

LEARNERSHIP WORKPLACE EXPERIENCE LOGBOOK

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I. General Information

Employer/Company Name	
Skills Development Provider (SDP) Name	
SDP Contact Number	
Learner First Name and Surname	
Learner Contact Number	
Learner Email Address	
Learner ID Number	
Qualification Title	
Qualification ID Number	
Learnership LGA Number	
Mentor First Name and Surname	
Mentor Job Title	
Mentor Contact Number	
Mentor Email Address	

II. Mentor Declaration of Acknowledgement of Responsibilities

I, (*Mentor first name and surname*)

.....,

being a representative of (*name of company*)

....., hereby agree to perform my duties towards the learner as set out below:

- a. Provide the learner with appropriate experience/exposure in the work environment to achieve the relevant exit level outcomes of the qualification
- b. Provide the learner with adequate supervision at work
- c. Ensure that the Workplace Experience Logbook is fully signed off and available for INSETA's inspection during Verification
- d. Release the learner during normal working hours to attend off-the-job education and training as required by the Learnership.

Mentor Signature:

Date:

III. Learner Declaration of Acknowledgement of Responsibilities

I, (*Learner first name and surname*)

.....

ID No.

hereby agree to perform my responsibilities as set out below:

- a. Be available for, and participate in, all learning and work experience as required by the Learnership

- b. Complete any timesheets, logbook or any written and other workplace assignments and assessment supplied by the employer to record relevant workplace experience

- c. Attend all study periods and theoretical education and learning sessions with the Skills Development Provider and undertake all learning conscientiously.

Learner Signature:

Date:

IV. Learner Declaration of the Authenticity (to be signed at the beginning of the workplace experience)

I, (*Learner first name and surname*)

.....

ID No.

hereby declare that the evidence I will include in this Logbook will be my own work, not plagiarised from any other source, including fellow learners.

Learner Signature:

Date:

V. Mentor Confirmation of Authenticity (to be signed at the end of the workplace experience)

I, (*Mentor first name and surname*)

.....

declare that the learner has been mentored by me and that the work submitted by the learner, and contained in this Logbook, is, to the best of my knowledge, the learner's own work.

Mentor Signature:

Date:

VI. Mentor Final Sign Off of the Completed Workplace Experience Logbook (to be signed at the end of the workplace experience)

I, (*Mentor first name and surname*)

.....

declare that I am satisfied that the learner (*Learner first name and surname*)

.....

of ID Number

Has met the minimum requirements of the workplace experience component of the learnership and that he/she has presented valid, authentic, current and sufficient evidence per Exit Level Outcome in the Logbook to support this.

Mentor Signature:

Date:

VII. Evidence Overview/Summary of the Workplace Experience Per Exit Level Outcome

<i>Qualification's Exit Level Outcomes</i>	<i>Brief description/summary of the evidence submitted</i>	<i>The Mentor signs-off when learner's evidence is of a satisfactory standard.</i>	
Exit Level Outcome 1:			
Functions/Tasks (As per KPAs)		Mentor Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			

<i>Qualification's Exit Level Outcomes</i>	<i>Brief description/summary of the evidence submitted</i>	<i>The Mentor signs-off when learner evidence is of a satisfactory standard.</i>	
Exit Level Outcome 2:			
Functions/Tasks (As per KPAs)		Mentor Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			

<i>Qualification's Exit Level Outcomes</i>	<i>Brief description/summary of the evidence submitted</i>	<i>The Mentor signs-off when learner evidence is of a satisfactory standard.</i>	
Exit Level Outcome 3:			
Functions/Tasks (As per KPAs)		Mentor Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			

<i>Qualification's Exit Level Outcomes</i>	<i>Brief description/summary of all the evidence submitted</i>	<i>The Mentor signs-off when learner evidence is of a satisfactory standard.</i>	
Exit Level Outcome 4:			
Functions/Tasks (As per KPAs)		Mentor Signature	Date
1.			
2.			
3.			
4.			
5.			
6.			

