

# YOUR WEX

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## ESSENTIAL SKILLS

A KS3 & KS4 LOGBOOK FOR  
EXPERIENCES OF THE  
WORKPLACE.

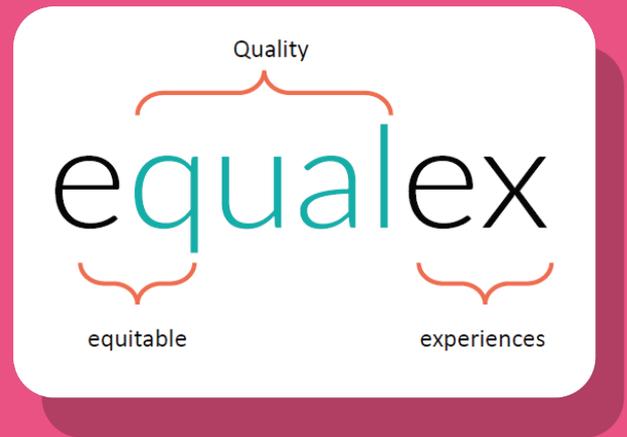
YOUR WEX supports Gatsby Benchmark 6 by preparing students for workplace experiences, guiding them through structured observation, and helping them reflect on skills, pathways, and next steps using the Skills Builder Essential Skills framework.

# What is Modern Work Experience (Equalex)

Equalex is a structured framework developed by the **Careers and Enterprise Company** to support high-quality, meaningful work experiences for all young people.

## It includes:

- Progressive learning outcomes: clear and concise aims for activities.
- Learner-level objectives: specific and measurable goals that guide delivery and assess impact.
- One week's worth of work experience activities in Year 7-9.
- One week's worth of work experience placements in Year 10-11.



Equalex sets out five outcomes for modern work experience. From a parent's point of view, here's how they help your child:



**Inclusive Access:** Every student should have the chance to take part. If your child has extra needs — like travel support, a health condition, or SEND — Equalex ensures adjustments are in place so they feel included.



**Multiple Experience:** Instead of just one placement, your child should have several across different year groups. This helps them explore different jobs and grow step by step, rather than feeling all the pressure in one week.



**Clear Learning Outcomes:** Placements are designed to build skills such as teamwork, communication, and problem-solving. Your child's daily diary connects directly to these outcomes, helping them reflect on progress.



**Employer-Led Design:** Employers help shape placements so they are real and meaningful. This means your child is more likely to do genuine tasks, meet inspiring role models, and see how school learning links to work.



**Meaningful for All:** A good placement benefits everyone — your child learns and gains confidence, schools strengthen careers education, and employers support the next generation of talent.

# Preparing Your Child for Work Experience

Work experience gives your child the chance to spend time in a real workplace, experiencing what it's like to be part of a team and trying out different tasks. It's often their first step into the world of work — and a valuable opportunity to learn and grow.

## Why Does Work Experience Matter?

Work experience helps your child:

- See what different jobs are really like.
- Build confidence in new environments.
- Develop important skills like teamwork and communication.
- Make contacts that could help with future jobs or apprenticeships.
- Reflect on their interests and career ideas.

## How You Can Help Your Child Prepare

**Research the employer together** - Find out what the company does, what tasks your child might be doing, and any dress code.

**Plan the journey** - Make sure your child knows how they will get there and how long it takes.

**Know who to contact** - Help your child note down their main supervisor's name and contact details so they have someone to reach out to if needed.

**Encourage goal-setting** - Talk about what your child hopes to learn or achieve during their placement.

## Rights & Responsibilities

Your child should:

- Arrive on time every day.
- Follow health and safety guidelines.
- Ask questions if unsure.
- Treat everyone with respect.

Employers should:

- Provide a safe and supportive environment.
- Treat your child fairly and equally.
- Support their learning throughout the placement.

## Supporting Your Child with Their Daily Diary

Encourage your child to complete a simple diary each day, including:

- What they did that day.
- What they learned.
- Skills they practiced (like teamwork or problem-solving).
- What they found interesting or challenging.
- Any questions for the next day.

# BEFORE THEY START

In some cases, your child will be expected to attend an interview a few days before you start. Even if this is not the case, your child will find it very helpful if they phone or meet with their placement supervisor beforehand.

## PRE-PLACEMENT PHONE CALL

Phoning an employer is different to phoning a friend, so help your child to work out what they want to say before they ring. Make the call in plenty of time before the placement, ideally two weeks before they are due to start.

