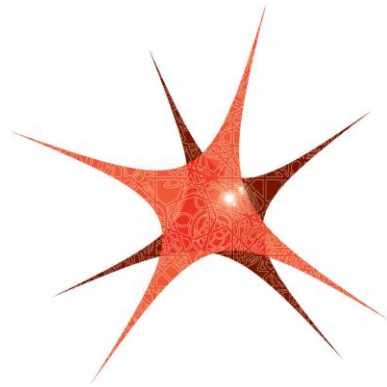


Bahrain Polytechnic { Bachelor of Engineering Technology EN701 }

Work placement Log Book



بوليتكنك البحرين  
Bahrain Polytechnic

*This document details the requirements of the work placement students of Bahrain Polytechnic will undertake as part of their studies on the Bachelor of on the Bachelor of Engineering Technology programme programme*

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**Student Name**

**Student ID**

**Student CPR**

**Major**

**Student contact details**

**Academic Supervisor name**

**Academic Supervisor contact details**

**Start date**

**Anticipated completion date**

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The log books must be returned within one week of completion of the Work Placement to 5.101 for recording.

## Table of Contents

Student Details.....	3
Emergency Contact.....	3
Work Placement Details.....	4
Polytechnic Contact .....	5
Additional information (if required):.....	5
Information for the Employer .....	6
Information for the student.....	7
Workplace Orientation by the Employer.....	13

***Student Details***

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Academic  
Supervisor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

***Emergency Contact***

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Relationship to  
student:** \_\_\_\_\_

## ***Work Placement Details***

**Start Date:**

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**End Date:**

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**Company / organization name:**

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**Contact Person: (could be  
Workplace Supervisor)**

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**Phone:**

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**Email:**

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**Work Place Supervisor:**

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**Phone:**

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**Email:**

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***Polytechnic Contact***

**Academic Supervisor:**

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**Phone:**

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**Email:**

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***Additional information (if required):***

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## ***Information for the Employer***

### **1. Memorandum of Agreement**

Please ensure that all sections of the agreement have been completed and signed prior to the commencement of the placement.

### **2. Workplace Orientation**

Please complete this section to confirm that the student has been given the relevant information concerning occupation health and safety issues in your workplace

### **3. Work Placement Participation**

Please complete this section to confirm that the student participated in work placement in your workplace

### **4. Comments**

This section is completed by you, the student and the relevant Academic Supervisor at the end of the work placement.

### **5. Daily Time Sheet**

Please sign this record to confirm that the information is correct

### **6. Daily Activity Log**

Please sign this section to confirm that the information is correct

## ***Information for the student***

**This document forms an important part of your course assessment**

**You need to show this log book to your workplace supervisor daily to confirm that:**

- You have filled in your timesheet accurately
- You have listed all the work activities that you completed in the workplace.

**Finally, you must return this document to your Academic Supervisor at the end of each work placement so that the details can be electronically recorded as part of your overall assessment.**

MEMORANDUM OF AGREEMENT for WORK PLACEMENT

**BETWEEN** \_\_\_\_\_

Name of student

**AND** \_\_\_\_\_

Name of the host organization

**AND BAHRAIN POLYTECHNIC**

**Purpose** The purpose of this Agreement is to safeguard and maximize the benefits for all parties concerned by setting out clear rights and responsibilities for administering the off-site practical/workplace components.



### **Work Placement Guidelines:**

- Students must complete each section of the log book on a daily basis, reflecting what they have achieved/learnt during their placements
- Students must ensure that an accurate record of attendance must be maintained, and this must be signed off by your Workplace supervisor within the company you are attending during the placement
- Students must submit their Logbook upon completion of the placement, to their Bahrain Polytechnic assigned Academic Supervisor
- Students have 1 week to submit their logbook to their assigned Academic Supervisor, otherwise they must submit a request for acceptance of their placement to the Programme Manager within 1 month of the completion of their placement.
- Student's failure to submit a logbook for their placement, which has an accurate record of attendance and is not signed off by their Workplace Supervisor, will not be accepted by the Polytechnic as meeting the requirements of the placement. Therefore will register as 0 days within the Industrial Placement register
- Students are expected to be punctual and attend all work placement days. Failure to attend these days or failure to submit correctly recorded log books, will be treated in the same manner as absenteeism from normal classes and students will be marked absent

