



LOGBOOK



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Name and surname:

.....

Period: From ___/___/___ To ___/___/___

Location (Organization and Address):

.....

Unit of Learning Outcome:

.....

Expected Learning Outcomes:

[illegible]

Specific Tasks:

[illegible]

Observations

.....

Week no.	Start date ____/____/____ End date ____/____/____
Activities:	
Achievements:	
Pleasant experiences that occurred this week:	
Difficulties, mistakes, unpleasant experiences that occurred this week:	
What did you do to lead with the situation?	
Tutor's opinion and signature:	



Please multiply this page as many times as needed.



When thinking of **achievements**, please read the questions and suggestions below:

1. What new knowledge, skills and competence have you learnt during this week?

Examples:

I have handled specific tools.

I have load work schedules, managed calendars and arranged appointments for my tutor.

What I have learnt is the dry heat cooking methods.

I learnt how to select the raw materials.

I learnt how to respect the hygiene and security rules, etc.

2. What interesting or challenging experiences did you have with your teacher, fellow workers or tutor?

Examples:

I am so happy because I learnt so many things and I've experienced in this field of work.

I learnt the baking method of cooking.

I had a meeting with the workers and the manager and we discussed about the work.

I accompanied my tutor to attend a meeting and he introduced me to clients.

My tutor taught me how to deal with a customer meeting. Before the meeting, I had to prepare some documents and the proposal which I presented with my tutor.

In the meeting environment, I learnt many things that can be useful in my career.

The tutor also gave me instructions on how to deal with cooking inventory in and out and how to approve supply orders.

The tutor assisted me to prepare the report, the correspondence and the template. He taught me how to make a report after visiting the cooking laboratories of a restaurant. During this visit, we met various cooking methods, utensils and also had the chance to see the construction of a steaming installation.

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WEBSITE REFERENCES

<https://eurodesk.eu/>

<https://www.coursehero.com/>

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ANNEX I – TECHNICAL SHEET

1- This tool aims to provide:

- a. guidance to learners during their learning experience;
- b. feedback to learners during and after their learning experience;
- c. a model of a logbook to be used by learners during their learning experience abroad.

2- This tool is intended to be used in monitoring and evaluating:

- a. the Learning Outcomes achieved by VET learners during their participation in one organized European mobility for learning purposes.

This logbook will help the learner register in chronological order his/her experiences and achievements during the learning experience.

The learner will receive a document to help him/her register daily activities during the training experience.

It will permit the receiving organization to evaluate the learning outcomes; in addition to help the sending organization follow the learner's progress. It enlists the progress of the learning experience and it is added up weekly during the whole period of training.

Learners will be monitored and will periodically receive feed-back during the training period.

3- This tool is intended for the use of schools, public bodies and other private enterprises who participate in European mobility projects.

4- This tool is intended to be applied in the context of ECVET implementation, specifically, to monitor, evaluate, validate, recognize and certificate units of learning outcome acquired by VET learners in a variety of learning contexts, such as, when learners participate in European mobility projects.

The person chosen by the receiving organization to train the learners (the teacher / the tutor) applies this tool to have an eye on the learning process.

This instrument is also used by the person from the receiving organization who has the role of monitoring and evaluating the learner's activity.

5- Phase and Stage of the Pedagogical Circuit in which the Tool should be used:

Phase 2: Implementing Mobility

Stage 5: Monitoring and Evaluating