



Islamic Republic of Afghanistan
Ministry of Education
Deputy Ministry of Technical Vocational Education and Training (TVET)
National Institute of Management and Administration
(NIMA)

Log Book Guidelines

The Learning Log Book must be prepared in the format shown below for each week of your Placement: Copy the Sample Page given below and prepare your own soft copy of the Learning Log.

Fill it in each day, giving a brief description of the work carried out, tasks or projects completed and training received. Include a note on the skills you learned from each experience, technical as well as personal (e.g. teamwork, communication skills or report writing skills)

Company matters that are of a confidential nature should be entered in broad terms and should be agreed with the Industrial Mentor in advance.

At the end of each week, print off that week's Log and present it to the Industrial Mentor for signing. Keep the signed hard copies in a folder in correct date order. Use this weekly meeting with your officer to discuss your progress and to review the past week/plan the coming week.

The Learning Log Book, along with the Placement final Report must be submitted to NIMA by 15th March, 2015. Note that your Company Supervisor's signature is required on both documents, so they must be completed prior to finishing your placement.

The Learning Log Book, Placement Final, Placement officer Report and Industrial Mentor Report will be used by the Placement officer in making an assessment and grading of your Placement.



Learning Log Book
Work Placement Programme 2015
National Institute of Management and Administration
(NIMA)

Photo

Student's Information

Student Name: _____

Father Name: _____

ID. number: _____

Student Email Address: _____

Department: _____

Student Contact Number: _____, _____

Guardians Contact Number: _____

Started date: _____

Company Name: _____

Company Address: _____

Company Email Address: _____

Organization Mentor: _____
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Mentor Contact Number: _____

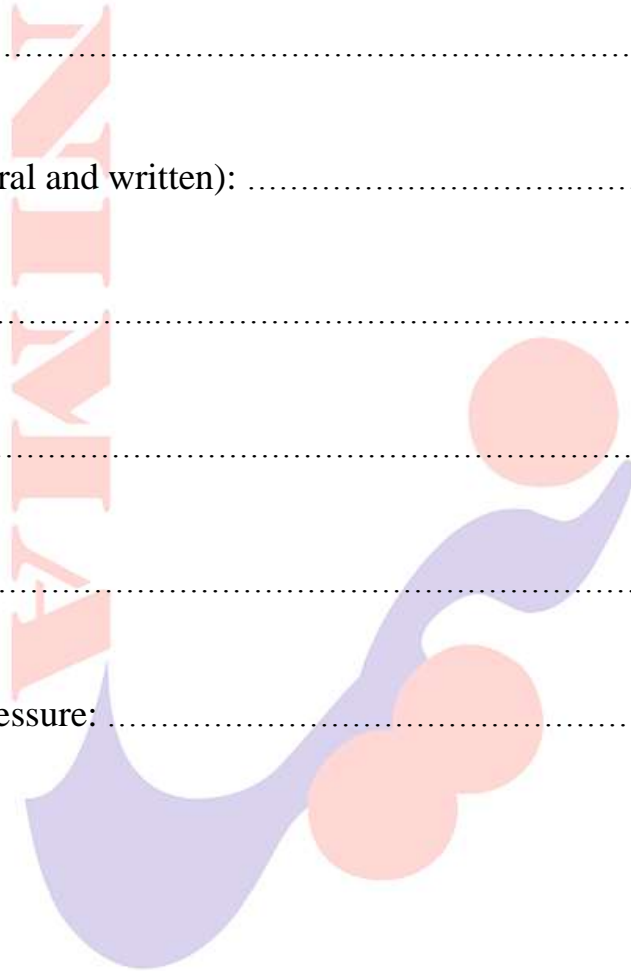
Placement officer: _____

Placement officer Contact Number: _____

End date: _____

Personal Development

1. Interpersonal skills.....
2. Problem solving skills:
3. Communication skills (oral and written):
4. Presentation skills:
5. Teamwork skills:
6. Self-reliance skills:
7. Ability to work under pressure:



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3.2 Describe the incident/accident, i.e. what happened to cause the incident/accident, injury or illness? (if necessary, use the back side of form as well)

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.....
.....

3.3 Please provide details of damage to person/property/environment: for personal injury/illness, describe the part of the body injured.

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.....

3.4 Date & time incident/accident occurred:

3.5 Date & time reported:

3.6 Where did the incident/accident occur?

3.7 Who was the incident/accident reported to?

3.8 Name and contact phone number of witness

4. Details of Actions Following Incident/Accident

- Did you receive first aid? Yes..... No.....
- Did you stop work/study? Yes..... No.....
- Did you go to a doctor? Yes..... No.....
- Did you go to hospital? Yes..... No.....

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Involved/Injured person's signature & date

Student supervisor's name

Supervisor's signature & date