



**WORK PLACEMENT TIMESHEET**

Student Name: \_\_\_\_\_

Organisation Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

**Record of Work Placement Hours**

Date	Start Time	Finish Time	Lunch	Total Hours	Supervisor Signature
<i>Eg. 22.3.04</i>	<i>9.00am</i>	<i>5.00pm</i>	<i>1 hour</i>	<i>7 hours</i>	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
<b>Total hours completed:</b>			<b>Supervisor Signature:</b>		

*You must complete a minimum of 35 hours*

**STUDENT WORK PLACEMENT DIARY**

Day 1. Date: .....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

Day 2. Date:.....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

Day 3. Date: .....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

Day 4: Date: .....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

**STUDENT WORK PLACEMENT DIARY**

Day 5. Date: .....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

Day 6. Date:.....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

Day 7. Date: .....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_

Day 8: Date: .....

Equipment Used / Tasks Completed / New Skills Learnt / Could I Improve

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Supervisor's Signature: \_\_\_\_\_