



Time Sheet – WIL



higher education
& training
Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

Learner name and surname: ID no.

Learner Contact number: E-mail:

Name of Host Employer (Company name):

Physical address (no. and street name):

Suburb: City/Town: Postal Code:

Local Municipality: District Municipality:

Metropolitan Municipality: Province:

Name and Surname of Supervisor: Contact number:

Email address:

How many activities did you complete on your Logbook this Month? Supervisor signature:

TVET COLLEGE:

| MONTH | JAN | FEB | MAR | APR | MAY | JUNE | JULY | AUG | SEPT | OCT | NOV | DEC |
|-------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|
|-------|-----|-----|-----|-----|-----|------|------|-----|------|-----|-----|-----|

Week 1 (adjustment week 26 – 31 Oct)

| Day | Date | Time in | Time Out | Intern signature | Supervisor signature | Day | Date | Time in | Time Out | Intern signature | Supervisor signature |
|-------|----------|---------|----------|------------------|----------------------|-------|----------|---------|----------|------------------|----------------------|
| Wed | 26-11-25 | | | | | Mon | 01-12-25 | | | | |
| Thurs | 27-11-25 | | | | | Tues | 02-12-25 | | | | |
| Fri | 28-11-25 | | | | | Wed | 03-12-25 | | | | |
| Sat | 29-11-25 | | | | | Thurs | 04-12-25 | | | | |
| Sun | 30-11-25 | | | | | Fri | 05-12-25 | | | | |
| | | | | | | Sat | 06-12-25 | | | | |
| | | | | | | Sun | 07-12-25 | | | | |

Week 3

Week 4

| Day | Date | Time | Time | Intern | Supervisor | Day | Date | Time | Time | Intern | Supervisor |
|-----|------|------|------|--------|------------|-----|------|------|------|--------|------------|
|-----|------|------|------|--------|------------|-----|------|------|------|--------|------------|

| | | in | Out | signature | signature | | | in | Out | signatur e | signature |
|-------|----------|----|-----|-----------|-----------|-------|----------|----|-----|---------------|-----------|
| Mon | 08-12-25 | | | | | Mon | 15-12-25 | | | | |
| Tues | 09-12-25 | | | | | Tues | 16-12-25 | | | | |
| Wed | 10-12-25 | | | | | Wed | 17-12-25 | | | | |
| Thurs | 11-12-25 | | | | | Thurs | 18-12-25 | | | | |
| Fri | 12-12-25 | | | | | Fri | 19-12-25 | | | | |
| Sat | 13-12-25 | | | | | Sat | 20-12-25 | | | | |
| Sun | 14-12-25 | | | | | Sun | 21-12-25 | | | | |

Week 5

| Day | Date | Time in | Tim e Out | Intern signature | Superviso r signature | EMPLOYER' STAMP |
|-------|----------|---------|-----------------|---------------------|--------------------------|-----------------|
| Mon | 22-12-25 | | | | | |
| Tues | 23-12-25 | | | | | |
| Wed | 24-12-25 | | | | | |
| Thurs | 25-12-25 | | | | | |