# Workplace learning log sheet

You gain a range of important skills by participating in workplace learning activities. Complete the information below, then choose up to three skills and describe how you have demonstrated them.

Name:

Date:

1. Participation in (highlight relevant work)

* Work placement
* Full-time work
* Work experience
* Volunteer work
* Part-time/casual work

2. Workplace details

* Position:
* Business name:
* Dates (from/to):
* Employer contact name:
* Contact number:

3. Duties/responsibilities

4. Describe how three employment related skills were demonstrated (I can … / I am able to … / I know how to … )

Skill:

Skill:

Skill:

5. Employer’s comments

6. Reflection on activity (please highlight the relevant area)

Comment on one or more of the following:

* Areas of success
* Areas for improvement
* Further research
* Personal attributes