**Sample Learning Journal**

Based on the German templates from [berufsbildung.ch](https://lp.berufsbildung.ch/dyn/3064.aspx) - The Swiss Service Centre for Vocational Education and Training, Vocational, Educational and Career Guidance (SDBB) in collaboration with State Secretariat for Education, Research and Innovation SERI.

At least one learning report per relevant competence should be prepared over the duration of the work experience. The relevant competences are defined as objectives in the work experience agreement.

*Overview learning journals*

|  |
| --- |
| Description of the work experience- What tasks and responsibilities were taken on?- What were the main tasks?- Which departments did you get to know?- What was particularly challenging?- What were the most important learning outcomes?- … |
|  |

Competence: Advise customers

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

Competence: Handle orders

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

Competence: Carry out administrative and organisational activities

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

Competence: Language

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

Competence: Economy and society

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

Competence: …

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

Competence: …

|  |  |  |
| --- | --- | --- |
| Learning journal Nr. | Date | Area or department of the company |
|  |  |  |
|  |  |  |
|  |  |  |

*Learning journal template*

|  |  |
| --- | --- |
| Name Intern |  |
| Area or department of the company |  |
| Work activity |  |
| Learning journal Nr. |  |
| Date |  |

|  |  |
| --- | --- |
| **Hand.tif** | Workflow |
|  |

|  |  |
| --- | --- |
| **Stern.tif** | Notes |
|  |

|  |  |
| --- | --- |
| **Auge.tif** | Sketches, photos |
|  |

|  |  |
| --- | --- |
| **Pfeile.tif** | Competencies |
|  |

............................................... ………………………………………………………………………………………………..

Place and date Intern