



**JUNIOR INTERNSHIP
PROGRAMME**
CREATING OUR FUTURE WORKFORCE

INTERNSHIP

LEARNER LOGBOOK



**INSPIRING
WORCESTERSHIRE**
CREATING OUR FUTURE WORKFORCE

SECTION 1: ABOUT YOUR LOGBOOK

SECTION 2: BEFORE YOUR INTERNSHIP

GENERAL ADMINISTRATION

ABOUT THE COMPANY

SETTING GOALS AND OBJECTIVES

IDENTIFYING YOUR STRENGTHS AND PERSONAL
DEVELOPMENT EXPECTATIONS

SECTION 3: DURING YOUR INTERNSHIP

YOUR MENTORSHIP MEETING RECORD

YOUR WORK EXPERIENCE RECORD

OTHER ACTIVITIES

SECTION 4: POST INTERNSHIP

REFLECTION AND REVIEW

EMPLOYER ASSESSMENT

STRENGTHS AND SKILLS

SECTION 1

ABOUT YOUR LOGBOOK

THE PURPOSE OF YOUR LOGBOOK IS:

- TO RECORD INFORMATION ABOUT YOURSELF AND THE EMPLOYER
- TO DECIDE WHAT YOU WOULD LIKE TO ACHIEVE FROM YOUR JUNIOR INTERNSHIP PROGRAMME
- TO RECORD WHAT DO YOU DURING YOUR INTERNSHIP AND WHAT YOU LEARNT
- TO REFLECT ON THE DIFFERENT ACTIVITIES DURING YOUR INTERNSHIP AND DECIDE HOW YOU WANT TO BUILD ON THIS

SECTION 2

BEFORE YOUR INTERNSHIP

LEARNER AND COLLEGE DETAILS

LEARNER'S FULL NAME

COLLEGE NAME

DATE OF BIRTH

TUTOR NAME

INTERNSHIP DETAILS

DATE INTERNSHIP COMMENCED

SUPERVISOR NAME

NAME OF COMPANY/ORGANISATION

SUPERVISOR CONTACT DETAILS

DEPARTMENT

ADDRESS

PRACTICAL INFORMATION

TRAIN TIMES

BUS NUMBERS/TIMES

TRAVEL FARES

SUITABLE CLOTHING AND FOOTWEAR

ANY SPECIAL CLOTHING REQUIRED?

IF SO, WILL THIS BE PROVIDED BY THE EMPLOYER?

WHAT SHALL I DO FOR LUNCHTIME MEAL?

COLLEAGUES CONTACT DETAILS

YOU MAY FIND IT HELPFUL TO MAKE A NOTE OF PHONE NUMBERS AND E-MAIL ADDRESSES HERE.

NAME

PHONE NUMBER/E-MAIL ADDRESS

SECTION 3

DURING YOUR INTERNSHIP

WORK EXPERIENCE INDUCTION

TO BE COMPLETED WITH YOUR SUPERVISOR AT THE START OF YOUR INTERNSHIP.

WELCOME TO THE
COMPANY MEETING

LOCATION OF FACILITIES
(TOILET, CANTEEN, PARKING)

FIRST AID AREA AND CONTACT

FIRE EVACUATION PROCEDURE

COMPANY INDUCTION PACK

PROVIDED TO STUDENT.

MAY INCLUDE, BUT NOT LIMITED TO:

- ABOUT THE COMPANY INCLUDING ORGANISATIONAL CHART, PURPOSE, STRATEGIC THEMES
- HOURS OF WORK, INCLUDING BREAKS
- SICKNESS AND HOLIDAY PROCEDURES
- DISCIPLINARY AND GRIEVANCE PROCEDURES
- HEALTH & SAFETY
- ANY UNIFORMS AND STANDARD EQUIPMENT TO BE USED

WORK EXPERIENCE DIARY

PLEASE PHOTOCOPY THIS SHEET FOR ADDITIONAL DAY/WEEKS AS REQUIRED.

WHAT TYPES OF TASKS
AND ACTIVITIES DID YOU
DO TODAY/THIS WEEK?

WHAT PROGRESS ARE
YOU MAKING TOWARDS
ACHIEVING YOUR GOALS?

WHAT PROGRESS
ARE YOU MAKING
TOWARDS ACHIEVING
YOUR OBJECTIVES?

