

28 February 2022



Dear Parent/Carer

**Work Experience Programme: 13 to 24 June 2022**

I am writing to inform you that the WEX job database is now ready to be launched. Please find instructions and information below on how to access and use the database. Please look through the database with your child and assist them, if necessary, in making their choices. They need to choose 3 possible options. These are not in order of preference and need to be 3 equal choices. I cannot guarantee that they will get these choices.

**As mentioned before, we are encouraging pupils to find their own placements. If they have found an employer who agrees to this, they will need to collect an SOP (Student Own Placement) form from me to complete.**

**WEX database instructions**

- Go to this webpage: <https://tep.learnaboutwork.net>
- Click on "student"
- Enter name and pin (your child has been given a PIN by their Mentor)
- Have a look around the site
- "Wex literature" – Please read this information
- Use the "Search" option to find and read about possible placements
- Search for jobs and add them as one of the 3 choices
- The 3 choices should all be equal – not in order of preference. I cannot guarantee that you will get these choices.
- When you have decided on and selected the 3 choices press "submit".
- For own placements, please collect an SOP form from me. Please do this before adding an update to the the database.
- Once the 3 choices have been submitted, please await further news or instructions.

If, for any reason, your child would prefer a paper-based database and application form please let me know.

You will find a video presentation regarding WEX on our website. This can be found under the Work experience section [here](#). Please scroll down to see the latest presentation.

**The viability of the Work Experience programme will remain under constant review and we will follow advice around Covid-19 in the weeks to come.**

Yours sincerely

*J Stuart*

Mr J Stuart  
Year 10 Lead and Work Experience Co-ordinator

