**Learner’s Log for Women and Work Funding**

**For most learners, the number of hours logged on their learning activity or training course are vital for drawing down the funding to reimburse the employer for the cost of the training. Failure to log enough hours could mean that the fukll amount of funding will not be provided.**

**Before Starting**

Your name: Business name:

Course Title:[[1]](#footnote-1) Date started: / /

Target hours agreed with Employer:

**While Learning** – this is where you log all of the time that you spend learning, on the course, travel etc.

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| --- | --- | --- |
| **Date** | **Activity** | **Time or Hours[[2]](#footnote-2)** |
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|  | Total hours = |  |

**After the course/learning**

Did you reach or exceed your target hours? Yes/No

Have you completed your feedback? Yes/No

Is there more training you need to do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you ready to submit the claim for reimbursement? Yes/No

Please sign below to confirm this is a true record.

Signature of Learner Signature of Employer

**Feedback Notes**

Please provide feedback to Seafish on how well the course or learning programme met you needs. Additionally, the National Skills Academy need you to complete an online survey. If uyyou have not been sent details of how to complete the survey then please contact Lee Cooper at Seafish

Email – [Academy@seafish.co.uk](mailto:Academy@seafish.co.uk) or

Telephone 01482 486482

1. Please complete one of these logs for each course you are doing. [↑](#footnote-ref-1)
2. You can either insert the total hours or the start and finish times, whichever you prefer. [↑](#footnote-ref-2)