

# 1A WEX Week 2024

## Information Pack

1A WEX Week takes place in the week **3<sup>rd</sup> – 7<sup>th</sup> June 2024**. WEX Week is compulsory for all 1A students: it forms part of the conditions for progression into your 2<sup>nd</sup> year of studies at Collyer's. Your WEX should be sufficiently challenging and aspirational to benefit your future progression plans.

[Watch the Introduction to 1A WEX Week video here.](#)

**All 1A students have the choice of 2 options for WEX Week:**

### Option 1 - In person WEX 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.

The deadline for recording your '**in person**' **WEX Week plans is 22<sup>nd</sup> March 2024**. In Person WEX plans recorded after this date cannot be processed by the Careers team in time for WEX Week.

Don't delay contacting employers, as other Collyer's students and pupils from local schools/colleges, will potentially also be making contact with the same employers. Don't get left out!

### Option 2 - Collyer's Virtual Internship with 8billionideas

The Internship costs £39 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 £39 for your Internship place on MyProgress Shop, Wares. Guidance on making payments for any trip, event or item can be found on MyProgress Shop.

The deadline for purchasing the **Collyer's Virtual Internship is 22<sup>nd</sup> March 2024** (end of spring term).

### Recording your WEX plans for Option 1 – In person WEX with an employer

- Go to **Unifrog Placements** tool
- Select '**In Person**' WEX, and use **Mx\*WEX Week Team\*** as the placement coordinator
- Enter the **dates** of your WEX placement (start to end date)
- Add the **time commitment** i.e. Full time/Part time & the number of hours per day
- **Employer placement name, email and phone number** are the contact details of the person offering you the WEX placement. An email is sent to the Employer, so details need to be correct.
- Add **parent/carer details** for your primary parent contact. Check the email address is correct as your parent/carers will receive an email from Unifrog asking for their consent to your 'In person' WEX plans, as soon as the employer has completed their agreement form.
- Tick 'Agree' 'Finished' and 'Add placement'.
- Check your college emails regularly. Unifrog will send you alerts for follow up actions, and the Careers team will email you if there is a problem with your WEX details which needs resolving.

## 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

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

**Placement coordinator MUST be: Mx\*WEX Week Team\***

\* 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)

\* Employer placement lead: phone number

\* Placement country

\* Placement address

\* Placement postcode / zip code

\* Is this the workplace where you'll be based throughout the placement?

\* Will you live at home as normal during the placement?

\* How will you travel to and from the placement?

\* Your date of birth

\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

\* Parent / guardian (who must also be your emergency contact)

\* Parent / guardian email

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

\* Parent / guardian email (again)

### Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school as soon as possible of any absences?

This is what your Student initial form looks like.

Unifrog give clear instructions as you progress through the form.

Your responsibility is to ensure that the Employer contact and Parent/carer details are correct.

Incorrect information will delay the final approval of your WEX Placement (given by the Collyer's Careers team after employer and parent/carer agreement).

We need to know if the Placement is Full time or Part time & the number of hours per day.

## Do NOT record Option 2 (Collyer's virtual Internship) on Unifrog Placements tool

Once you've booked and paid £39 for your internship place on **MyProgress Shop, Wares** we will have a record of your WEX plans. You do not need to add any further details to Unifrog Placements tool.

You will receive an automated message from Shop telling you to collect your item – please ignore this! The Careers team will email you in the summer term with the 3-day schedule and a link to join the welcome meeting on day 1. 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.**

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

- ✓ Read the FAQs document below.
- ✓ Having read the document, if you still have questions please see Sarah Tillier in the Careers Office, L001 (ground floor library).
- ✓ You can also use the Careers and WEX Drop-in session on Tuesdays in L001/L002 at lunchtime (1.20 to 2.05).
- ✓ Alternatively, you can email Sarah on [slt@collyers.ac.uk](mailto:slt@collyers.ac.uk).

## WEX Week FAQs

### 1. What is WEX?

WEX is first-hand experience of the workplace to help you explore career opportunities and expand your employment networks. Your WEX should be sufficiently challenging and aspirational to benefit your future progression plans. **WEX is NOT your part time job.**

### 2. Is WEX Week compulsory?

Yes, the 1A WEX Week is an expectation for all 1<sup>st</sup> year students and is a condition of your progression into year 2. Students who do not take part in WEX Week will need to prove that they have completed work experience in their own time during the summer holidays before enrolling in 2<sup>nd</sup> year studies at Collyer's.

### 3. Why do students need to do WEX?

- ✓ WEX will help you to discover the career that's right for you and realise what you do and don't like about specific job roles. It's a valuable insight into the careers you're interested in.
- ✓ WEX will enable you to develop existing skills and gain new ones (transferable and specific) that can help you be effective in future careers.
- ✓ It will help you to stand out from the competition when applying for jobs. You can refer to your work experience on your CV, personal statement, and LinkedIn profile to attract potential employers and universities.
- ✓ WEX is not just relevant to students who are progressing straight into employment or an apprenticeship. Universities will expect personal statements to include enrichment activities, including work experience as part of your personal development.

