

Guidelines On Use Of This Logbook

1. This logbook properly kept will be a very useful reference for the author in his/her future career. It will help him/her in seeking recognition from professional bodies for membership affiliation.
2. Entries to the logbook should be made fortnightly. It is advisable for you to carry a small notebook to make rough jottings of daily events which can provide the material for your logbook entries.
3. A summary of training record is to be completed fortnightly. Elaboration on training outlined in summary is to be done on the ruled right hand pages with diagrams/charts/drawings on the blank left hand pages. The description should be brief and concise and, preferably, be limited to five pages.

If more than five pages are required, the blank left hand pages may be used. This book contains only sufficient pages for the 24-week training. Do not tear any page as this will affect the page connected to it.
4. It is advisable for you to get your Organisation Supervisor to comment on your logbook contents. This will provide you with feedback on the correctness of your logbook entries and help your Organisation supervisor plan your next stage of training.

Summary of Training Record (for a two-week period)

Brief Description of Experience	From	To

Comments by Organisation Supervisor:

Signature : _____

N a m e : _____

Designation : _____

D a t e : _____

Training Record

(Elaborate on training outlined in summary)

Organisation Supervisor's Initial : _____

NTU Tutor's Initial : _____

(Use this page for diagrams/charts/drawings)