

LONDON METROPOLITAN UNIVERSITY**PROFESSIONAL WORK PLACEMENT****LEARNING LOG**

YOUR ID:

YOUR NAME:

YOUR COURSE:

YOUR WRL TUTOR:

PLACE OF WORK (Company Name):

DATES OF ENTRIES IN LEARNING LOG:

Log Index	Start Date	End Date	Company Supervisor Signature
Log 1			
Log 2			
Log 3			
Log 4			
Log 5			
Log 6			

LEARNING LOG 1

For the period _____ (start date) to _____ (end date)

What have I done? (relate tasks to Learning Outcomes)

What I did well (refer to skills used)

What I could improve on (i.e. skills I want to improve)

Action I can take to improve my skills and learning (make these “SMART”):

GUIDELINES FOR COMPLETING YOUR LEARNING LOG

Purpose of Learning Log

Your Learning Log involves recording what you've done during your work placement and encourages you to carry out self-assessment and reflection on how effectively you've performed tasks.

It will help you to monitor your progress in working towards your learning outcomes and to identify skills you've used and developed during the placement. You should attach a copy of your Learning Agreement and the Skills Audit to the Learning Log.

Along with a written report, the Learning Log will form part of the assessment for the module. For some courses, you will also deliver an oral presentation. In such cases, the Learning Log will help you in preparing these by reminding you of task you were involved with and what you learned from them.

When to complete the Learning Log

You should complete it and email a weekly log to your academic tutor.

How to complete the Learning Log

What have I done? (relate tasks to Learning Outcomes)

Against each task you record, you should show which learning outcome (LO) it relates to. It isn't necessary to write out the whole LO. Referring to your Learning Agreement, number each Learning Outcome consecutively (LO1, LO2, LO3, etc). You can then use the numbering to identify the relevant LO in your Learning Log e.g. Met with the Head of Human Resources to find out about the organisational structure and the remit and functions of different departments (LO3).

What I did well (refer to skills)

Look at the skills audit you completed during your PWP Induction Workshop and use these as prompts for the possible skills you may be developing on your work placement.

Note down things you feel went well and what you did to achieve this. This means that, in addition to saying what you think you did well, you also need to say **why** it went well – what was it that you did to secure a positive result?

Example:

Communication and interpersonal – in asking the Head of HR for a meeting, I introduced myself and was clear about what I wanted to know. I took detailed notes of the meeting and wrote them up into a summary immediately after the meeting whilst the information was fresh in my mind.

What I could improve on (i.e. skills I want to improve)

Here, try to identify any tasks you feel you might have done better or where you felt uncertain or unconfident about something. Again, you may find it helpful to think of this in terms of skills, so use your skills audit for ideas.

Example:

“Initiative and problem-solving – I sometimes lack confidence about approaching people I haven’t met before. As a result, I put off doing some things like arranging a meeting and this can then cause problems with meeting deadlines”.

Action I can take to improve my skills and learning (make these “SMART”)

In this section and using your reflection so far, set yourself goals for the coming period (e.g. for the next week). These are likely to be about tasks which relate directly to one of your Learning Outcomes and/or which address skills you want to improve.

Make them SMART (specific, measurable, achievable, realistic and time-bound) as this will help you to clearly identify your actions and goals for the next period.

Example:

Following on from the example above:

“To improve my confidence in approaching people, I’ll plan in advance what I want to say and write out a short script for myself. I’ll do this first thing next Monday (give date).”

To make sure I don’t miss deadlines, I’ll work out and write down a schedule of what I need to do by when and then I’ll use this to identify tasks and what I need to achieve on a daily basis. I’ll have the schedule completed by the end of Monday next week (give date)”.

Or, you might prefer to separate out the stages and write in note form, for example,

Goal - to improve my confidence in approaching people

Action - plan in advance what I want to say; write a script

Timing - first thing Monday (give date).