

## 1A WEX Week 2023

WEX Week takes place in the week 5<sup>th</sup> – 9<sup>th</sup> June 2023 and forms part of the conditions for progression into your 2<sup>nd</sup> 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](#). If you select this option you 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. You can source and organise your own '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** - You 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 you need to select one (or more) that will be available between 5<sup>th</sup>-9<sup>th</sup> June. Many are available on demand, so you will be able to access them at any point during WEX Week.

Before making your final choice, research all 3 options using the SharePoint links above. You must record your WEX Week plans before Friday 5<sup>th</sup> May 2023. Plans recorded after this date cannot be processed by the Careers team in time for WEX Week, starting 5<sup>th</sup> June.

### How should you record your WEX Week plans?

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

- **Option 2** – ‘In Person’ Work Experience with an employer.
  - 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.

### **Option 3** – ‘Virtual’ Work Experience

- 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.

## 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)

### **What should you do if you need more help?**

If you have further questions regarding any of the 3 options please see Sarah Tillier in B002, Student Services, or email her on [slt@collyers.ac.uk](mailto:slt@collyers.ac.uk).

Alternatively, you can use the Careers and WEX Drop-in session on Tuesdays in G002 at lunchtime (1.20 to 2.05).