

## Work Experience Certificate Log Book Work Experience Certificate Log Book Plus 4UA Administration and Moderation Arrangements

Registration will cost 75p per Log Book for the WEX Log Book and £1 per Log Book for the Log Book Plus, plus postage and packing. The costs will cover:

- A Log Book for each participating student;
  - Teachers' guidelines;
  - Moderation.
1. The materials will be sent on receipt of the Registration Form (enclosed) and students' details (students' names and KS3 SAT's results - on disc or emailed). Please note that SATs results will not be required from special schools. Please request the materials well in advance of the WEX placement. Schools participating have found the Log Books work best when they are introduced **early on** in the preparation process. (Connexions West of England will send materials to schools within two weeks of receiving the Registration Form).
  2. At the end of the work experience placement, **following an internal checking procedure, schools** should send Connexions the names of those students who should receive a certificate. (The moderation criteria will help schools decide which students should be certificated).
  3. The named moderator will contact the school and request to see the Log Books from a selected, banded (by SAT's results) sample of students (a 10% sample of those students the school has judged should receive certification). The moderator will then meet with the sample group of students to ask students questions to check their understanding of the process. It is anticipated that the moderation visit will take no longer than 45 minutes. **All evidence must be sent, along with the Log Books for moderation. This includes reports, etc, sometimes kept in other places.**
  4. Following moderation, the moderator will write a short report. This will comment on the standard of the students' work and offer suggestions for improvement, should schools choose to continue to use the materials.
  5. On completion of the moderation process, the certificates will be sent to schools. Schools that have sent SATs results will receive certificates with student names inserted. If not schools will need to add students names to the certificates.
  6. If schools wish to use the materials the following year, the Work Experience Co-ordinator will complete a new Registration Form. On receipt of this form the Log Books will be sent to the school.

