WEX Norfolk

Service Overview 2026-27

August 2026

WEX Norfolk

Service Overview & pricing for 2026-27

- The WEX Norfolk team offers a personalised, bespoke placement sourcing service to suit individual student's needs & development goals. Offered for those at risk of NEET or with additional vulnerabilities.
- Includes an appropriate health & safety assessment with the employer by the WEX Norfolk team.
- WEX Norfolk team provides support & advice to schools & employers where needed.
- Placement can be a 1-week block or an extended experience, for 1 or 2 days over several weeks.
- Tailored, personalised employability and WEX-readiness activities offered to each student.
- Subject to employer availability – additional employer-based activities will be offered where available whilst a placement is sourced.
- WEX team will provide weekly progress updates on placement search.
- All for just £75 per student per package, supporting Gatsby benchmarks 1, 3, 5 & 6, the CDI learning outcomes for KS4 and the CEC's equalex Modern Work Experience guidelines.

WEX Norfolk

Changes from 25/26 General WEX Support

- The WEX Norfolk team no longer offers the placement checking service for self-sourced placements (previously known as the £30 standard service).
- If you need help with this, the WEX Norfolk team have put together some useful resources and templates to support your Y10 WEX programme, as well as links to organisations offering a similar service that you may wish to contact.
- This information can be found on Help You Choose, in the Advisors area

Bespoke / Personalised Placement Process

1. Set Up	2. Planning & Preparation Weeks 1-5	3. Pre-placement Week 6	4. Placement Week 6+	5. Review & Next Steps
School payment: £75 per student/placement	All info received from school by WEX team	WEX Readiness activities completed	Placement begins	**Student thanks employer & requests reference**
School returns C&C form	Personalised pathway created & sent to school	Pre-placement visit/call arranged	Daily WEX diary/log-book completed	**Student reflects on placement (guidance will be sent)**
Profile & info forms sent to school	Courses/activities completed by student whilst placement being secured		Monitoring visits/calls made by school	**Student to be supported to update CV/personal profile**
FAQs & guidance shared as applicable	Suitable employers contacted; weekly updates provided			**Evaluations sent to monitor success of placement**

Sign up process

Payment

Schools must make a payment for the number of placements they require. No work can be undertaken without prior payment.

Please click **here** to make a purchase (select WEX Norfolk)

Placements can be purchased ad-hoc as & when required (up to the deadline date). If you have any issues with making a payment, please contact the Contracts team on contractsteam@norfolk.gov.uk or 01603 222686.
The WEX team receives automatic notification of all purchases.

Sign up Forms

Upon notification of your purchase, the WEX team will send you via email:

- A C&C form - please complete & return via email (only needs to be completed once per year)
- Student Profile form*
- Additional Info form*
- FAQs and other helpful information on our new service

*These will be links to an online MS Form. Information from schools will be received by the WEX team as soon as the form is submitted. One per student.

Key dates

The last day to make a purchase and submit a referral form for a placement is Friday 19th March 2027.

The WEX team will endeavour to find a placement within 6 weeks but cannot guarantee employer availability. A wider search area allows us to approach more employers on your students' behalf.

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Norfolk County Council

Contact us at
work.experience@norfolk.gov.uk