

# **PRACTICAL TRAINING LOG BOOK**



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# Instructions

This book is issued to you to provide a history of your training and to act as a weekly record by the work on which you are engaged.

## **Student's responsibilities for keeping log book up-to-date**

Immediately this book is issued to you, you should, in consultation with your Training Officer, complete the detail required on the previous page.

It is your responsibility to make the main entries of the log book and keep it up to date. Entries must be regularly initialled by your Supervisor. You must ensure that:

1. It is available at your place of work during your training.
2. All entries, except sketches, are made in ink.
3. Entries are made within a week of the work to which they refer.
4. The book is handed to your training officer for retention on your return to UiTM and this will later be handed to the head of school for grading.

## **Recording**

The log book should contain the following information:

1. A neat concise description of each of your training locations and the work on which you are engaged.
2. Relevant sketches, data and circuit diagrams.
3. References to textbooks, standards and other technical information related to the work being under taken.
4. Constructive comment on the work being undertaken and your considered opinion as to its value as training.

1. Student's Name : \_\_\_\_\_

2. Date & Place Of Birth : \_\_\_\_\_

3. UiTM I/C No. : \_\_\_\_\_

4. Course : \_\_\_\_\_

5. Year : \_\_\_\_\_ Part \_\_\_\_\_

6. Home Address : \_\_\_\_\_

7. Address During Practical Training : \_\_\_\_\_

8. Place Of Training : \_\_\_\_\_

9. Name Of Supervisor In-Charge : \_\_\_\_\_

10. Duration Of Training

From : \_\_\_\_\_ To : \_\_\_\_\_

**FOR OFFICE USE ONLY :**

11. Remarks : ( Dean / Course Tutor)

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