

YOUR WEX

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.

BEFORE YOUR EXPERIENCE

The workplace I am visiting is:

(Write the name of the business or organisation)

Before you go, find out a little about this workplace.

Write three short facts.

(Tip icon: These could be about what they do, who they help, or the jobs people have.)

FACT 1

FACT 2

FACT 3

Do you know what qualifications or training needed?

Yes

Not yet

Which route do you think you might need for this job?

(Tick one – you can change this later)

GCSE → College → Job

GCSE → Sixth Form → University → Job

GCSE → Apprenticeship → Job

BEFORE YOUR EXPERIENCE

People use essential skills every day at work.

How confident do you feel with these skills right now?

Tick a number from **1 (not confident yet)** to **5 (very confident)**.

SKILL

	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5
	1	2	3	4	5

DURING YOUR EXPERIENCE

What did you do today?

What did your experience include today?

Tick all that apply.

Tour of
workplace

Tried a task
or activity

Watched
people
working

Talked to
employees

Worked as
part of a
group

Other

If you ticked other please give details below:

What did you notice?

What did you notice about this workplace?

Tick and add notes if you want.

What people
wear to work:

Different
job roles:

Tools or
equipment
used:

How this place
is different
from school:

DURING YOUR EXPERIENCE

Routes into this workplace

How do people get started working here?

Tick what you found out and any details i.e. subject / qualification title.

<input type="checkbox"/>	College course	<input type="text"/>
<input type="checkbox"/>	Sixth form / A levels	<input type="text"/>
<input type="checkbox"/>	Apprenticeship	<input type="text"/>
<input type="checkbox"/>	Training on the job	<input type="text"/>
<input type="checkbox"/>	Not sure yet	<input type="text"/>

Which route sounds most like you right now?

Tick one. (It's okay if this changes later)

<input type="checkbox"/>				
College	Sixth Form	University	Apprenticeship	I'm not sure yet

If you're unsure write down any ideas you have in the box below.

I now understand more about the qualifications or routes into this job

AFTER YOUR EXPERIENCE

Essential skills in action

Remember those essential skills from before your experience?

Which ones did you see or use today?

SKILL

TICK

EXAMPLE

An example could be something you did, saw, or heard.



AFTER YOUR EXPERIENCE

Think again about your skills.

Did any improve after today?

Rate yourself again from **1 (not confident yet)** to **5 (very confident)**.

SKILL

 LISTENING	1	2	3	4	5
 SPEAKING	1	2	3	4	5
 PROBLEM SOLVING	1	2	3	4	5
 CREATIVITY	1	2	3	4	5
 ADAPTING	1	2	3	4	5
 PLANNING	1	2	3	4	5
 LEADERSHIP	1	2	3	4	5
 TEAMWORK	1	2	3	4	5

AFTER YOUR EXPERIENCE

What did I learn?

Three things I learned today

Example 1

Example 2

Example 3

What stood out?

One thing I enjoyed most:

One thing I found challenging:

Do you now understand what qualifications or training needed?

Yes

A bit

Still unsure

Which route feels right for you now?

(Tick one – has it changed?)

GCSE → College → Job

GCSE → Sixth Form → University → Job

GCSE → Apprenticeship → Job

My next step

One thing I will do next:

Find out more about a job I am interested in

Look at a course or qualification

Ask about work experience

Talk to a careers adviser

Other

If you ticked other please give detail.