



VET & BUSINESS  
PARTNERSHIP

Title	Work Placement Diary Template
Description	This is a template designed to allow students document their activities and experience while on work placement. It also allows students to consider the positive aspects and challenges while also focussing on further actions and future skills development
User	Completed by the student while on work placement
Goal	To provide the student with a structure to document their work placement experience having regard to certain key areas.
Objective	Allows students reflect on the positive aspects as well as the challenges presented while on work placement while also encouraging students to consider future actions.
Method	This can be completed electronically or in hard-copy
Recommended Use	Students should be given the opportunity to reflect on and discuss their work placement experience while also planning for future actions. This template will allow students consider some key areas in a structured way.
When	Completed by students while on work placement
Language	English
Further links	

**Work Placement Diary**  
**Due Week Commencing XX/XX/20XX**

Day One	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Two	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Three	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Four	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Five	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Six	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Seven	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	



Day Eight	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Nine	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	

Day Ten	
Description of Work Undertaken	
Challenges	
Positive Aspects	
New Skills to be Learned	
Future short-term actions	