Service to the Community Award (Level 4)

Practical Service Diary

Candidate Information

Name: _____

BB Company: _____

Address: _____

_____

Phone: _____ DOB: _____

Email: _____

Award Assessment

Service Log ☐ Satisfactory ☐ Unsatisfactory

Practical Service Report ☐ Satisfactory ☐ Unsatisfactory

Comments:

_____

_____

_____

_____

_____

I certify that, the above person has satisfactorily completed and is suitable to be presented with the Service to the Community Award (Level 4).

Assessor: _____

Signed: _____ Date: _____

Service Log

Organisation: _____

Address: _____

_____

Phone: _____ Fax: _____

Supervisor: _____

Position: _____

Record of Service

(Required hours of service - 30 hours)

Date	Activities Undertaken	Time	Initial
Total Time Completed			

Supervisor's Comments:

_____

_____

_____

_____

_____

_____

_____

_____

Signature: _____ Date: _____

Practical Service Report

What type of people did your service assist?

Describe any training/briefings did you have before starting your service.

Describe any preparation/planning you had to complete before starting your service.

What were some of the comments you received from people being helped?

Outline any unusual experiences you had while doing this work?

How did you feel about doing this work?

What did you learn while undertaking this service?

In the space below describe the work you did. (Include the different tasks you performed, and what you did on each day that you were with the organisation.)

Photographs can be included either in the body of the report or attached on a separate sheet(s).

Brochures can be attached to the back page of this report and should be securely attached so that they are not lost.