### 4. Does WEX have to take place in 1A WEX Week?

All lessons are suspended for the week beginning 3<sup>rd</sup> June to enable 1<sup>st</sup> year students to take part in WEX without it impacting on their subject delivery. If your WEX plans fall outside of that week it will only be permitted on the following condition:

- ✓ The WEX takes place during May half term (27<sup>th</sup> – 29<sup>th</sup> May), the week before WEX Week.

***Students will not be permitted to miss lessons during the remainder of the summer term to take part in WEX.***

### 5. What if I have exams (GCSE, A Level, BTEC) that week?

If a student has an exam during WEX Week or the following week (as recorded on My Progress Exams tab) they will need to defer their WEX until the summer holidays. This provision is **ONLY for students on a 1A/2A mixed programme or those who are taking GCSEs** during WEX Week or the following week (3<sup>rd</sup>– 14<sup>th</sup> June).

Students with exams will still need to complete WEX and record their plans on Unifrog placement tool with amended dates. **Completion of WEX is compulsory and a condition of ALL students' progression into year 2.**

### 6. Can I use my part time job as WEX?

No, WEX is not your part time paid job. WEX is an opportunity for you to explore different career opportunities and expand your future employment networks. Even if your part time job is your ideal career, you should still have opportunities to explore alternative pathways and extend your experiences. WEX enables you to develop transferable employment skills which you can use in any careers path. Future employers will look for a breadth of work experiences beyond your part time work. The Careers team will reject your WEX Week application on Unifrog if it is your part time job.

## 7. Can the college find me some 'in person' WEX?

With over 1,000 1A students it is not possible for Collyer's to find 'in person' WEX for students. It is also a valuable aspect of the work experience process for students to actively seek out opportunities, as you would do when looking and applying for jobs.

The [WEX Week page](#) on our Careers SharePoint site has top tips to consider when looking for WEX, as well as guidance & templates for approaching workplaces, making applications and writing cover letters/emails. Take time to look through all of the guidance documents to support your employer searches and requests.

## 8. I don't know what I want to do or where to start looking – can someone help me?

Our WEX Co-ordinator, Sarah Tillier, and Careers Advisor, Julie Crysell, are both available to support any student with careers and WEX related questions. They can signpost you to internal and external sources of help, as well as discuss your personal preferences and provide suggestions of suitable WEX.

Sarah and Julie run a Careers Drop-in Workshop every Tuesday at 1:20 – 2:00 in L001/L002 (ground floor library). Please just pop in to speak to them about your WEX queries.

It is a student's responsibility to actively look for WEX as part of the work experience process (as you would do when looking and applying for jobs).

The [WEX Week page](#) on our Careers SharePoint site has top tips to consider when looking for WEX, as well as guidance & templates for approaching workplaces, making applications and writing cover letters/emails.

## 9. I can't find the specific job that I want as WEX – what should I do?

Securing WEX in the exact role you want can be extremely difficult. Many organisations will not take students on WEX in roles that involve sensitive data handling, security concerns, confidentiality or pose a risk to students' safety and wellbeing.

Some types of job are just so rare and/or extremely popular (e.g., forensic psychologist) that WEX is virtually non-existent, however hard you try.

If you are finding that your ideal job role isn't as readily available as you'd like, it's best to think 'outside of the box' and consider other roles which could eventually lead to your desired job.

Prioritise the transferable skills you need to develop for ultimate career aim and then think about alternative jobs which would promote those or similar skills.

A degree of flexibility is needed when approaching your WEX planning. Be open to alternatives, think about the 'wider' picture, and talk to family and friends about transferable skills which are required for most jobs e.g., teamwork, communication, reliability, resilience.

## 10. I'm thinking of signing up for the Collyer's Internship. What does it involve?

The Collyer's Internship is a 3-day programme (4<sup>th</sup> – 6<sup>th</sup> June) provided by [8billionideas](#).

You can access information about the Internship [here](#).

Join live online each day to take part in group activities, listen to motivational guest speakers and complete individual reflective tasks.

Develop a wide range of transferable employability skills that future employers will value.

Challenge your creativity & problem solving whilst developing entrepreneurial skills.

## 11. How and where do I sign up for the Internship?

Book and pay (£39.00) for your place My Progress Shop - Wares tab.

Look for '8billionideas Collyer's Internship'.

There's a promotional video to watch on the [The Careers SharePoint](#).

**12. I really don't know what to do about WEX. Can I leave it a bit longer before I decide?**

No, your WEX plan needs to be finalised now so that Unifrog can contact the employer and your parent/carer with the relevant WEX Agreement forms. **The final deadline for your Student Initial Form on Unifrog is 22<sup>nd</sup> March 2024.** WEX cannot take place until the employer and your parent/carer have given their consent and agreed to the terms of the WEX. Delaying the final arrangements may result in your 'in person' WEX not being agreed by Collyer's, the employer and/or your parent/carer and may impact on your progression into year 2.

**13. How do I record my WEX Week plans?**

All details regarding your WEX Week plans must be entered correctly onto your Unifrog Placement tool. Unifrog will use the details you provide to contact the employer and your parent/carer. Carefully follow the **instructions provided in the WEX Week Information pack above.**

Students will have watched an introductory presentation during tutorial in the week beginning 30<sup>th</sup> October 2023. ***Take care when completing the form as errors will result in delays processing your WEX plans.***