

Transition WEX Week



17th – 21st
June 2024

Careers & Employability

Why take part in WEX Week?

- WEX Week is compulsory for all Transition students
- It forms part of the conditions for progression on to Level 3 studies at Collyer's (along with the other entry requirements)
- 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.
- Information is on the [Careers SharePoint Transition WEX Week page](#)

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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.
- **Make contact with professionals:** Meet professionals within your chosen field and learn from them.

Benefits of WEX

- **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.”

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. Future employers want to see a wide range of work experiences, 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 programme of study, along with your curriculum subjects, pro-study and enrichment.
- ✘ **Optional** – students cannot opt out of WEX Week.

WEX Week

2 Options:

- **Option 1 – ‘in person’ work experience with an employer. You will need to find this for yourself, using the support provided on the following slides, as well as on the Careers SharePoint site.**
- **Option 2 – Collyer’s Hybrid WEX Programme (17th – 19th June). This is a 2-3 day programme consisting of face-to-face employer engagements at college and an online WEX course which can be tailored to match your career direction/aim.**

Option 1 – Self-sourced 'in person' work experience with an employer

- You can source and organise your own 'in-person' work experience by contacting employers directly.
- Ask friends and family.
- Research local businesses and employers.
- Look at the [In person work WEX page on the Careers SharePoint](#) or support with successfully sourcing and securing 'in-person' WEX.
- Follow the guidance documents, along with email and letter templates, on the [In person WEX page](#) for contacting employers and workplaces (see next slide).
- You will need to record your in-person WEX plans on Unifrog following the instructions which follow later in this presentation.

Option 1 – Self-sourced 'in person' work experience with an employer

How to source your own work experience placement in a real working environment:

You will need to take ownership and use your initiative to seek out work experience opportunities:

- Think about which employers you would really like to work with
- Research the organisation before you make contact
- Identify what YOU are bringing to the work experience
- Be clear about what you are hoping to achieve from your experience
- Personalise your emails to increase your response rate
- Consider using social media to help you get heard

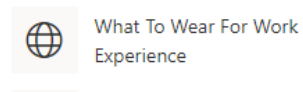
Work experience can be exciting and nerve wracking at the same time. Plan your experience so it runs smoothly. Discover how to find hidden opportunities, approach employers with a speculative application and follow up your application using the resources and links on this page.

Unifrog has guides to help you in the Know-how library on your account, including:

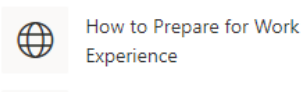
- The Placements/Work experience journal
- A guide to placements/work experience
- How to...use the Placements tool

Use the Unifrog journal in the link below to help you prepare, set yourself tasks, log the skills you have gained and reflect on your time in the workplace.

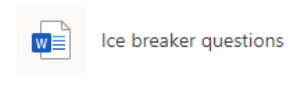
Plan, record and evaluate your work experience:



What To Wear For Work Experience














How to Prepare for Work Experience



Ice breaker questions

Guidance on safe working practices, approaching workplaces, making an application, CV's and cover letters:

-  Work Experience Ideas
-  All about work shadowing
-  How to ask employers for work experience
-  Speculative cover letter template
-  5 things to avoid when writing a cover letter
-  How to write a speculative work experience application
-  Writing a CV and cover letter
-  How to write a CV
-  Top 7 CV mistakes
-  Contacting employers email template
-  Sample self-source work experience letter

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Option 2 – Collyer’s Hybrid WEX Programme

*Face-to-face employer
engagements at college
and an online WEX
course*

- You can sign up for the Collyer’s Hybrid WEX Programme on MyProgress Shop, Enrichment. 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.

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It’s really important that you follow these instructions carefully. Please take note!

Next Steps - this term

- Research the [WEX Week pages on the Careers SharePoint](#) site AND the 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 at the start of next week.
- 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. Record your plans on the Unifrog Placement Tool.

