



How to Write an Off-the-Job Training Log

Bad examples	Good examples
<p>“Attended lectures” [Uploading lecturer’s slideshows] [Uploading a photo of a lecture room]</p>	<p>“I attended a two-hour lecture at UEL on the topic of XXXX.”</p>
<p>“Shadowed my supervisor” [Uploading a timesheet]</p>	<p>“I shadowed my supervisor all day (seven hours) to learn how to XXXX by myself in future.”</p>
<p>[Uploading a certificate]</p>	<p>“I spent an hour completing an online course on the topic of XXXX.”</p>
<p>[Uploading a worksheet]</p>	<p>“I spent two hours completing a worksheet on the topic of XXXX.”</p>
<p>[Uploading employer policies or handbooks]</p>	<p>“I spent an hour studying about my employer’s policy on XXXX.”</p>
<p>“Revision for exam” [Uploading journal articles]</p>	<p>“I spent three hours in the library reading books and articles on XXXX.”</p>
<p>“Went to a conference”</p>	<p>“I attended a conference all day (seven hours) where I learned about XXXX.”</p>
<p>[Uploading snapshot of Turnitin submission]</p>	<p>“I spent ten hours during paid working hours completing my summative assessment.”</p>
<p>“Mentored colleagues at work”</p>	<p>“I spent four hours at work mentoring my colleagues on XXXX to reaffirm my own learning.”</p>

Please consult the ‘What counts as off-the-job training?’ guidance poster if you are ever not sure whether something can be included in your off-the-job training log.