

WEX Log Book - Key Factors for Success

Experience from recent moderation visits to schools shows that use of the Log Book and Certificate achievement is most effective when...

	Success Factors	What evidence do you have?	What could you do?
1	There is SLT commitment and active support		
2	A member of staff has responsibility for coordinating the log book		
3	The log book coordinator has good communication and regular contact with the delivery team		
4	All staff involved in supporting students have been trained and are aware of the purposes and aims of the log book and know how students can achieve certification		
5	Students are given an introduction to the log, explaining the purposes, processes, evidence collection and how a certificate can be achieved (with a time line to achievement)		
6	Students are given support and advice in preparing the action plan so that the targets are relevant to the placements, they have identified opportunities for collecting evidence and the types of evidence they could collect		
7	Students are shown examples of evidence from other students		
8	Employers know about the log book and which aspects they could help the students by completing (support leaflets for employers available)		
9	Teachers visiting students on their placement check to see how students are progressing towards their targets / evidence collection and support them in overcoming problems and add their comments on page 17		
10	Students have clear opportunities to review and record their learning from WEX, as soon as possible after the placement and know when their log book should be handed in for moderation		