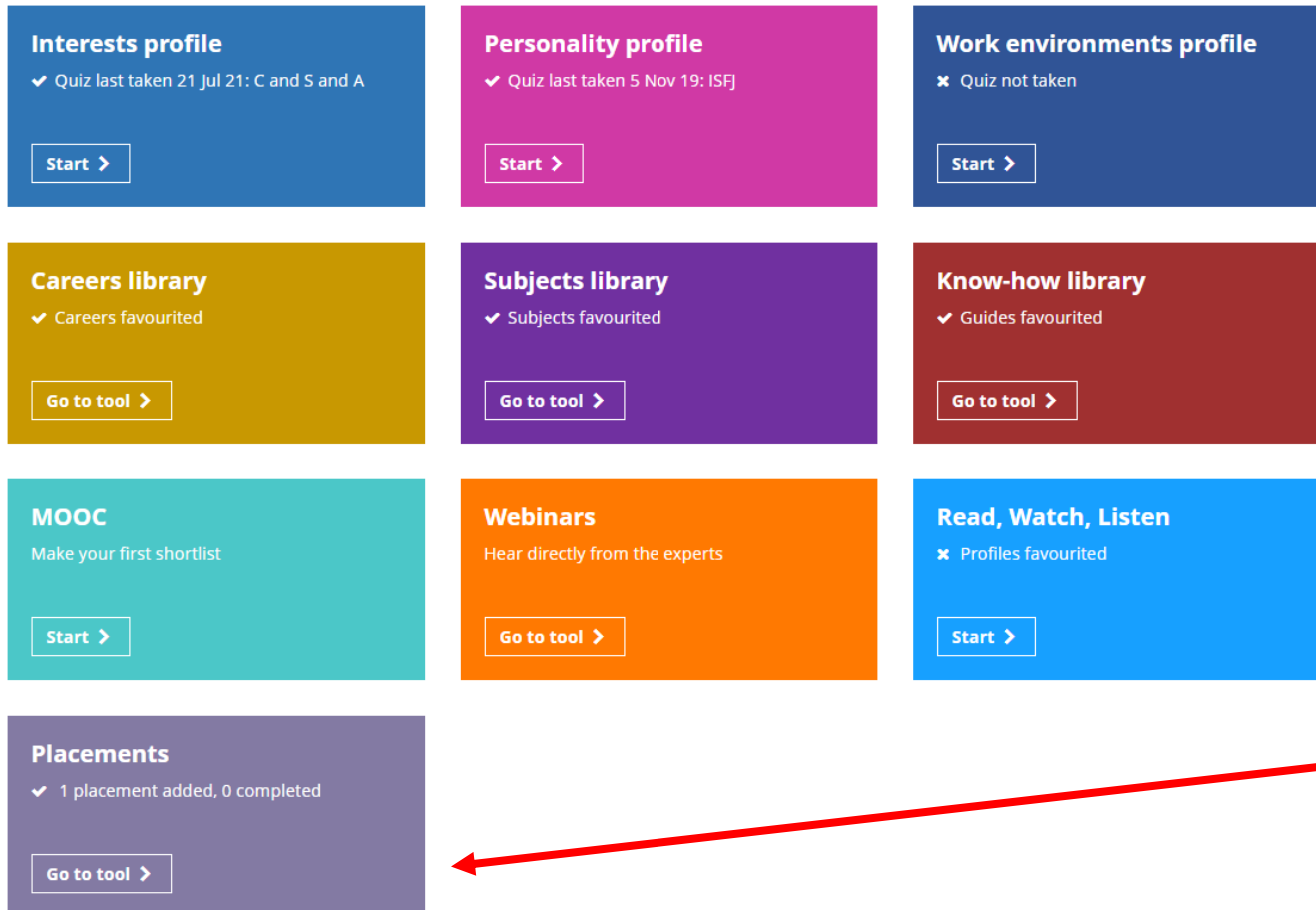
All 'in person' WEX plans must be recorded on Unifrog by 22nd March 2024.

Option 2. Sign up for the Collyer's Hybrid WEX Programme on Shop/Enrichment. No further action needed at this stage.

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Recording your WEX plans for Option 1 on

Exploring pathways



Interests profile ✓ Quiz last taken 21 Jul 21: C and S and A Start >	Personality profile ✓ Quiz last taken 5 Nov 19: ISFJ Start >	Work environments profile ✗ Quiz not taken Start >
Careers library ✓ Careers favourited Go to tool >	Subjects library ✓ Subjects favourited Go to tool >	Know-how library ✓ Guides favourited Go to tool >
MOOC Make your first shortlist Start >	Webinars Hear directly from the experts Go to tool >	Read, Watch, Listen ✗ Profiles favourited Start >
Placements ✓ 1 placement added, 0 completed Go to tool >		

Recording 'in-person' WEX plans **MUST** be on **Unifrog**.

- Log back into your Unifrog account.
- Click on the 'Placements' tool.

Recording Option 1 plans – ‘in person’ work experience with an employer

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)

It's really important that you follow the instructions on the next slides carefully.

Choose 'In Person' from the first drop down box.

Please take care!

Enter the correct start and end dates – these must be within WEX Week

Recording Option 1 plans – ‘in person’ work experience with an employer

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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.

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* 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)

- Unifrog will automatically send confirmation emails to employers and your parent/carer using the details you provide on the form.
- **Select Mx*Work Experience Team* as your Placement coordinator (not your tutor).**
- Employer lead name is the person who will be supervising you at the placement.
- You **MUST enter their name and email details correctly** so that they can confirm your WEX placement.
- If there are mistakes in this form, your WEX Week process will be delayed.

