



WEX Week

2024

UCAS and Higher Education

Careers & Employability

1A WEX Week

- 1A Work Experience (WEX) Week takes place 3rd – 7th June 2024.
- You will use the Unifrog Placements tool for everything related to your 1A WEX Week plans.
- Plan now - think about where you'd like to do WEX which links to your career aims, and who can help you find a placement (friends, family, local & national employers). The earlier you start looking, the more chance you'll have of securing your ideal WEX opportunity.

Deadline 22nd March 2024

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Why WEX Week?

- WEX Week is compulsory for all 1A students
- It forms part of the conditions for progression into your 2nd year of studies at Collyer's (along with passing your transfer exams)
- Work experience is beneficial for all students, regardless of your progression pathway (university, apprenticeship or employment)
- Future employers (even those further down the line) will be very interested in how you have added 'value' to your employability skills, what experiences you have had, and how these relate to your career aims.

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Benefits of WEX

- **Discover the career that's right for you:** Get valuable insights into what it's like to work in industries that you're considering a career in, so that you can decide which is the best for you.
- **Real work with real teams:** Work on projects and assignments to show future employers what you have done and can do.
- **Demonstrate your interest:** You will be able to prove that you've given your options some thought and that you're passionate about your chosen career path.
- **Universities want to hear about relevant WEX in your personal statements!**

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Benefits of WEX

- **Make contact with professionals:** Meet professionals within your chosen field and learn from them.
- **Build your career profile and stand out from the competition:** You can reference work experience on your CV and UCAS Personal Statement to look attractive to employers and universities.
- **Gain advantage at interview:** Work experience makes you more successful in applications and interviews. Employers use competency-based questions at interview, which take the form of “Tell me about a situation when you have demonstrated X skill.”

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Work Experience is not.....

- ✘ **Your part time job** – WEX must be an opportunity to gain new experiences not provided by your current part time job. Universities and employers want to see **aspirational WEX** on applications, so branch out and try something different and challenging.
- ✘ **Paid work** – you cannot be paid for taking part in WEX.
- ✘ **An opportunity to take ‘time out’** – WEX Week is not the chance for you to take a week off college. It is an essential part of your 1A programme of study, along with your curriculum subjects, pro-study and enrichment.
- ✘ **Optional** – students can’t opt out of WEX Week.

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Option 1 – self-sourced in person WEX

- You can source and organise your own ‘in-person’ work experience by contacting employers directly.
- Research local businesses and employers.
- Ask friends and family.
- Look at the [WEX Week pages on Careers SharePoint](#) for support with successfully sourcing and securing ‘in-person’ WEX.
- Follow the guidance documents, along with email and letter templates, on the [WEX Week pages](#) for contacting employers and workplaces.
- You will need to record your in-person WEX plans on **Unifrog Placements** following the instructions in the WEX Week information pack (emailed to you this week).

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Option 2 – Collyer’s Virtual Internship

- You can sign up for the Collyer’s Internship – a 3 day live online programme of WEX events and activities, provided by 8billionideas (more information to follow later this term).
- The Collyer’s Internship costs £39 for all 3 days
- Students who complete the Internship will receive certification of completion from 8billionideas.
- Find out more about the [Collyer’s Internship on Careers SharePoint here.](#)
- **Book and pay £39 for your Internship place on MyProgress Shop, Wares.** Guidance on making payments can be found on MyProgress Shop.
- No need to record this on Unifrog Placements. Once you’ve paid, just wait to be contacted nearer the time with specific details of the 3-day schedule and how to join the Internship remotely.

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What do you need to do now?

Option 1 – self-sourced in person WEX:

Follow all guidance in the remainder of this presentation and in the WEX Week information pack (will be emailed to you). Record your WEX plans on Unifrog by 22nd March 2024.

Option 2 – Collyer's Virtual Internship:

Pay £39 into your MyProgress Shop account and buy the 3-day package in Wares section by 22nd March 2024.



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What do you need to do now?

- Research the 2 options using the [WEX Week pages on Careers SharePoint](#) site AND the **WEX Week information pack** which will be emailed to you this week.
- Discuss the 2 options with your parent/carer – they will receive WEX Week information via email.
- Decide which of the 2 WEX options you are going to do.
- TAKE ACTION this term! Don't leave it or the best WEX opportunities may already be taken.

Then either:

Option 1. Contact an employer and agree on an 'in-person' WEX placement using the support documents available on Careers SharePoint. When you have agreement with an employer, then record your plans immediately on the Unifrog Placement Tool using the **WEX Week information pack** which will be emailed to you this week.

OR

Option 2. Pay and book for the Internship on Shop (no further action needed at the moment – you will be contacted with final details nearer the time). **You must still register with Unifrog though.**

Option 1 – recording self-sourced in person WEX on Unifrog Placements by 22nd March

Exploring pathways

The dashboard contains the following tiles:

- Interests profile** (blue): Quiz last taken 21 Jul 21: C and S and A. Start >
- Personality profile** (pink): Quiz last taken 5 Nov 19: ISFJ. Start >
- Work environments profile** (dark blue): Quiz not taken. Start >
- Careers library** (yellow-green): Careers favourited. Go to tool >
- Subjects library** (purple): Subjects favourited. Go to tool >
- Know-how library** (dark red): Guides favourited. Go to tool >
- MOOC** (teal): Make your first shortlist. Start >
- Webinars** (orange): Hear directly from the experts. Go to tool >
- Read, Watch, Listen** (light blue): Profiles favourited. Start >
- Placements** (grey-blue): 1 placement added, 0 completed. Go to tool >

- Sign up to Unifrog using Ian's instructions.
- Access the 'Placements' tool in 'Exploring pathways'.
- Read the **WEX Week information pack** emailed to you by RJA this week.

