

1A WEX Week 2023

WEX Week takes place in the week 5th – 9th June 2023 and forms part of the conditions for progression into students' 2nd year of studies at Collyer's.

All 1A students have the choice of 3 options for WEX Week:

- **Option 1** – Collyer's Virtual Internship with 8billionideas. The Internship costs £36 for a 3-day online programme of WEX events and activities. You can find out more information about the [Collyer's Internship on Careers SharePoint here](#). Students selecting this option must book and pay £36 for your Internship place on MyProgress Shop, books/items. Guidance on making payments for any trip, event or item can be found on MyProgress Shop.
- **Option 2** – 'In Person' Work Experience with an employer. Students should source and organise 'in-person' work experience by contacting employers directly, asking friends and family, and researching local businesses and employers. Support for successfully sourcing and securing 'in-person' WEX can be found on the ['in-person' WEX page on Careers SharePoint](#), along with guidance documents, sample emails and letter templates.
- **Option 3** – Students can sign up for free virtual WEX opportunities using the [Virtual WEX section on the Careers SharePoint](#). There is a wide range of VWEX opportunities related to specific career paths, e.g. law, hospitality, engineering, sport. Some of these are date sensitive, so students need to select one (or more) that will be available between 5th-9th June. Many are available on demand, so can be accessed at any point during WEX Week.

Before making a final choice, students should research all 3 options using the SharePoint links above. A record of WEX Week plans must be made before Friday 5th May 2023. Plans recorded after this date cannot be processed by the Careers team in time for WEX Week, starting 5th June.

How should students record your WEX Week plans?

- **Option 1** - Collyer's Virtual Internship with 8billionideas. Once students have booked and paid £36 for your Internship place on **MyProgress Shop (books/items)** we will have a record of the plans. 8billionideas will provide us with a list of completers at the end of the 3-day programme. There is no more action to take at this planning stage.

**What is the Collyer's Virtual Internship (Option 1)?*

The Virtual Internship will be delivered by our partner, the award-winning educational organisation 8billionideas. The Internship is a 3-day programme designed to inspire students to follow their passions, unlock their inner entrepreneur, and give them exposure to the working world. Each day starts with a brief from a real-life department within 8billionideas (Product & Concept, Marketing and People Department). Students work independently and in groups, aiming to impress each department with their enthusiasm and ingenuity, before graduating. The Internship will take place virtually with students participating remotely from home. Upon completion of the Internship, students receive an endorsement from 8billionideas that can be added to their CVs, apprenticeship and UCAS applications in the future. Please visit www.8billionideas.com for further information. Students have access to the [8billionideas page on our Careers SharePoint](#).

- **Option 2** – ‘In Person’ Work Experience with an employer. Students need to:
 - Go to **Unifrog Placements**
 - Select ‘**In Person**’ WEX, and use **Mx*Work Experience Team*** as the placement coordinator
 - Enter correct dates and the time commitment details
 - **Employer placement name and email are the contact details of the person who is offering you the WEX placement** – the emails will be sent directly to this person so ensure they are correct. Check the details carefully!

Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.
Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

* Placement coordinator
This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.

* Name of placement business / organisation

* Placement start date

Placement end date

* Describe the time commitment

* Employer placement lead: name

* Employer placement lead: email
Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

- Add parent/carer details for your primary parent contact. Check that the email address is correct as parent/carers will receive an email from Unifrog asking for their consent to your ‘In person’ WEX plans.
- Tick ‘Agree’ ‘Finished’ and ‘Add placement’.
- Check your emails regularly for follow up actions.

When students record Option 2 ‘In Person’ work experience on their Unifrog account, you and the employer will receive notification of the planned WEX from Unifrog. Your consent will be required for the WEX to take place with the named employer. You will be able to provide your consent by following the email instructions and clicking on the link within it. Please can I ask you to respond promptly to Unifrog emails to enable your young person’s WEX to be accurately processed.

Option 3 – ‘Virtual’ Work Experience. Students need to:

- Go to **Unifrog Placements**
- Select ‘**Virtual**’ WEX, and use **Mx*Work Experience Team*** as the placement coordinator
- Enter correct dates and the time commitment details
- **Name of Placement is the title of the VWEX course**, e.g. ‘Meet a Clinical Psychologist’
- **Employer lead name is the provider of the course** e.g. Uptree, Forage or Virtual WEX Services
- **Employer lead email is: VirtualWEX@collyers.ac.uk**
- Unifrog will email Collyer’s with your VWEX details – so they need to be correct.

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* Employer placement lead: email (again)

What should students do if they need more help?

If students have further questions regarding any of the 3 options they should see Sarah Tillier in B002, Student Services, or email her on 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).