### **Student Rights and Responsibilities**

- The student is required to be punctual, to dress appropriately and to notify the host company in advance and their Academic Supervisor if they will not be attending
- The student is required to comply with health and safety requirements of the host company
- The student is required to act ethically and responsibly at all times
- The student will be responsible to the host staff while undertaking off-site training
- The student is required to respect the confidentiality of information pertaining to the business operations of the host company and to act ethically and responsibly at all times
- The student is responsible for keeping a record of hours worked and getting this verified by their Workplace Supervisor
- The student is responsible for writing a report on the off-site experiential learning

- The student has the responsibility to respect and care for the employer's property, plant, equipment and machinery
- The student has the right to be treated as part of the team in which he/she is working
- The student has the right to information and support from the team or individuals to ensure a positive learning experience
- The student has the right to evaluate the quality of the learning experience and support
- The student has the responsibility of ensuring that the Employability Skills survey is completed by the Workplace Supervisor
- The student has the responsibility of ensuring that the Workplace Supervisor and Academic Supervisor have completed their sections, and have signed and dated the required pages

### **Host Rights and Responsibilities**

- The host staff are responsible for the student while the student is engaged in on job experiential learning
- The host has the responsibility for ensuring that no student is placed in any situation, which is reasonably likely to develop beyond the student's capacity or level of knowledge and experience
- The host is responsible for informing students of any specific details relating to health and safety procedures at the venue
- The host has the responsibility to complete reports/assessments of the student's performance as required
- The host is responsible for providing and making available all necessary equipment and resources required in the course of student's learning experience
- The host has the responsibility to verify the student's record of hours of work by signing the completed timesheet
- The host has the right to be informed of the student(s) who will be undertaking the on job experiential learning with them, and of the Academic Supervisor who will oversee the off-site experience and how that person can be contacted

## **Bahrain Polytechnic's Responsibilities**

- Bahrain Polytechnic is responsible for liaison with the host staff to negotiate student placements as when required in advance
- Bahrain Polytechnic is responsible for informing the host of the student's on job learning outcomes and expectations
- Bahrain Polytechnic is responsible for informing the host of the Academic Supervisor who will oversee or assess the student's on job learning experience and how they can be contacted
- Bahrain Polytechnic is responsible for outlining the general expectation of students, with any specific requirements for the successful completion of the on job learning experience
- Bahrain Polytechnic is responsible for ensuring that an Academic Supervisor visits the site at least twice during the placement (unless otherwise negotiated)
- Bahrain Polytechnic will assist the student and Workplace Supervisor with any assessment documentation that may be required

**Indemnity**

Bahrain Polytechnic agrees to hold liability insurance to protect it from claims for damages resulting from negligent or willful acts or omissions of the Bahrain Polytechnic, its staff or students.

Signed for Bahrain Polytechnic by:

\_\_\_\_\_

Name & Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Position

\_\_\_\_\_

Signed for host organisation by:

\_\_\_\_\_

Name & Signature

\_\_\_\_\_

Position

\_\_\_\_\_

Name of organisation

## ***Workplace Orientation by the Employer***

The student on work placement has been told:

- the required dress standards of the organisation
- start and finish times and break times
- procedures and person to contact for non-attendance
- the person to contact if there are any problems
- a basic overview of the work the business or department undertakes.
- who they will be working with and has been introduced to them.
- the location of facilities
- the safety requirements that apply in this workplace.
- the job expectations

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

Workplace Supervisor Signature: \_\_\_\_\_

## Health and Safety at the Workplace

All students are required to adhere to the Health and Safety Guidelines as set out by each host Employer.

It is the responsibility of each student to ensure that Health and Safety details are discussed, and each student is aware of who they need to speak to regarding any problems that are identified either from the workplace surroundings, or their own personal safety.

In addition, each student must be aware of the following information:

### **Medical Issues**

If you are on medication, or have a medical issue that would prevent you from completing all of your work experience, you must inform your Tutor and the Workplace Supervisor. If you must bring medication to work with you, inform your Workplace Supervisor.