IF YOU HAVE ANY
PROBLEMS/OBSTACLES,
WHAT ACTIONS COULD YOU
TAKE TO OVERCOME THEM?

PROVIDE EVIDENCE OF SKILLS
AND STRENGTHS THAT YOU
DEMONSTRATED TODAY/THIS
WEEK? YOU MAY WANT TO REFER
TO THE 'SKILLS AND STRENGTHS'
SECTION AT THE END OF YOUR
LOGBOOK.

LEARNER'S SIGNATURE

DATE:

TUTOR/INTERNSHIP OFFICER SIGNATURE

DATE

YOUR MENTORING MEETING RECORD

PLEASE PHOTOCOPY THIS SHEET FOR EACH MEETING

MENTOR NAME

MEETING DATE AND DURATION

MEETING LOCATION

REVIEW OF PREVIOUS MEETING

WHAT PROGRESS HAS BEEN ACHIEVED BY THE MENTEE/MENTOR ON PREVIOUSLY AGREED ATIONS.

SUMMARY OF TOPICS

DISCUSSED AT THIS MEETING

(E.G. EDUCATION ISSUES, COMMUNICATION, WORKING WITH OTHERS, SETTING AND ACHIEVING GOALS, MANAGING FEELINGS, RELIABILITY, CHALLENGES AND OBSTACLES, RESOURCES/ASSISTANCE REQUIRED, WHAT HAS GONE WELL AND FINALLY WHAT HASN'T GONE WELL, HOW YOU DEALT WITH IT AND LESSONS LEARNT.

LIST ANY ACTIONS AGREED FROM THIS MEETING AND WHO WILL CARRY THEM OUT

DATE, TIME AND LOCATION OF NEXT MEETING

MENTOR SIGNATURE

DATE:

MENTEE SIGNATURE

DATE

OTHER ACTIVITIES

DESCRIBE ACTIVITY

(MEETING, PRESENTATION, SITE VISIT, ETC)

DATE

LOCATION

NAMES OF KEY PEOPLE AND THEIR JOB TITLES

COMMENTS

DESCRIBE WHAT THE ACTIVITY WAS ABOUT, WHAT YOU DID, WHAT YOU LEARNT, WHAT YOU ENJOYED THE MOST (AND THE LEAST!)

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(MEETING, PRESENTATION, SITE VISIT, ETC)

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LOCATION

NAMES OF KEY PEOPLE AND THEIR JOB TITLES

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STRENGTHS AND SKILLS

YOUR EXPERIENCE AT INTERNSHIP WILL PROVIDE MANY OPPORTUNITIES TO APPLY AND DEVELOP YOUR 'BUSINESS PERSPECTIVE' SKILLS. USING THE TABLE BELOW, CAPTURE EVIDENCE OF WHERE YOU HAVE DEMONSTRATED THESE SKILLS. IT'S QUITE LIKELY THAT YOU WILL ENCOUNTER A NUMBER OF SKILLS FROM ANY ONE LEARNING EXPERIENCE.

COMMUNICATION

VERBAL COMMUNICATION	CAN SPEAK CLEARLY AND CONFIDENTLY SO OTHERS CAN UNDERSTAND INFORMATION PRESENTED
WRITTEN COMMUNICATION	CAN PRODUCE WRITTEN WORK THAT IS EASY TO UNDERSTAND
LISTENING COMMUNICATION	USES ACTIVE LISTENING TO UNDERSTAND INFORMATION RECEIVED

MOTIVATION

INITIATIVE/SELF MOTIVATION	CAN IDENTIFY OPPORTUNITIES TAKE THE INITIATIVE TO PUT FORWARD IDEAS AND SOLUTIONS
DRIVE	DETERMINATION TO GET THINGS DONE. MAKE THINGS HAPPEN AND CONSTANTLY LOOKING FOR BETTER WAYS OF DOING THINGS
POSITIVE ATTITUDE	BE SELF-MOTIVATED AND APPROACH THE WORLD OF WORK WITH ENTHUSIASM AND A DESIRE TO LEARN AND DEVELOP

COMMERCIAL SKILLS

CUSTOMER AWARENESS	KNOW AND BE ABLE TO IDENTIFY INTERNAL AND EXTERNAL CUSTOMERS
COMMERCIAL AWARENESS	UNDERSTAND THE BUSINESS AND HOW FACTORS LIKE THE ECONOMY, COMPETITORS AND CUSTOMERS MAY AFFECT THE BUSINESS
CUSTOMER SATISFACTION	UNDERSTAND THE NEED FOR AND HOW TO PROVIDE CUSTOMER SERVICE THAT EXCEEDS EXPECTATIONS

