

Transition WEX Week 2024

Information Pack

Transition WEX Week takes place in the week **17th – 21st June 2024**. WEX Week is compulsory for all Transition students aiming to progress to Level 3 studies at Collyer's next academic year.

Transition 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 22nd 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 Hybrid WEX programme 17th – 19th June 2024

This 2-3 day programme will deliver a mix of face to face employer engagements at college with an online WEX course which can be tailored to match your career direction/aim. Students will need to attend the initial welcome session and employer engagement sessions at Collyer's in the morning of day one (17th June), then work independently at home for the remainder of the time to complete one online WEX course (you can select your preference from a given range) and a programme evaluation. A register of attendees and programme completers will be taken, with all successful participants receiving a Record of Achievement certificate for all attendees who submit the online WEX course material and evaluation task. Further information can be found on the [Transition WEX Week page on Careers SharePoint](#).

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.

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).

Placement coordinator MUST be: Mx*WEX Week Team*

* 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.

* 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?

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

Once you've booked your Collyer's Hybrid WEX Programme place on **MyProgress Shop, Enrichment** we will have a record of these 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 2-3 day schedule and an arrival time and location for day one (17th June). A register of attendees and programme completers will be taken, with all successful participants receiving a Record of Achievement certificate upon submission of the online WEX course material and evaluation task. **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.

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?

WEX Week is an expectation for all Transition students aiming to progress to level 3 studies at Collyer's next academic year. 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 Level 3 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 WEX Week?

All lessons are suspended for the week beginning 17th - 21st June to enable Transition 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 (27th – 29th May) or during the final weeks of term after WEX Week (be aware that you are required to attend Collyer's Welcome day on 1st or 2nd July 2024, so do not book WEX for those dates).

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

All level 2 GCSE and BTEC exams will be finished by 17th June so there will be no clash of dates.

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 and Transition 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 don't know much about the Collyer's Hybrid WEX Programme – what does it involve?

The 2-3 day programme will deliver a mix of face to face employer engagements at college with an online WEX course which can be tailored to match your career direction/aim. Students will need to attend the initial welcome session and employer engagement sessions at Collyer's in the morning of day one, then work independently at home for the remainder of the time to complete one online WEX course (you can select your preference from a given range) and a programme evaluation. A register of attendees and programme completers will be taken, with all successful participants receiving a Record of Achievement certificate upon submission of the online WEX course material and evaluation task.

11. 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 22nd 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.

12. How do I record my WEX Week plans?

All details regarding your in person 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 have had an introductory presentation during Work Readiness lessons. ***Take care when completing the form as errors will result in delays processing your in-person WEX.***