### **Dress Code**

Appropriate dress is required for a work environment. Where possible, information will be given to you before your placement of the employer's dress code.

**NO** shorts, flip-flops, t-shirts, high heels or excessive jewellery.

Consider where you will be working. Wear appropriate shoes, and business attire. If you are in a workshop area, wear safety shoes, ear defenders, protective clothing and eye wear. Confirm with the Supervisor if PPE (Personal Protective Equipment) will be issued to you during your stay. Prevent accidents around machinery by not wearing excessive jewellery or loose clothes.

### **Telephones**

It is expected in a work environment that phones be not used for personal use. Use the break time to send or receive personal calls. Keep your phone either off or on silent.

If you are going to use your mobile to take photos to confirm any aspect of your work experience, ensure you have the approval of your Workplace Supervisor.

### **General Health & Safety**

You must be aware of your surrounding area in the workplace.

Know the location of the fire exits, first aid boxes, and know who the appointed first aid person is.

Ensure that safety guidelines are followed in the workplace. This means safety guards on machinery, wearing of protective equipment (such as safety shoes and goggles) and ensuring work area is clear of potential hazards, such as blocked path areas and opened doors.

Be careful when lifting anything. Ensure proper procedures are carried out i.e. bend knees, keep back straight and only lift what you are capable of lifting. If unsure, seek assistance.

**Attendance**

You will be required to complete your Work Placement. If for any reason you are unable to attend due to sickness, then you must let your Workplace Supervisor know, and also your Academic Supervisor.

Do not leave the premises early unless you have been given permission and your Work Placement Supervisor is aware that you will be leaving the premise early. Should a situation arise such as evacuating the building, all staff must be accounted for.

Punctuality is a requirement. Employers expect you to be on time, and ready to work at the agreed time. If you need to change into overalls, put on safety boots etc, you will be expected to do this **prior** to the start of your working time.

Student's name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_





# Weekly Time Sheet

Week 1

Week beginning \_\_\_\_\_

Day	Start am	Finish am	Lunch time	Start pm	Finish pm	Total hours	Workplace supervisor signature
S							
M							
T							
W							
T							
F							
S							
Weekly total							

Please indicate if you are sick or absent any day

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**To be signed when timesheet and activities pages are completed**

# Daily Activity Log

Week 1

Date	Activities carried out in the workplace

*Complete a box per day of the highlights of the work you have completed, or learned. You will need this for the reflection when the work placement had been completed*

# Weekly Time Sheet

Week 2

Week beginning \_\_\_\_\_

Day	Start am	Finish am	Lunch time	Start pm	Finish pm	Total hours	Workplace supervisor signature
S							
M							
T							
W							
T							
F							
S							
Weekly total							

Please indicate if you are sick or absent any day

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**To be signed when timesheet and activities pages are completed**

# Daily Activity Log

Week 2

Date	Activities carried out in the workplace

*Complete a box per day of the highlights of the work you have completed, or learned. You will need this for the reflection when the work placement had been completed*

# Weekly Time Sheet

Week 3

Week beginning \_\_\_\_\_

Day	Start am	Finish am	Lunch time	Start pm	Finish pm	Total hours	Workplace supervisor signature
S							
M							
T							
W							
T							
F							
S							
Weekly total							

Please indicate if you are sick or absent any day

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

***To be signed when timesheet and activities pages are completed***

# Daily Activity Log

Week 3

Date	Activities carried out in the workplace

*Complete a box per day of the highlights of the work you have completed, or learned. You will need this for the reflection when the work placement had been completed*

# Weekly Time Sheet

Week 4

Week beginning \_\_\_\_\_

Day	Start am	Finish am	Lunch time	Start pm	Finish pm	Total hours	Workplace supervisor signature
S							
M							
T							
W							
T							
F							
S							
Weekly total							

Please indicate if you are sick or absent any day

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**To be signed when timesheet and activities pages are completed**

# Daily Activity Log

Week 4

Date	Activities carried out in the workplace

*Complete a box per day of the highlights of the work you have completed, or learned. You will need this for the reflection when the work placement had been completed*



# Weekly Time Sheet

Week 5

Week beginning \_\_\_\_\_

Day	Start am	Finish am	Lunch time	Start pm	Finish pm	Total hours	Workplace supervisor signature
S							
M							
T							
W							
T							
F							
S							
Weekly total							