Recording Option 1 plans – *'in person'* work experience with an employer

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	<input type="text" value="In person"/>
* Placement coordinator	<input type="text" value="Mx *Work Experience Team*"/>
<small>This is the school / college staff member who will be coordinating the placement from your school's / college's side.</small>	
* Name of placement business / organisation	<input type="text" value="Lottie's Little Bakery"/>
* Placement start date	<input type="text" value="5"/> <input type="text" value="June"/> <input type="text" value="2023"/>
Placement end date	<input type="text" value="9"/> <input type="text" value="June"/> <input type="text" value="2023"/>
* Describe the time commitment	<input type="text" value="Full time"/>
* Employer placement lead: name	<input type="text" value="Lottie Hawkins"/>
* Employer placement lead: email	<input type="text" value="LottieBakes@gmail.com"/>
<small>Important: this must be correct, or we won't be able to progress the placement</small>	
* Employer placement lead: email (again)	<input type="text" value="LottieBakes@gamil.com"/>

You can only complete this form when you have agreement from the employer that they will provide you with a WEX placement.

Use the guidance documents on [Careers SharePoint](#) for ideas on how to make contact with employers.

Wait until the employer has made a formal agreement with you and is ready to receive the email from Unifrog.

Recording Option 1 plans – ‘in person’ work experience with an employer

* Placement country	United Kingdom
* Placement address	100 Pudding Lane, Horsham
* Placement postcode / zip code	RH12 4DZ
* Is this the workplace where you'll be based throughout the placement?	Yes
* Will you live at home as normal during the placement?	Yes
* How will you travel to and from the placement?	Walk
* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	No
* Parent / guardian (who must also be your emergency contact)	Seb Dali
* Parent / guardian email	s.dali@gmail.com
Important: this must be correct, or we won't be able to progress the placement.	
* Parent / guardian email (again)	s.dali@gmail.com

- Complete all sections of the form. **TAKE CARE!!**
- Details must be correct.
- Parent/guardian name and email contact **MUST** be correct so that they can give consent to your WEX.
- If there are mistakes in this form, your WEX Week process will be delayed.

Recording Option 1 plans – ‘in person’ work experience with an employer

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?

* Agree Yes, I agree to **all four points** above.

Finished? mark as finished and notify employer to fill in their initial form?

Add placement or cancel changes

**It's really important that you follow the instructions you've been given here carefully.
Please take note!**

- The final thing for you to do now is read the agreement terms and tick to say you **'Agree'**.
- Tick the **'Finished'** box when you have checked all the details are correct.
- Then click the green **button 'Add placement'**.
- Unifrog will email the employer and your parent/carer with the agreement forms for them to respond.
- You must track the progress of your WEX Week plans by logging back into Unifrog regularly.

What happens next for 'In person' WEX?

- This initial form on Unifrog is just your planning phase. There will also be follow up actions to take which you will be notified of in emails from Unifrog. **Keep an eye out for Unifrog emails in your college email account.**
- Unifrog will contact the employer and provide them with a WEX Employer Guidance document. The employer will need to give their agreement to the VWEX placement using a link on the Unifrog email.
- Parent/carers will also be contacted by Unifrog to give their consent to your WEX placement plan.
- 'In person' WEX can only take place once it has been formally agreed by Collyer's, the employer and your parent/carer. Unifrog will send you an email to confirm that your WEX plans have been agreed and you are permitted to attend the placement on the given dates.

Recording Option 2 plans – Collyer’s Hybrid WEX Programme - *Just sign up on Shop/Enrichment*

The screenshot shows a navigation menu with the following items: Profile, Groups, Times, Students, Notes, Action plans, Collyer's 360, and Shop. Below the menu, there are sub-sections for Wares, Trips, and Enrichment. The Enrichment section is highlighted with a red circle. Below this, a yellow banner reads "Here are your upcoming enrichment events". A table lists three events:

2661	Imaging Beneath Hawaii & Mars	19/04/2024	12:15	13:15	11 / 60	IDC	Details	Open
2662	Microfossil Workshop	26/04/2024	12:15	13:15	9 / 60	IDC	Details	Open
2720	Collyer's Hybrid WEX-Transition students	17/06/2024	08:40	13:20	0 / 60	RJA	Details	Open

No other action needed at this stage. You will be contacted by the Careers team in the summer term with details of the venue and time at college for Monday 17th June.

What happens if 'In person' WEX plans aren't finalised by 22nd March

- In-person and Virtual WEX details must be **recorded on Unifrog by 22nd March** (AT THE VERY LATEST!!!).
- The Careers Team will be able to see details of your plans and where employer & parental consent for in-person WEX has been given on Unifrog.
- Your progress through the process will be monitored on Unifrog to ensure that you are taking part in meaningful and beneficial WEX.
- Tutors and Work Readiness teachers will follow up with any student who hasn't recorded their WEX week plans by 22nd March— remember this is a **requirement of your progression on to Level 3 studies at Collyer's next year.**

Any further questions?

Need additional support?

Sarah and Julie run a Careers and Work Experience Drop-in session every Tuesday

1:20 – 2:05pm

Ground floor of the library
L001/L002

CAREERS & WORK EXPERIENCE

Drop in


Julie Crysell
Careers Adviser


Sarah Tillier
Work Experience Co-ordinator

- 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

- 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