

2.12 Learning logs

Learning logs

A Learning Log can be structured around six questions :

- Where have I been?: your experience and previous learning
- Where am I now?: your skills, knowledge, abilities and qualities
- Where do I want to go?: your career aspirations, work goals and what you want to learn
- How will I get there?: how you will learn and develop yourself
- How will I know when I have arrived?: assessing that you have achieved what you want
- What did I learn on the way?: reviewing your development and how effective it was

Each of the questions allows you to make notes that you can save and review as your personal learning log and planner. You can add to your notes as you go along, and it is up to you if you want to share them with your tutor or anyone else.

You can start with any of the questions, although if you haven't looked at them before you may find it useful to look at 'Where have I been?' first, and work from there.

Below there is a log sheet using the example of work experience that you can photocopy for personal use. After that there is a completed log sheet to give you an idea of how to fill one in.

To adapt the model for use on your course, think about the following: Significant experience: briefly describe your learning experience, for example, the reading you did, the assignment title and requirements, the nature of the discussion, the context of the seminar. What happened?: note down what you feel were the important aspects of this experience, for example, the method you used to construct the assignment, or the revision techniques you used. Reflection: for example, what did I do well? What aspects was I least comfortable with? What kind of learning style does this experience relate to? What would I do differently next time? What have I found out about how I learn best? Action: for example, what else do I need to do to complete this learning experience? What action can I take to improve future learning?

(adapted from Leeds University, Department of Textiles, The Keynote Project, available from www.leeds.ac.uk/textiles/keynote/Keynote_PDP/prog_log.htm)

Blank Logsheet

Name:

Date:

Context of work done: why was the work undertaken, what did it consist of, what preceded it?

What was your contribution, why did you do it this way, how did it benefit the workplace i.e. what were your successes and achievements?

What areas do you feel you would like to improve on? What problems need solving? How do you propose to bring about improvement? Why do you think this action is appropriate? What plans do you need to make to bring about improvement?

Completed Logsheet

Name: *Montgomerie Panesar*

Date: *14 December 2006*

Context of work done: why was the work undertaken, what did it consist of, what preceded it?

I help out at an after-school club in Newcastle on one evening each week. There are several helpers and we have been rather confused about what each of us is supposed to be doing. This resulted in some activities being over-staffed, while others were under-staffed. After talking to colleagues and my line manager, a short meeting to discuss the problem was called, and I took the chair.

What was your contribution, why did you do it this way, how did it benefit the workplace i.e. what were your successes and achievements?

Before the meeting, I organised an agenda and distributed it. I booked a room - and coffee! During the meeting which lasted for half an hour (before the children arrived) I steered the meeting to make sure that we covered the agenda and tried to ensure that everyone said their piece. After the meeting, I checked with Sam, who was taking the minutes, that we had covered all the main action points. We distributed the minutes the following week. I'm quite pleased I took this action as the meeting helped to clear the air quite a lot.

What areas do you feel you would like to improve on? What problems need solving? How do you propose to bring about improvement? Why do you think this action is appropriate? What plans do you need to make to bring about improvement?

Some people were much noisier than others in the team meeting. I don't think that I enabled the quieter ones to get their points across. Also, I think I didn't really have the authority to act as Chair. I am going to suggest to the leader of the club that she acts as Chair in the future as I think others will respond to her better. I have arranged to discuss this with her on Tuesday.

log sheets adapted from Allison, J.M., Logsheets, available from www.staff.ncl.ac.uk/j.m.allison/lfw/tasks/lt3.html