Introduction to the training logbook

✓	Notes
☐	**Inform about the purpose and benefits of the training logbook** Both learner and the host company can benefit.
☐	**Set clear rules of the game** These rules must be enforceable, and the consequences of non-compliance must be agreed on in advance.
☐	**At the beginning, check more often and randomly** Not all learners are mature enough at the beginning to take on responsibility fully.
☐	**Provide regular feedback** Apprentices who receive feedback can better assess their abilities and behaviour.
☐	**Set clear structures at the beginning** Use a form that guides the learners. Tell them what you expect from them under each heading. Make learners aware that they can add sketches and images to their entries.
☐	**Emphasise the importance of value on quality** Help if someone is having difficulties by getting them to make drafts and then proofreading them. Make it clear to the learners that the learning report will showcase them and the company.
☐	**Help with choosing the topic** Not every assignment is suitable for a learning report. The project as described must relate to the content and technical requirements of the occupation and be appropriate for the level of education. Learning reports therefore reflect the type of training.
☐	**Pay attention to the applicability of the learning reports** The training logbook should serve as a personal reference that can be used purposefully in the company and in the final examination (applied project). Understanding its benefits will raise motivation for using it.
☐	**Encourage personal responsibility** Increasingly transfer personal responsibility to learners, without overwhelming them, by defining and carrying out controls only over longer periods of time.
☐	**Ask for additional documentation** For example, it makes sense to include: Photos, sketches, plans, process descriptions, material and instrument descriptions from catalogues, and websites, etc.
☐	**Ensure the language used is correct** Make every effort to ensure correct use of language. It is worth mentioning that from time to time you too have to look up the correct spelling of a word – this actually encourages the learners.
☐	**Show sample learning reports** Sample learning reports from former learners are more helpful than the best theory. However, watch out that learners don't use the training logbook of a prior colleague for the sake of convenience. Ask for the learning reports to be based on their own experiences and observations.

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