**Checklist – what to record and when**

The checklist contains practical suggestions for:

* What the student could record
* What they could include
* When and how often they could record it

Use it to plan how the student will record their experience. Tick the ‘Agreed’ column as appropriate and use the ‘Notes’ column to add any more information that will help the student to carry out their record-keeping.

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| What to record | Examples | When | Agreed | Notes |
| Tasks and activities | * Duties * Responsibilities * Contributions made | Daily or weekly |  |  |
| Meetings | * Who attended * Key points discussed * Contributions made | Daily or weekly |  |  |
| Projects | * Role in the project * Details, e.g. purpose, stage, outcomes * Contributions made | Weekly or monthly |  |  |
| Achievements | * Tasks completed or projects delivered * Goals or milestones met * Increased confidence, resilience etc. | Monthly |  |  |
| Skills | * Technical skills * Tools, technologies or processes learned * Communication * Teamwork * Problem-solving * Time management | Monthly |  |  |
| Challenges | * Difficulties encountered * How they were overcome * Lessons learned | Monthly |  |  |
| Insights about themselves | * What was learned * How it relates to the T Level course * Future plans and career goals * Feelings about the industry | Mid-point and end of placement review |  |  |
| Feedback from others | * Line manager feedback * Comments from the mentor * Suggestions by team members | Mid-point and end of placement review |  |  |