Please indicate if you are sick or absent any day

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**To be signed when timesheet and activities pages are completed**

# Daily Activity Log

Week 5

Date	Activities carried out in the workplace

*Complete a box per day of the highlights of the work you have completed, or learned. You will need this for the reflection when the work placement had been completed*

# Weekly Time Sheet

Week 6

Week beginning \_\_\_\_\_

Day	Start am	Finish am	Lunch time	Start pm	Finish pm	Total hours	Workplace supervisor signature
S							
M							
T							
W							
T							
F							
S							
Weekly total							

Please indicate if you are sick or absent any day

Workplace Supervisor Name \_\_\_\_\_

Workplace Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

**To be signed when timesheet and activities pages are completed**

# Daily Activity Log

Week 6

Date	Activities carried out in the workplace

*Complete a box per day of the highlights of the work you have completed, or learned. You will need this for the reflection when the work placement had been completed*

*Employability Skills Evaluation – Bahrain Polytechnic*

Work Experience and Cooperative Projects provide students, tutors and the client/employers with the opportunity to provide feedback on the development of the Employability Skills industry maintain are necessary to ensure of graduates will be “work ready”.

Employability Skills are the 8 **Generic Competencies** required for work effectiveness: **Teamwork, Problem solving, Communication, Initiative & Enterprise, Planning & Organising, Self-management, Learning and Technology.** These skills are critical to gaining and maintaining employment, as well as operating effectively in personal and community contexts:

Please take time to think about the following Employability Skills, each of which is made up of a number of facets, and give your honest comments as to how you thought the student performed in each cluster.

*Definitions of Employability Skills at Bahrain Polytechnic*

<b>Communication</b>	<b>Communicate effectively in ways that contribute to productive and harmonious relationships across stakeholders.</b>
<b>Teamwork</b>	<b>Work effectively independently and in collaboration with others through a common approach towards a common goal.</b>
<b>Problem Solving</b>	<b>Analyse a problem critically and respond appropriately to organisational and societal needs.</b>
<b>Initiative &amp; Enterprise</b>	<b>Apply resourcefulness, innovation and strategic thinking in an organisational context.</b>
<b>Planning &amp; Organization</b>	<b>Efficiently and effectively plan and manage work commitments.</b>
<b>Self Management</b>	<b>Demonstrate self discipline, resilience and adaptability to achieve personal and professional goals</b>
<b>Learning</b>	<b>Understand the need for and engage in life-long learning.</b>
<b>Technology</b>	<b>Utilize technology effectively and ethically.</b>

*Grading the student:*

The Polytechnic uses 5 categories to rate a student’s performance as “work-ready”:

**Struggling** – student at times is unable to demonstrate an understanding of what is required or shows an inability to perform competently in the workplace. Shows little improvement. Student is not yet competent.

**Developing** – student has demonstrated a minimum, or adequate understanding of what is required in the workplace, may make errors, have incomplete tasks, but is developing and has shown improvement when monitored on a regular basis.

**Good** – student demonstrates steady improvement and understanding of his/her surroundings in the workplace and generally is viewed as competent.

**Very Good** –student shows a clear understanding of the skills required in the workplace and is able to demonstrate this consistently.

**Best Practice** –student exceeds expectations in the workplace and constantly demonstrates a clear, mature understanding of the skills required to succeed.

**Workplace Supervisors** – Please complete this evaluation

**Students and Academic Supervisors** – Please complete this evaluation on-line

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## EMPLOYABILITY SKILLS EVALUATION- BAHRAIN POLYTECHNIC

DATE OF ASSESSMENT	
NAME OF STUDENT	
COMPANY	
NAME AND POSITION OF ASSESSOR	
CONTACT DETAILS OF ASSESSOR	
SIGNATURE OF ASSESSOR	

**Assess how the Student has been performing**

### 1. **Technology** that contributes to the effective carrying out of tasks

Examples:

- Using work related tools and equipment efficiently and effectively in the workplace
- Using technology ethically
- Willingness to learn new IT skills

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

**Describe the student's performance in this area:**



## 2. Initiative and Enterprise that contribute to innovative outcomes

Example

S:

