

Dear Parents/Carers (1A)

As we near the end of the first term at Collyer's I would like to take this opportunity to explain the requirement for all 1A students to take part in work experience (WEX) during the summer term 2023.

1A WEX Week is the week beginning 5<sup>th</sup> June 2023 and forms part of the conditions for progression into their second year of studies at Collyer's. All 1A students will be required to take part in meaningful work experience during their WEX Week (this cannot be their part time job).

The purpose of WEX week is to support students to:

- Gain valuable insight into possible careers paths
- Gain new skills (transferable and specific) that can help them be effective in the workplace
- Stand out from the competition by referencing work experience on CVs, Personal Statements and LinkedIn profiles, to attract employers and universities.

To enable students to find a work experience model which best suits them, we are offering the following 3 options:

- **Option 1** – Collyer's Virtual Internship with 8billionideas. The Internship costs £36 for a 3-day online programme of WEX events and activities
- **Option 2** – 'In Person' Work Experience with an employer.
- **Option 3** - Free virtual WEX opportunities.

Students have received information regarding these options in last week's Tutorial session. They have also been sent guidance documents with clear instructions on how to source, request and record their WEX plans (*please see attached parent/carer versions*). Regular updates and reminders will be provided throughout the spring and summer terms. Students can find all WEX related presentations and guidance documents on the [WEX Week pages of the Careers SharePoint site](#).

WEX Week plans for **Options 2 and 3** must be recorded on Unifrog by Friday 5<sup>th</sup> May at the very latest, although it is strongly recommended that students do so before the end of Spring term to ensure they successfully secure their chosen WEX opportunity. Plans recorded after 5<sup>th</sup> May cannot be processed by the Careers team in time for WEX Week.

Students should direct further questions regarding any of the 3 options to Sarah Tillier in Student Services or email her on [slt@collyers.ac.uk](mailto:slt@collyers.ac.uk). Alternatively, they can use the Careers and WEX Drop-in session on Tuesdays in G002 at lunchtime (1.20 to 2.05).

We hope students will find the week, whichever model they choose, to be enjoyable and beneficial to their personal development and progression planning.

Best wishes,

Rebecca Adams

**Director of Progression (Careers & Employability)**