



St Mary's Catholic School

Benton Park Road, Newcastle upon Tyne. NE7 7PE

where everyone can succeed



Tel: 0191 2153260 Fax: 0191 2153279

admin@st-marys.newcastle.sch.uk

www.stmarysnewcastle.co.uk

Guide for Using Unifrog to add Work Experience Information

Students should access the Unifrog website at www.unifrog.org



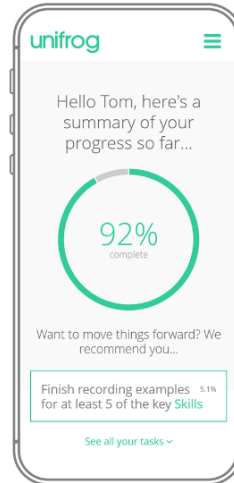
ABOUT BLOG EVENTS CASE STUDIES JOBS CONTACT SIGN IN

The universal destinations platform.

We help students compare every university course, every apprenticeship, and Further Education courses - then apply successfully.

We also empower teachers and counselors to manage the progression process effectively.

[Request demo](#)



Students should then select the 'sign in' option in the top right hand corner of the website.

Students should then enter their details.

The e-mail address is their school e-mail address and students selected their own password when they created their account in school.



ABOUT BLOG EVENTS CASE STUDIES JOBS CONTACT SIGN IN

Sign in

Your email address

Your password

Sign in

[Reset password / Resend welcome email](#)

Been given a Sign up Code?

[Use it here](#)



When logged on, students should scroll down until they reach the exploring pathways section and select 'placements'.

Exploring pathways

Careers library
x Careers favourited
[Go to tool >](#)

Subjects library
x Subjects favourited
[Go to tool >](#)

Know-how library
x Guides favourited
[Go to tool >](#)

MOOC
Make your first shortlist
[Start >](#)

Webinars
Hear directly from the experts
[Go to tool >](#)

Read, Watch, Listen
x Profiles favourited
[Start >](#)

Placements
x No placements added
[Go to tool >](#)

Students should then select 'add new placement' from middle of the screen.

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)



0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

Students should then fill in the initial student form with the information regarding the placement.

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

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.



A guide on how to fill in the initial student form can be found below:

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

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)

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?

or [cancel changes](#)

For this box, please select 'in person'.

For this box, please select 'Mr Turnbull'.

For this box, please write in the name of the company you are going to.

In these boxes, select the dates of the work placement (18.7.23 + 19.7.23).

In this box, write 'full time'.

In this box, write the name of the person at the work experience placement who is co-ordinating the placement.

In these boxes, write the e-mail address of the person stated in the box above.

Please tick these boxes to give your consent to the work placement.

When you have completed the form, the student should then select 'add placement'. The student form is now complete.

At this point, the company (at the e-mail address the student has just supplied) will be contacted to complete forms such as risk assessment, insurance, data protection and health and safety protocols on the Unifrog website. The company / work experience placement lead should be contacted regarding this ahead of time by the student, so that they are aware they be asked to supply this information.

Once the company have completed their forms, parents/guardians will be asked to complete a form on the Unifrog website (at the same place as the student form) giving their consent to the work experience placement.

Finally, at this point, the work experience co-ordinator at school will approve the placement to take place on the work experience dates.