- Identifying different ways to reach objectives and goals
- Translating ideas into actions
- Participating in continuous improvement
- Adapting to new situations
- Responds quickly to change in the work environment

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

**Describe the student's performance in this area:**

### 3. Planning and organising that contribute to long and short-term strategic planning

Example

S:

- Managing time and priorities
- Coordinating tasks for self and others
- Collecting and organizing information
- Establishing clear project goals and timely deliverables
- Using resources effectively
- Establishing control mechanisms for monitoring, review and corrective action.
- Dealing with the unexpected
- Understanding basic organization systems and their relationships

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

Describe the student's performance in this area:

**4. Communication** that contributes to productive and harmonious relations across employees and customers

Examples:

- Speaking clearly and effectively
- Conveying professional and technical information to a range of audiences in a variety of forms (graphs, charts, words etc)
- Using technical vocabulary appropriately
- Presenting professionally (oral and visual)
- Writing clearly and effectively for a range of audiences
- Sharing information using a range of technologies
- Listening to information and reporting back on its major themes and key messages

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

**Describe the student's performance in this area:**

**5. Learning that contributes to ongoing improvement in employee and company operations and outcomes**

Example

s:

- Learning and growing continuously in response to employer and industry needs
- Reflecting on own practice to improve performance
- Setting learning plans based on personal strengths and weaknesses
- Seeking out professional development

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

**Describe the student's performance in this area:**

Large empty box for describing student performance.

## 6. Self-management that contributes to employee satisfaction and growth

Examples:

- Having a personal vision and goals and set plans to achieve
- Engaging actively in, and being passionate about tasks
- Working independently
- Multitasking
- Adapting to change when required
- Evaluating and monitoring own performance
- Managing time and priorities
- Being punctual
- Managing stress

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

Describe the student's performance in this area:

**7. Teamwork** that contributes to productive working relationships and outcomes

Examples:

- Working effectively with others irrespective of position, gender, race, religion or political belief
- Asking for information and help from team members
- Sharing information and expertise with the team
- Identifying and managing team conflict effectively
- Showing leadership skills to improve the team's performance

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

Describe the student's performance in this area:

## 8. Problem solving that contributes to productive outcomes

Examples:

- Thinking critically and analytically
- Applying a range of strategies to solve problems
- Solving workplace mathematical problems
- Solving complex, real world problems independently and in a team
- Making realistic recommendations to solve a problem
- Implementing and monitoring solutions

Assessment	Struggling	Developing	Good	Very Good	Best Practice
Indicate with an 'x'					

Describe the student's performance in this area:

**Any other comments?** Please add any other comments about this student's knowledge and skills as demonstrated on the placement with you

**Employer Satisfaction with Work Placement**

**Overall, I am satisfied with the student's performance on work placement.  
(Please tick one box)**

Strongly Disagree	Disagree	Agree	Strongly Agree	No Opinion
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## Work Placement Participation

I verify that \_\_\_\_\_

has participated in \_\_\_\_\_ days / hours of work placement.

Supervisor's name \_\_\_\_\_

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

Date \_\_\_\_\_

### Log Book Check List

Item	Appendix/Item	Tick for yes	Page No	Date signed
1	Cover Page completed and signed by student			
2	Student details, including emergency contact completed			
3	Work Placement details completed, including Polytechnic contact			
4	Memorandum of Agreement for Work Placement			
	- signed by student			
	- signed by host organisation			
	- signed by Bahrain Polytechnic			
5	Workplace Orientation completed and signed by Workplace Supervisor			
6	Daily timesheet completed and signed by Workplace Supervisor			
7	Daily Activity Log signed by Workplace Supervisor			
	- Week 1			
	- Week 2			
	- Week 3			
	- Week 4			
8	Employer Satisfaction Comments			
	Sign-off work placement hours by Workplace Supervisor			
	Completed comments by tutor and student			
9	Copy of report on the off-site experiential learning submitted to tutor			

<b>10</b>	Confirmation of attendance by student at Workplace Orientation(in class)			
<b>11</b>	Employability Skills Evaluation completed by Workplace Supervisor			
<b>12</b>	Attendance entered on Banner			

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