



Logbook reminder checklist

Your logbook or training record is the evidence you are progressing. Keep it current.

EVERY DAY OR TWO

- Write down the tasks and jobs you worked on
- Note any new tools, terms or skills you picked up
- Photograph or record anything your competencies need as evidence

EACH WEEK

- Match your entries to the competencies in your training plan
- Get your supervisor to sign off completed competencies
- Chase up anything you are not getting enough exposure to

EACH TAFE BLOCK OR TERM

- Bring your logbook so on-the-job work lines up with your units
- Check you are on track with your training plan
- Raise any gaps with your teacher, GTO or Apprentice Connect provider

If your boss will not sign your logbook, keep your own dated records, raise it politely in writing, and if it is not sorted contact your Apprentice Connect provider or state training authority.