Make sure they have plenty of credit if they are phoning from a mobile, have a pen, their placement details, some paper to write notes on and this logbook. Then help them to find a quiet place to make the call.

**Introduce yourself and say you are ringing to confirm arrangements for your placement or to arrange an interview.**

**Either during the phone call or in their interview, if they have one, they will need to find out answers to the following questions.**

- Where should they go on their first day e.g. reception or a particular entrance?
- What time should they arrive, What time will they finish work?
- Who should they ask for when they get there?
- What are they expected to wear?
- Do they need any special equipment?
- What sort of things will they be doing?
- Will they be able to go out to buy lunch or do they need to bring a packed lunch?
- Do they expect them to have any particular skills?
- Don't forget, remind them to tell the employer if they have any health problems which may affect their work experience e.g. if they have any allergies or asthma.

# DEVELOPING SKILLS

Developing key workplace skills such as communication, teamwork, and problem-solving is essential for success in any career, helping your child to build confidence, adaptability, and employability for the future.

With your child discuss why the following essential skills critical for success in careers with the employer they are completing work experience with?



How can they develop these skills working with this employer?



# STARTING OUT



As your child begins their placement, this page helps them capture first impressions and new tasks. Equalex reminds us that every young person should feel **welcomed and included** from day one.

Tasks I completed today

- 1.
- 2.
- 3.

Skills I used (from the list of Essential Skills) and how I demonstrated them

- 1.
- 2.
- 3.

What I did well and am proud of today...

On reflection, I would have done this differently...

Today I felt included when...

# BUILDING MOMENTUM



Now that they've settled in, this diary encourages your child to reflect on how they're using and developing skills. Equalex focuses on giving every student **real opportunities to learn and grow**.

Tasks I completed today

- 1.
- 2.
- 3.

Skills I used (from the list of Essential Skills) and how I demonstrated them

- 1.
- 2.
- 3.

What I did well and am proud of today...

On reflection, I would have done this differently...

Today's tasks helped me practise...

# MIDWAY REFLECTIONS



Halfway through, this page prompts reflection on what's going well and any challenges. Equalex highlights the importance of **supportive employers** who help all young people succeed.

Tasks I completed today

- 1.
- 2.
- 3.

Skills I used (from the list of Essential Skills) and how I demonstrated them

- 1.
- 2.
- 3.

What I did well and am proud of today...

On reflection, I would have done this differently...

One way my employer supported me was...

# SHARPENING YOUR SKILLS



By this stage, many children are taking on more responsibility. Equalex encourages celebrating progress and keeping expectations high, so every young person can feel **proud of their achievements**.

Tasks I completed today

- 1.
- 2.
- 3.

Skills I used (from the list of Essential Skills) and how I demonstrated them

- 1.
- 2.
- 3.

What I did well and am proud of today...

On reflection, I would have done this differently...

I can see my progress in...

## WRAPPING UP



The final day is about looking back on the whole experience. Equalex ensures placements end with a sense of **fairness, inclusion, and meaning**, helping your child carry their learning forward.

Tasks I completed today

- 1.
- 2.
- 3.

Skills I used (from the list of Essential Skills) and how I demonstrated them

- 1.
- 2.
- 3.

What I did well and am proud of today...

On reflection, I would have done this differently...

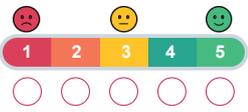
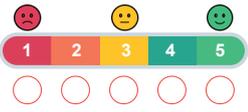
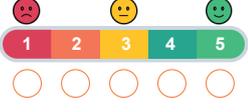
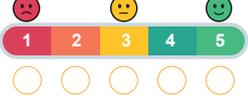
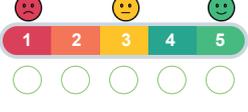
This experience was meaningful to me because...

# SKILLS SELF-ASSESSMENT

How well does your child think they performed during work experience?

Using the information recorded in their diary, work together to rate their ability in each skill on a scale of 1 😞 to 5 😊

Can your child share some examples of when they used each skill during their work experience placement?

Skill	Rating (1-5)	Examples of when your child has used this skill.
		
		
		
		
		
		
		
		

# WORK EXPERIENCE REVIEW

## Help your child think about:

- What they enjoyed most.
- Anything that surprised them.
- Skills they developed.
- Whether their career ideas have changed.
- If they would recommend the placement to others, and why.

Summary of the main tasks your child carried out during their placement:

These were the high points of their placement:

These were the low points of their placement:

My child is strong in these skills:

My child needs to work on the following skills: