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**Professional Experience Attendance Diary**

The attendance diary can be used to keep track of each day completed while on placement and kept for your personal records. The diary does not need to be submitted to Swinburne Online. The total days completed are noted on the final placement report. Ensure all missed days are made up.

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| Pre-service Teacher and placement details |
| **Student Name:**  | **Student ID Number:** |
| **Name of setting:** | **Supervising Teacher Name/s:** |
| **Placement dates:**  | **Age Group/ Year Level:** |
| **Course:**  |
| **Unit code and title:** |
| **Date of Attendance** | **Key tasks, activities observed or taught, comments.**  |
| **1.** |  |
| **2.** |  |
| **3.** |  |
| **4.** |  |
| **5.** |  |
| **6.** |  |
| **7.** |  |
| **8.** |  |
| **9.** |  |
| **10.** |  |
| **11.** |  |
| **12.** |  |
| **13.** |  |
| **14.** |  |
| **15.** |  |
| **16.** |  |
| **17.** |  |
| **18.** |  |
| **19.** |  |
| **20.** |  |
| **21.** |  |
| The Pre-Service Teacher has attended Professional Experience with the stated age group on the dates listed above |
| Supervising Teacher and/or PST Coordinator Signature/s:  | Date:  |
| Pre-Service Teacher Signature:  | Date:  |