|  |  |
| --- | --- |
| **Course** | For example: Diploma of Human Resources |
| **Unit Number** | For example: 1 |
| **Unit Name** | For example: Manage personal work priorities and professional development |

**Please place your name in the footer of this document**

**MODULE 1**

**TUTORIAL 1**

**No activity (if applicable)**

Where tutorials do not contain activities, please list the tutorial number and state ‘no activity’

**TUTORIAL 2**

**Activity 1**

Type your activity response/answer

**Activity 2**

**Please see attached worksheet Unit number\_ Tutorial2\_Activity2.doc**

Where the activity requires you to complete a separate work sheet like a questionnaire or quiz, you can save it separately and name it based on the unit number, tutorial number and activity number. You may have to print and write in hand on some documents, then scan them and save them as a pdf.

For example: 1\_ Tutorial2\_Activity2.pdf

**TUTORIAL 3**

**Activity 1**

Type your activity response/answer

**MODULE 2**

**TUTORIAL 1**

**Activity 1**

Type your activity response/answer

When you are ready to submit your work, save the final copy as either a word document or a PDF file then submit this along with your assessment task through the links on our website.Name your document **- Unit number\_Learning Journal\_Your name.**

For example: 1\_ Learning Journal\_Mary Smith.