ORGANISATIONAL SKILLS

PLANNING AND ORGANISING	ABLE TO PLAN ACTIVITIES AND CARRY THEM THROUGH EFFECTIVELY
FLEXIBILITY	ADAPT SUCCESSFULLY TO CHANGING SITUATIONS AND ENVIRONMENTS
TIME MANAGEMENT	MANAGE TIME EFFECTIVELY, PRIORITISING TASKS AND ABLE TO WORK TO DEADLINES

WORKING WITH INFORMATION

NUMERACY	ABLE TO USE MATHEMATICAL SKILLS TO UNDERTAKE APPROPRIATE TASKS
DIGITAL LITERACY	SELECT AND USE APPROPRIATE DIGITAL TOOLS TO FIND AND PRESENT INFORMATION
PROBLEM SOLVING	ANALYSING FACTS AND CIRCUMSTANCES AND APPLYING CREATIVE THINKING TO DEVELOP A RANGE OF SOLUTIONS
ANALYSING AND INVESTIGATING	ABLE TO GATHER INFORMATION SYSTEMATICALLY TO ESTABLISH FACTS AND PRINCIPLES
CRITICAL THINKING	BEING ABLE TO RECOGNISE PROBLEMS THROUGH SKILLS SUCH AS OBSERVATION, INTERPRETATION,
ANALYSIS AND EVALUATION	TO FIND A WAY OF SOLVING THE PROBLEMS
USING FEEDBACK	TAKING ON BOARD INFORMATION WHETHER IT IS PRAISE OR CRITICISM ABOUT YOUR PERFORMANCE TO IMPROVE PERFORMANCE
MEMORY TECHNIQUES	ABLE TO USE A RANGE OF TECHNIQUES TO RECALL INFORMATION
SELF-AWARENESS	DEMONSTRATE AWARENESS OF PERSONAL IMPACT, E.G. APPROPRIATE DRESS, FIRST IMPRESSIONS, BODY LANGUAGE
SELF-ANALYSIS	IDENTIFY YOUR PERSONAL STRENGTHS, STYLES AND AREAS FOR DEVELOPMENT
SELF-REFLECTION	ABLE TO REFLECT ON SITUATIONS AND OWN PERFORMANCE, RECOGNISING WHAT YOU HAVE DONE WELL
SELF-EMPOWERMENT	BEING AN ACTIVE LEARNER, HAVING CONFIDENCE AND BELIEVING THAT YOU DETERMINE WHETHER YOU ARE SUCCESSFUL, TAKING CONTROL AND MAKING GOOD CHOICES, STAYING FOCUSED AND MAINTAINING MOTIVATION
STUDY SKILLS	ABLE TO USE DIFFERENT METHODS THAT DEMONSTRATE YOU ARE ABLE TO LEARN EFFECTIVELY E.G. READING, NOTE-TAKING AND MANAGING INFORMATION
INDEPENDENT LEARNING	HOW TO GET THE MOST OUT OF E-LEARNING, ONLINE COMMUNITIES AND FORUMS AND OTHER FORMS OF INDEPENDENT STUDY, BEING RESPONSIBLE FOR YOUR OWN LEARNING
MANAGING STRESS	ABLE TO ACCESS AND USE A VARIETY OF TECHNIQUES TO MINIMISE THE EFFECT OF STRESSFUL CIRCUMSTANCES

WORKING WITH OTHERS

TEAMWORK WORK

CONFIDENTLY WITHIN A GROUP, RESPECTING OTHERS, CO-OPERATING, NEGOTIATING/PERSUADING, CONTRIBUTING TO DISCUSSIONS

EMPATHY

BEING ABLE TO PUT YOURSELF IN OTHERS' SHOES. UNDERSTANDING WHAT IS GOING ON FOR THEM FROM THEIR PERSPECTIVE

WORKING WITH YOUR MENTOR

KNOW THE ROLE OF YOUR INTERNSHIP MENTOR AND HOW THEY WILL SUPPORT YOU DURING YOUR INTERNSHIP, UNDERSTAND HOW IMPORTANT THEY WILL BE IN HELPING YOU GET THE MOST OUT OF THE EXPERIENCE

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NOTES





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