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Option 1 – recording self-sourced in person WEX on Unifrog Placements by 22nd March

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

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

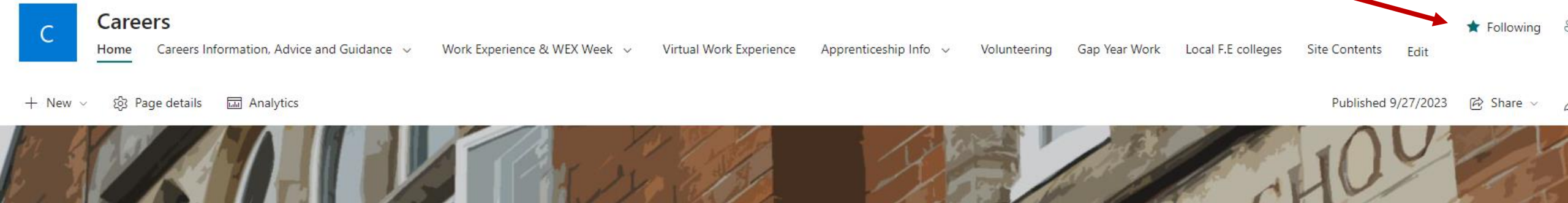
Important: this must be correct, or we won't be able to progress the placement.

- It's really important that you complete the Placement form correctly.
- You'll be emailed a **WEX Week information pack** this week– it is essential that you follow the content carefully when filling in the Student initial form.
- Incorrect information may result in your WEX plans being delayed or cancelled.

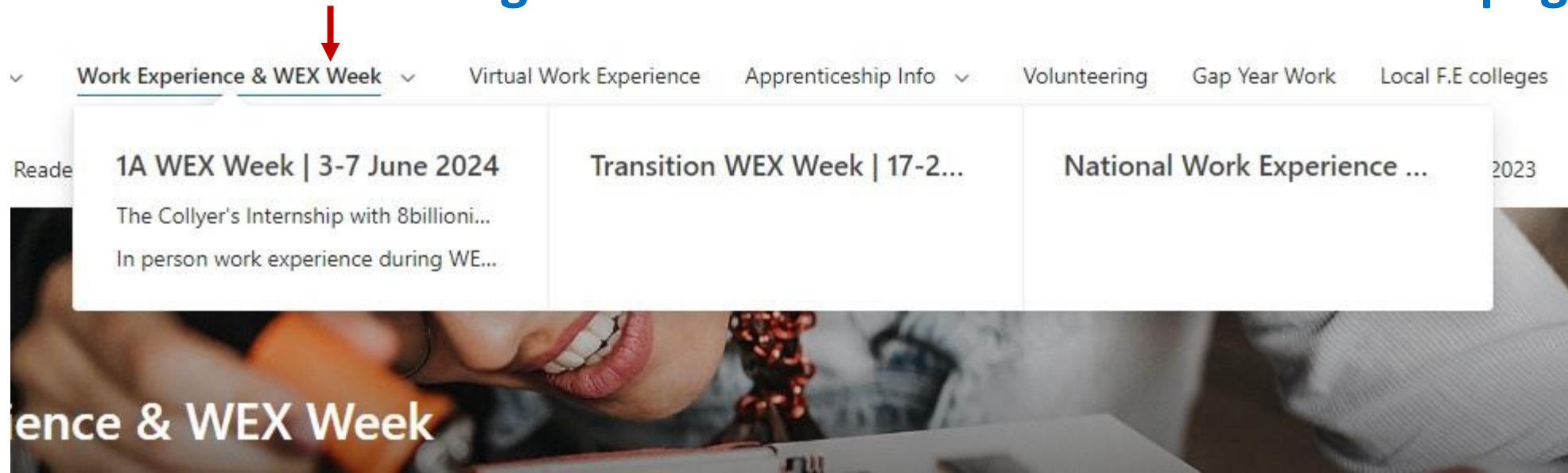
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Find the Careers SharePoint site on Student Common Room and 'follow' it by clicking on the star (top right).



Access all information & guidance documents on the WEX Week pages.



Deadline for recording in person WEX on Unifrog Placements Tool

22nd March 2024

This feels like ages away!

It's not...time goes quickly and so do all the best WEX placements.

Don't be that student who leaves it all to the last minute and can't find a placement they really want.

Follow the guidance in the WEX Week information pack.

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Any further questions?
Need additional support?

Sarah and Julie run a Careers and WEX Drop-in session
Tuesdays 1:20 – 2:05pm

Ground floor of the library:
L001/L002

CAREERS & WORK EXPERIENCE

Drop in



Julie Crysell

Careers Adviser

- Careers Advice & Guidance
- Support with option choices
- Personal statement support
- UCAS application support
- Morrisby psychometric testing
- Apprenticeship information
- CV's, cover letters & preparing for interviews



Sarah Tillier

Work Experience Co-ordinator

- Reflecting on your interests and researching work experience placements
- How to reach out to employers
- Your online profile and personal brand
- Preparing for work experience
- Your Health & Safety at work



Every Tuesday



13:20-14:05 Pm



L001 & L002 ground floor of Library

See the Careers SharePoint for further information