

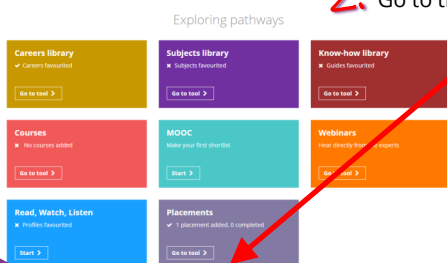
Work Experience Placements—UNIFROG

Logging In

1. Log into Unifrog

If you have forgotten your password use the "Reset Password" (link under the Sign In button)
If you have any problems accessing Unifrog, please see Mrs Ross

2. Go to the Placements Tool



unifrog

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Placements

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

3. Click Add New Placement

1 placement 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

About the Placement

4. Select In Person

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

--- select ---

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

5. Placement Co-ordinator is Ms Ross

* Placement coordinator

--- pick one ---

This is the **school / college** staff member who will be coordinating the school's / college's side.

About the Employer

6. Enter the **full name** of the organisation

* Name of placement business / organisation

eg Lottie's little bakery

7. Dates are **1st July—5th July**

Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if --

-- leave blank if --

-- leave blank if --

8. **Full Time** (or specific hours if you have them)

Describe the time commitment

eg Full time

* What are you trying to get out of this placement?

9. Add info about **why you want to go there**

N.B. The employer will get a copy of that so think carefully about what you write

Words: 0, 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Consider:

- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#)

10. **Employer Lead Name and email are very important** (make sure you have spelt them all correctly)

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

Important: this must be correct, or we won't be able to progress the placement

* Employer placement lead: email (again)

eg tcook@apple.com

11. Continue to fill in the boxes with the **Employers Address and telephone information**

About You

12. Confirm where you will be **living**, how you will **travel** and your **date of birth**

* Will you live at home as normal during the placement?

--- select ---

* How will you travel to and from the placement?

eg I'll take the 21 bus

* Your date of birth

1

January

2000

13. Add any **medical info**, details of allergies

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

--- select ---

14. Parent / Carer info **NB.** Make sure the **email is correct**

* Parent / guardian (who must also be your emergency contact)

eg Salvador Dali

* Parent / guardian email

eg s.dali@gmail.com

Important: this must be correct, or we won't be able to progress the placement

* Parent / guardian email (again)

eg s.dali@gmail.com

15. Tick the **declaration** boxes then click

Add placement