

Part-Three Progress Log

Name:

Unit start date:

Unit finish date:

When returning work for assessment, please ensure that each unit is kept together by stapling or other means and that you complete the information above. Also please ensure that any additional worksheets are clearly marked with your name.

Introduction

This document forms an integral part of your course and should be updated after every unit of i-Course Teaching – we must advise that failure to keep a proper log of your progress could invalidate any guarantee that might be offered by SmartDriving.

The document will enable:

- You to monitor your own progress
- You to target and revise areas of knowledge that can be improved
- Third parties (with your permission) to assess your progress/competence

The log contains a record of your progress through the online elements, the personal practise elements and any trainer assessed sessions of i-Course Teaching.

This part of the course does not have pre-written log sheets for each unit but rather two single generic forms that can be used at the end of each unit to record your thoughts about your progress and performance with that unit.

Print and sign off the two sheets when you have:

- Studied the material
- Completed teaching exercises and/or practise
- Completed any questions associated with a unit or section

Using the logs

Write the name of the study unit and the date it was completed in the space provided on the log sheets. Record your general thoughts, feelings, progress, etc., in the notes section of the general log. Sign off the log to complete the study for the unit in question when you feel that you have met your learning targets for the unit.

Use the Training Achievements Log for self-evaluation (you might prefer to complete this log first).

Training *Achievements* Log

This form will help you to answer the questions: *Have I achieved my goals? What evidence do I have to support my achievement? How will this success affect my future?*

Course unit:

Date:

Achievements:

What have I learnt about driving/vehicle operation in this unit?

How will this new information help me to become a better driver?

How will this new information help me during the DSA Part-Three test?

How will this new information help me to teach safe driving and affect my new career?