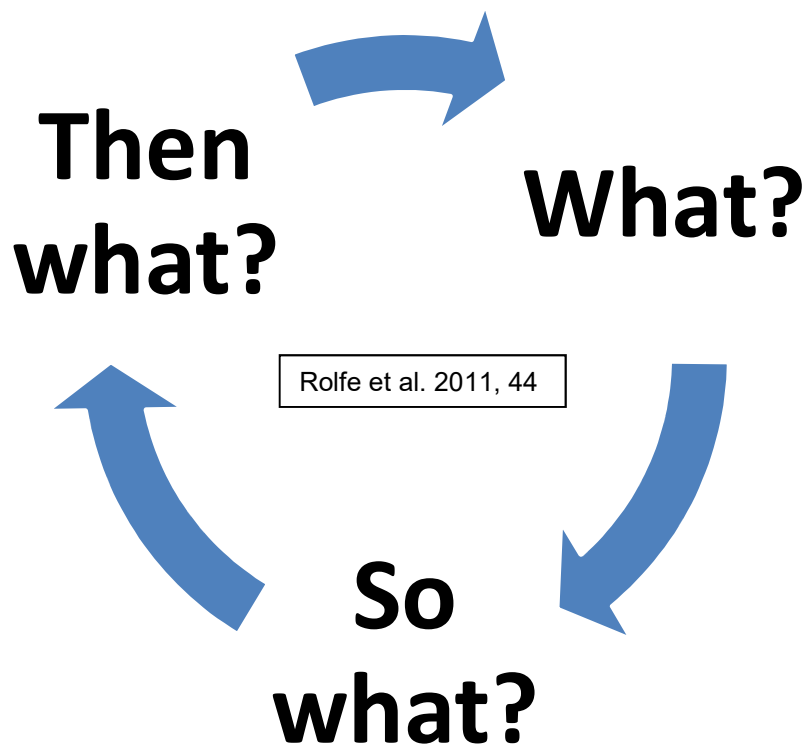


GA Engineering – Level 1 Logbook (2023-24)

“Trimester A”

Reflective Cycle



What?

Provide a Description of The Activity (to be) carried out

So what?

Student Reflections & Analysis

Then what?

Discussion & Planning with the Industrial Mentor

Notes:

Please fill out this logbook each week as you go along, as per the guidance documents and videos posted on GCU Learn.

You may edit the sections highlighted in **yellow** only.

Note: You can only use “Programme” (Option 2) a maximum of twice per trimester and, for “Module” (Option 1), you should not use the same Competence against the same Module more than twice per trimester. For example, in Trimester A, Level 1 students can use Competence C1 with Mathematics 1 twice maximum per trimester and also with Engineering Science twice maximum; however, Mathematics 1 can be used with other competences that apply (e.g. C2, C3) up to a maximum of two times, and so on.

You may insert pictures into the yellow spaces, but ensure you keep the memory down by using MS Paint, or another suitable drawing package, to smart-size them (especially hi-res photographs).

To position images - after insertion, right-click on the image and select *Wrap Text* → *Square* and drag and drop into place. Note that the *In-line with Text* option can also be used, but this pushes text down the page and is not the most economical in terms of space.

Signatures should be written-in-ink and captured either as scanned images (or produced using a pen/tablet and copied as an image).

To position images of signatures – after insertion (you can only do this in the yellow spaces, but you can then move the image anywhere you want afterwards), right-click on the image and select *Wrap Text* → *In Front of Text* and drag and drop into place. Number and label all figures (e.g. Figure 1 – Pressure Vessel Testing).

Upload your logbook to GCU Learn every Friday with or without mentor signatures, but aim to be no more than one or two weeks behind on mentor signatures.

When copying and pasting text from other documents, make sure to use Paste Special from the home tab and select the “Keep Text Only” option to retain the local format.

Student Name: Jeff Gibson		Year of Course: Year 1
Evidence Type: Programme		Module: Programme Aims
Job Description: Attending a team building course		Module No: 13ENGDMF
Competence Description (from GA UK_Spec Map): To develop the students' interpersonal skills to enable effective communication and team working and operate within project management roles		UK Spec Ref Code: C16
<p>Provide a description of the activity (to be) carried out: (Reference: Documents / Drawings used / H&S / Safe Access / PPE / Tools and Equipment / Materials)</p> <p>This week I attended a 3-day team building course at Loch Eil Outward bounds centre near Fortwilliam. This training course was identified for me as I will be working much more within teams in the company – potentially taking on a project management role in the near future.</p> <p>The course involved climbing equipment, hiking boots and hard hats for the more demanding tasks. We received a short training session on how to use the equipment etc etc....</p> <p>The Activity: (Reference Hand Over Procedures / Restoring the Workplace)</p> <p>The course was attended by 5 people from my company (who I knew reasonably well) – including my mentor. On arrival, we were teamed up with another 5 persons from a solicitors' office, which made the team tasks more interesting.</p> <p>Tasks included: climbing a tree using ropes, kayaking and individual tasks that required communication to complete a larger, main task etc etc.</p> <p>Etc Etc</p>		

Student Reflections:

The training course I undertook fits best with the competence “To develop the students’ interpersonal skills to enable effective communication and team working and operate within project management roles” as part of the BEng Engineering Design and Manufacture programme. This is because it demonstrated how a team can achieve much greater than the sum of its parts. A big part of the success of the tasks was good communication and also team spirit...

I am not the most agile of people, so I found some of the more physical tasks quite demanding etc etc... I especially enjoyed the kayaking because ... etc etc. The weather was also great – for a change! I didn’t enjoy the tasks at height, in particular; however, I have to praise the encouragement and help from my team and fellow work colleagues who gave me the confidence to “go for it” and to trust the safety ropes etc. would hold if I was to slip...

Etc etc...

Mentor Comments:

Jeff has demonstrated his willingness to engage with the company’s training courses this year and contributed strongly to the team-focussed tasks. His confidence was not great at the start of the week, but there was a noticeable difference as he engaged with the tasks and took encouragement from his fellow team members

Mentor Statement: I have read the above report and can confirm that the task outlined above is a true account of the activities that this apprentice performed. This work was completed to a satisfactory standard and within an acceptable timescale.

Mentor Signature..... **Date** Click or tap to enter a date.

Student Signature

Date Click or tap to enter a date.

Student Reflections:

Mentor Comments:

Mentor Statement: I have read the above report and can confirm that the task outlined above is a true account of the activities that this apprentice performed. This work was completed to a satisfactory standard and within an acceptable timescale.

Mentor Signature..... **Date** Click or tap to enter a date.

Student Signature

Date Click or tap to enter a date.

Student Reflections:

Mentor Comments:

Mentor Statement: I have read the above report and can confirm that the task outlined above is a true account of the activities that this apprentice performed. This work was completed to a satisfactory standard and within an acceptable timescale.

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