Programme Title

-        Name

-        Company Name

-        Name of MCAST Mentor / Supervisor

The Log book is divided into 4 sections which need to be filled in **English** as follows;

       Section 1: You should give an overview of your job.  You may briefly describe your Company and its purpose, with the main focus being your role in the same Company.

       Section 2: In this section, you are required to identify new skills acquired whilst conducting your tasks on a daily basis.  It is not essential to log repeated tasks, but it is very important to describe a minimum of 2 **NEW** tasks per month.  You may also choose to include diagrams and photos.  ***It is very important to obtain company consent before adding images to your Log-Book.***

       Section 3: Here you need to be self-critical and identify your strengths and weaknesses relating to the tasks performed at your workplace.  You may wish to explain how you made improvement on certain tasks and managed to strengthen your weaknesses.

       Section 4: This section is a conclusion and summary of your journey during your apprenticeship programme.  It is important to mention from where you started, your progress and what you have learnt and gained from this experience.

Furthermore, please coordinate with your MCAST Mentor to assist you with any difficulties whilst compiling your Log- Book.  It is important to carry your log book with you at your workplace in order to be able to update regularly and to be accessible to your mentor during on-site visit.

### *Section 1*

## full-time apprentice profile

| Name: |  |
| --- | --- |
| ID Number: |  |
| Company: |  |
| Designation: |  |
| Company Supervisor: |  |

## Job overview

## Responsibilities & duties

## Apprenticeship & work-based learning Logbook objectives

1. Describe the workplace

2. Complete a reflective journal (logbook/experience diary/portfolio)

3. Describe personal strengths and weaknesses at the place of work

4. Reflect on and review own performance at the place of work

## ON-THE-JOB ACTIVITY LOGS

## *SECTION 2*

| Date | Task |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

## *sECTION 3*

## ON-THE-JOB ACTIVITY LOGS – analysis

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Role** | **Strengths**  | **Weaknesses** |
|  |  |  |  |

## *sECTION 4*

## *Work Experience: My Reflection*