

Futures

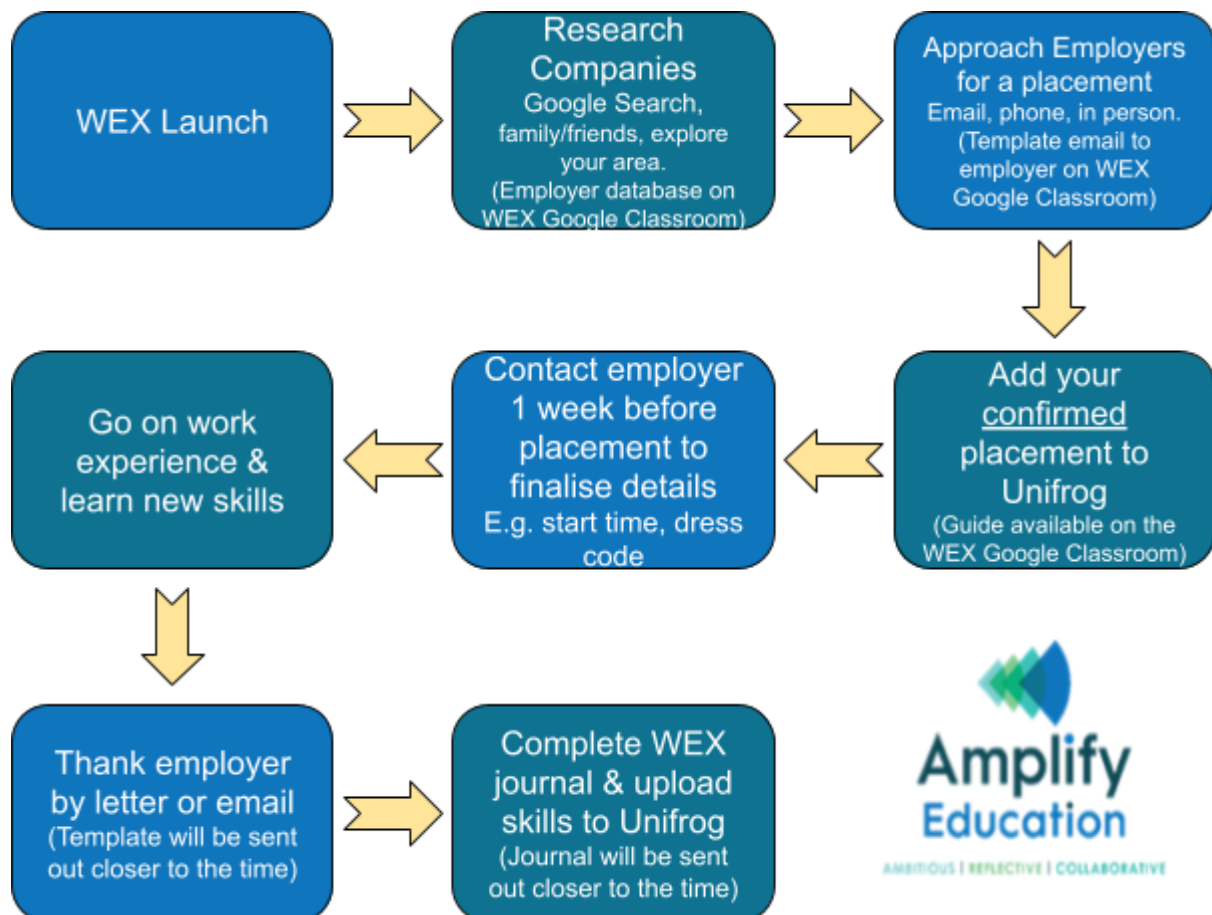
WEX Student FAQ

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FAQ categories:

1. WEX process/stages
2. Finding a placement
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1. WEX Process/Stages



2. Finding a Placement

How do I find employers in my area?

