Hints for Writing Training Logbooks

What is Training Logbook (TLB)?
The TLB should be a complete record of the required practical training received during the course of study at HKUST. Detailed technical descriptions/information for each of the training modules should be included in the Individual PTR. All marked PTRs should be kept in TLB as the core supporting documents. Other assessment tools such as Drawing, Workbooks, Quiz, etc. if any, can be included in the Appendix section of TLB. Students are required to add the Introduction, Description/Discussion, and Comments and Conclusion sections to compile TLB.

What is required for preparing TLB?
The TLB should clearly state the training objectives. It should emphasize and show your personal observations and interest in the training, your capability on problem solving and your ability to comment and make suggestions for improvement in a constructive and professional manner. You should highlight what you have appreciated from the hands-on experience and elaborate on how you benefit from the training. Good presentation and report writing skills are required. It should be written in your own words, in clear handwriting, and in a neat and tidy manner. The Logbook forms can be downloaded from ITC webpage.

Exemption If you are partially exempted from Industrial Training and need to take only a few modules, you may be exempted from doing the Training Logbook. You will be notified together with the exemption results.

1. **Cover Page of Training Logbook**

   Your personal details page.

2. **Table of Contents**

   List all the HKPUIC and HKUST training modules required for your course and fill in the dates on which you have attended during the Industrial Training. For those modules which are not yet taken when the Training Logbook is submitted, you should also fill in the Date, Duration and Remarks boxes. The Training Reports for these modules should later be incorporated into the Training Logbook when they are marked and returned. The Remark section should then be updated. Any marked Workbooks need not be submitted together with the Logbook but should be kept for future reference.

3. **Introduction**

   It should clearly state in not less than 500 words the objectives of the whole training program and give a brief description of all the training modules attended.

4. **Description/Discussion on the Training Modules**

The Section should be written in not less than 500 words. You should highlight what you have appreciated from the hands-on experience and elaborate on how you benefit from each of the training modules.

5. **Comments and Conclusions**

The Section should be written in not less than 500 words. There is no need to repeat technical details in the conclusion. Instead, it should give more specific personal comments, pinpoint problems, give suggestions, discuss the safety aspects, and list the benefits and appreciation you got from the training.

6. **Appendix**

You should bind all your marked Drawing, Workbooks, Quiz, and PTRs (including the failed ones) in the Logbook as the core contents.

For any enquiry, please contact us by e-mail at egitc@ust.hk