

Off the Job Log

Learner Ellie Turner

Total hours logged 216.5h of 396h target (55%)

Hours by activity

Shadowing	21h
Self study	62h
Training session	56.5h
Mentoring	31h
Workplace project	18h
Other	28h

Log entries

Date	Time	Hours	Activity	Description
8 Jan 2026	10:30	2h	Self study	Completed e-learning module on GDPR
12 Jan 2026	11:30	3.5h	Self study	Researched project management methods for portfolio
15 Jan 2026	15:30	2h	Other	Attended team away day planning session
19 Jan 2026	10:30	3.5h	Self study	Completed e-learning module on GDPR
22 Jan 2026	11:00	3h	Self study	Researched project management methods for portfolio
26 Jan 2026	11:30	3h	Self study	Read the company's quality policy and made notes
29 Jan 2026	09:00	2.5h	Self study	Worked on knowledge questions in YourQual
2 Feb 2026	10:30	2h	Self study	Completed e-learning module on GDPR
5 Feb 2026	12:30	2.5h	Training session	Online course: customer service excellence
9 Feb 2026	10:30	4h	Workplace project	Built supplier database clean-up tracker
12 Feb 2026	15:00	3.5h	Workplace project	Prepared process improvement proposal
16 Feb 2026	14:30	3.5h	Training session	College workshop: business communication
19 Feb 2026	09:00	3h	Mentoring	Assessor visit and one-to-one coaching
23 Feb 2026	12:30	3h	Self study	Worked on knowledge questions in YourQual
26 Feb 2026	15:00	2.5h	Other	Visited a client site with the operations team
2 Mar 2026	15:00	3.5h	Workplace project	Built supplier database clean-up tracker
5 Mar 2026	09:30	3h	Shadowing	Shadowed the HR advisor during a recruitment day

9 Mar 2026	10:00	2.5h	Other	Visited a client site with the operations team
12 Mar 2026	11:30	3h	Self study	Worked on knowledge questions in YourQual
16 Mar 2026	14:00	3h	Workplace project	Created induction pack for new starters
18 Mar 2026	10:30	4h	Self study	Completed e-learning module on GDPR
23 Mar 2026	14:00	3h	Training session	College workshop: business communication
25 Mar 2026	12:30	2.5h	Mentoring	Assessor visit and one-to-one coaching
30 Mar 2026	14:30	3.5h	Mentoring	Reviewed portfolio progress with mentor
1 Apr 2026	12:00	2.5h	Training session	Online course: customer service excellence
6 Apr 2026	13:00	3.5h	Training session	Internal training: new finance system
8 Apr 2026	13:30	3.5h	Mentoring	Reviewed portfolio progress with mentor
13 Apr 2026	11:00	2.5h	Other	Visited a client site with the operations team
15 Apr 2026	12:30	2h	Workplace project	Built supplier database clean-up tracker
20 Apr 2026	15:00	2.5h	Self study	Excel training videos: pivot tables
22 Apr 2026	12:00	3.5h	Shadowing	Shadowed the HR advisor during a recruitment day
27 Apr 2026	13:30	3h	Mentoring	Monthly mentoring session with line manager
29 Apr 2026	12:30	2.5h	Self study	Completed e-learning module on GDPR
4 May 2026	13:30	2.5h	Shadowing	Shadowed the HR advisor during a recruitment day
6 May 2026	09:00	2.5h	Self study	Read the company's quality policy and made notes
11 May 2026	11:30	3.5h	Training session	College workshop: stakeholder management
13 May 2026	15:30	1.5h	Mentoring	Reviewed portfolio progress with mentor
18 May 2026	12:00	3h	Mentoring	Reviewed portfolio progress with mentor
20 May 2026	11:00	2h	Self study	Completed e-learning module on GDPR
25 May 2026	15:00	2.5h	Mentoring	Reviewed portfolio progress with mentor
27 May 2026	15:30	3.5h	Training session	College workshop: stakeholder management
1 Jun 2026	10:30	2h	Training session	Online course: customer service excellence
3 Jun 2026	15:30	3.5h	Shadowing	Shadowed the finance manager during month-end close
8 Jun 2026	12:00	3h	Other	Visited a client site with the operations team
10 Jun 2026	15:30	4h	Other	Visited a client site with the operations team

15 Jun 2026	13:30	2h	Workplace project	Prepared process improvement proposal
17 Jun 2026	15:00	2.5h	Self study	Researched project management methods for portfolio
22 Jun 2026	15:00	3h	Self study	Read the company's quality policy and made notes
24 Jun 2026	09:30	3h	Mentoring	Reviewed portfolio progress with mentor
29 Jun 2026	10:00	2h	Training session	College workshop: business communication
1 Jul 2026	10:30	3.5h	Self study	Read the company's quality policy and made notes
6 Jul 2026	15:00	2h	Training session	College workshop: stakeholder management
8 Jul 2026	15:00	3.5h	Training session	College workshop: business communication
13 Jul 2026	10:00	3.5h	Training session	Internal training: new finance system
15 Jul 2026	13:30	2h	Training session	College workshop: business communication
20 Jul 2026	12:00	3h	Training session	College workshop: stakeholder management
22 Jul 2026	11:00	3.5h	Other	Attended team away day planning session
27 Jul 2026	15:30	1.5h	Training session	Internal training: new finance system
29 Jul 2026	13:30	2h	Shadowing	Shadowed the HR advisor during a recruitment day
3 Aug 2026	09:30	3.5h	Training session	College workshop: business communication
5 Aug 2026	14:00	3.5h	Self study	Read the company's quality policy and made notes
10 Aug 2026	13:30	1.5h	Shadowing	Shadowed a contracts coordinator on client calls
12 Aug 2026	09:30	2h	Self study	Worked on knowledge questions in YourQual
17 Aug 2026	15:00	2h	Shadowing	Shadowed the office manager preparing the board pack
19 Aug 2026	09:00	2.5h	Self study	Researched project management methods for portfolio
24 Aug 2026	10:00	2.5h	Self study	Completed e-learning module on GDPR
26 Aug 2026	14:30	3h	Training session	Internal training: new finance system
31 Aug 2026	11:30	3.5h	Other	Attended team away day planning session
2 Sept 2026	09:00	2.5h	Other	Attended team away day planning session
7 Sept 2026	14:30	3h	Shadowing	Shadowed the finance manager during month-end close
9 Sept 2026	14:30	3.5h	Self study	Completed e-learning module on GDPR
14 Sept 2026	10:30	3h	Mentoring	Assessor visit and one-to-one coaching
16 Sept 2026	15:00	3h	Training session	College workshop: business communication

21 Sept 2026	12:00	2h	Training session	College workshop: stakeholder management
23 Sept 2026	14:00	2.5h	Mentoring	Assessor visit and one-to-one coaching
28 Sept 2026	12:30	2h	Other	Attended team away day planning session
30 Sept 2026	15:00	3.5h	Training session	College workshop: stakeholder management