Work placement logbook

Trainee

Trainee's full name

Course or qualification

School or college

Placement start date

Host company or organisation

Name of the company or organisation

Placement supervisor

Department or role

Placement end date

Weekly log

Week	Tasks carried out	What I learned

Placement review

What the placement gave me, difficulties met, possible next steps

Place

Date

Trainee's initials or signature

Name in full

Supervisor's signature

Name in full

Tutor's signature (school or college)

Name in full