Decide where to start:

- *What area are you interested in?*
- *What skills do you want to gain?*

If you aren't sure that's okay, focus on areas you are curious about or give [this quiz](#) a try and see what jobs might suit you

Put an email together to send to employers:

- *There's a template email to the employer available on the WEX Google Classroom, under 'Classwork' and 'WEX Resources'. You can tweak this and personalise it to your interests before sending to the employer.*

Search for and reach out to employers:

- *Use Google and online search engines to find local companies and call or email them to ask if they can offer work experience.*
- *Some bigger employers have application processes. If you have an employer in mind, e.g. Babcock, Google 'Babcock work experience Bristol' and this should take you to their work experience page with information on how to apply.*
- *Pop in and talk to local employers to ask if they offer placements*
- *Use your social network - ask family and family friends if they are able to offer you a placement or if they know someone who can*
- *Check the WEX Google Classroom weekly for work experience opportunities and apply for any that interest you.*
- *Look through the WEX Employer database available on the WEX Google Classroom.*

Top tips:

- *Start as soon as possible to avoid missing out. Placements book up extremely fast.*
- *The more employers you reach out to the more likely you are to get an offer.*
- *Not all employers advertise work experience, this doesn't mean they don't offer it. If you aren't sure just ask, the worst they can say is 'no'.*
- *Work experience doesn't have to tie in with your future goals. Try something different and you might discover a new passion.*

I have emailed/reached out to employers and heard nothing back.

What should my next steps be?

- *Politely chase up your email, either with another email or even better - a phone call. Mention you have been in touch recently to ask about a work experience placement and you would like to check if there is an update for you.*
- *Broaden your horizons, if you're struggling to secure a placement within a specific sector then try some others. WEX doesn't have to tie in with what you want to do when you finish school, any WEX is extremely beneficial and vital for a strong CV/application.*
- *Keep reaching out to new employers, the more employers you reach out to the more likely you are to secure an offer.*
- *Find a 'back up' placement, something that isn't top of your interests and can be cancelled should you find a placement more in keeping with your interests at a later date.*

How many times should I repeatedly contact an employer who hasn't got back to me?

It's very common for emails to be missed or ignored, this is nothing personal.

I would suggest sending up to three emails, with a week or two in between. In the meantime try giving the employer a call or pop in to see them in-person if possible.

Please be mindful to keep emails professional and be politely persistent. Let the employer know you have contacted them previously about work experience and would like to know if there is an update available for you.

I'm struggling to find something in an area I'm interested in, what should I do?

- *Think outside the box e.g. if you're looking for a placement in finance or law but no accountants/solicitors etc have places available then reach out to larger firms and ask to work within their finance/legal department*
- *Branch out. Don't limit yourself to just one area. Work experience doesn't have to tie in with your interests and goals for the future so try some other sectors and see what else is out there. The more employers you reach out to the more likely you are to secure an offer.*

Ultimately any work experience is better than no work experience. You don't want to be left without work experience to add to CV's and applications in the future - this will put you at a disadvantage.

Don't forget to check out the opportunities I post on the WEX Google Classroom each week. It's worth applying for any placements that come up as you could end up somewhere unexpected and discover a new passion.

What happens if I don't secure a work experience placement?

Work experience is compulsory for year 10 and 12 students. The plan for students without a placement will be communicated nearer the time. As we expect most students to be out on work experience there will be no lessons running. In previous years the few students without a placement have attended school as normal for virtual work experience and employability skills sessions.

We strongly recommend that finding any work experience would be much more beneficial to you than having nothing at all - work experience is extremely important when applying for University, apprenticeships, jobs etc. Without work experience you could miss out on future opportunities.

I don't know what I want to do as a career and therefore don't know where to do work experience.

That's absolutely fine, it's normal not to know yet.

WEX doesn't have to tie in with your future goals, the main purpose is to gain valuable transferable skills and experience to put on CV's and future applications.

WEX is a great chance to explore the possibilities. Try for jobs that sound interesting to you or that tie in with a hobby.

Take this quick quiz for inspiration- [What is your perfect job?](#)

How do I word an email to the employer?

There's a 'template email to the employer' available on your WEX Google Classroom. This can be found within the 'Classwork' tab under 'WEX Resources'. You can tweak this and personalise it to your interests before sending it to the employer.

The employer has emailed me and said they can't offer WEX placements, what should I do?

Reply and thank them for getting back to you. If you're feeling confident you could use the opportunity to ask them if they know of any employers within that sector who may be able to offer you a placement, if you don't ask you may miss out on your perfect placement. (Please know that employers being unable to offer placements is very common and is no reflection on your application, don't be disheartened, be resilient and keep reaching out to other employers)

3. Placement Dates/Locations/Travel

The employer has offered me a placement but is asking me to work unsocial hours - what do I do?

This normally depends on the usual working hours of the industry where the placement is. It is recommended that students should not be asked to work more than a standard eight-hour day and be between the hours of 7am - 7pm.

If your employer is asking you to work long or antisocial hours please email [Mrs A Fey](#)

I have a part time placement, can I stay at home for the rest of the week?

No. If you have a part time placement you will be expected to find a different placement for the remainder of the week. If you can't find a placement for the remaining days then you will be expected to attend school as normal for virtual work experience sessions.

