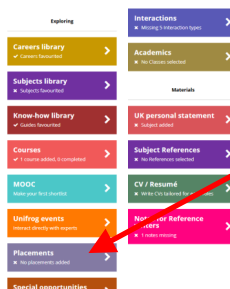# Work Experience Placements—UNIFROG

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   HOME FAVOURITES LOCKER APPLY HELP 🔍 ⚙ ✉ TE

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**

ℹ **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 for 2026 are:
Y10: 11th-15th May
Y12: 29 June—3rd 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 placem

* 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 plac

* Parent / guardian email (again)   eg s.dali@gmail.com

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

Add placement