I've found a placement abroad - can I attend?

Yes! So long as the employer can provide the relevant documents to reassure us any work related risks to a student are managed by the employer, including the appropriate insurance, then students can travel abroad for work experience.

We've had students attend placements in London, France, Ireland, Spain and even Dubai! Please note that the school will not take any responsibility for the travel and accommodation arrangements and costs.

I want to accept this work experience placement but it is not in the week we have work experience.

We recognise that some employers offer work experience during different weeks throughout the year. Some of these opportunities could be very beneficial to certain students. Therefore each case is looked at individually and authorisation from the school will need to be obtained.

*If you have been given permission to attend you will **still need to find a work experience placement for your WEX week.***

Please contact [Mrs A Fey](#) to discuss this further.

(Yr 10 Trinity students can only go on placement during the official work experience week and won't be authorised to attend outside of these dates)

I have been offered a placement but I can't get there. What should I do?

Unfortunately the school is unable to help with or provide transport to or from work experience placements, however there may be some exceptions depending on circumstances.

If you have checked with your parent/guardian and have checked public transport options but are still unable to get to your placement please contact [Mrs A Fey](#) to discuss further.

I have a placement outside of WEX week, do I still need to find a placement for the official WEX dates?

Yes. You will still be expected to find a placement during the official work experience week. You could look at placements within a different sector to gain even more experience. This will look great on CV's and applications and will set you apart from students without any experience.

4. WEX Deadline

I am worried I will miss the WEX deadline, what should I do if this happens?

The deadline is in place to ensure the school has enough time to complete the necessary employer forms and safety checks for each placement. Without these completed forms the placement may fall through.

If you are worried you will miss the deadline please contact [Mrs A Fey](#) to arrange a meeting and please continue to reach out to employers in the meantime.

The deadline is coming up but I won't hear back from some WEX applications until after the deadline. What should I do?

It is understandable that some employers' application processes may close after the WEX deadline. If you have applied for a placement and won't hear back until after the WEX deadline please continue to reach out to employers to seek a 'back up' placement in case you aren't selected via the application process.

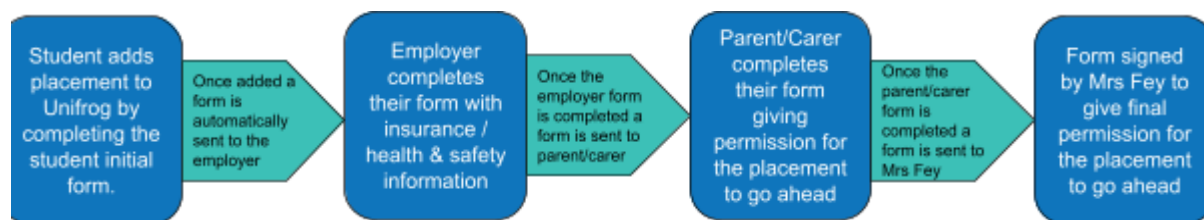
Should you be successful in securing a placement after the WEX deadline please email [Mrs A Fey](#) so we can cancel your 'back up' and add your new placement instead.

5. Unifrog

Unifrog process

Once a placement has been confirmed by the employer, students can add their placement to Unifrog.

Click [here](#) for a guide on how to add a placement.



Key points to remember:

- The placement coordinator is Mrs Fey
- Select 'yes, it's all or part in person' in the logistics section
- Ensure ALL email addresses are correct

I've emailed an employer but haven't heard back yet, can I add this placement to Unifrog?

No. You must only add a placement once it has been agreed by the employer either by email, over the phone or face to face. If you confirm a placement over the phone or face to face please ask the employer for an email address so you can add your placement to Unifrog.

I've added my placement to Unifrog but the employer isn't completing their forms, what should I do?

Please don't worry this is a common occurrence and doesn't mean your placement can't go ahead. Employers are busy and can take a while to complete these forms. Check the employer's email address is correct. If the employer email is correct please email [Mrs A Fey](#) to let her know and she will contact the employer to chase this up.

I have been given permission to attend a placement outside of WEX week, do I need to add it to Unifrog?

Yes please - all placements during term time will need to be added to your Unifrog account.

The employer has offered me a placement and I need to add it to Unifrog, what information do I need?

- The name of the employer
- The start and finish date agreed with your employer
- The time commitment (put full time if not confirmed yet)
- Employer lead name, email address, address and phone number (put 000000000000 if number not known)
- Your parent/guardians name and email address