

unifrog

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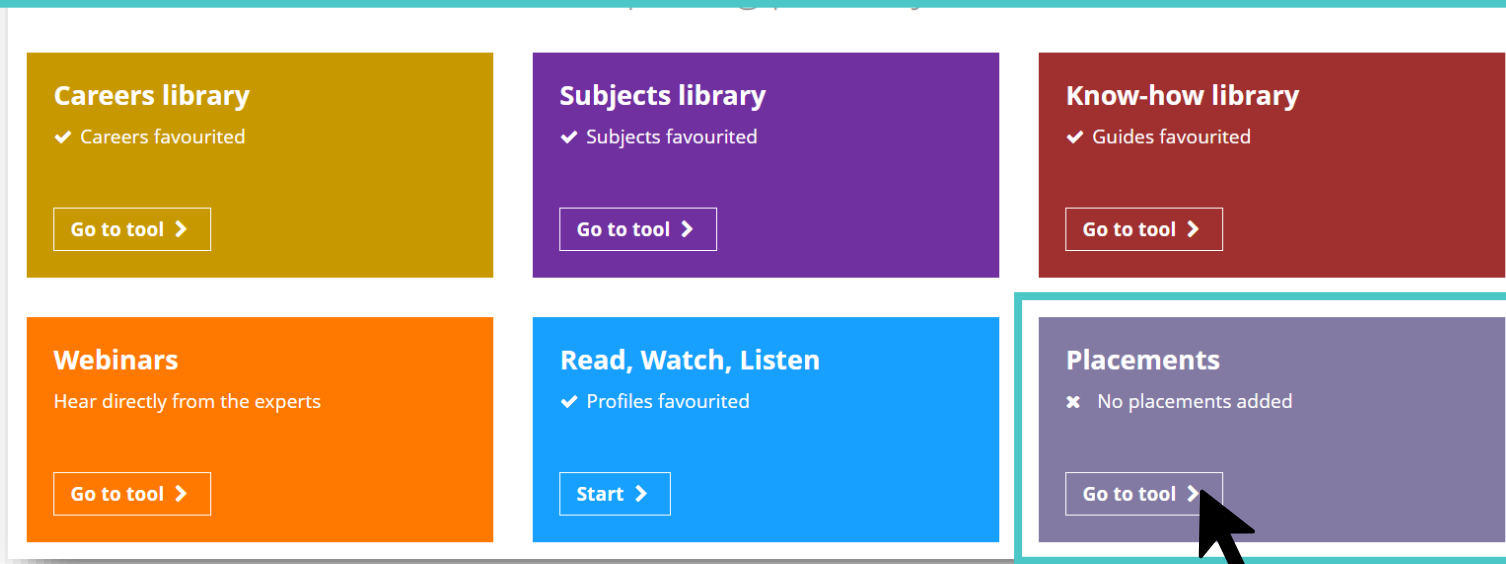
# Guide to adding a work experience placement

# Using the Unifrog Placements tool

Log onto [www.unifrog.org](http://www.unifrog.org) and click on sign in (top right of screen)

All students have a username and password. The username is your school email address, the password is one that you create

- After logging into your Unifrog account, scroll down to **'Exploring pathways'** look for **'Placements'** and click **'Go to tool'**.



# Using the Unifrog Placements tool

To get started, click 'Add new placement.'

## 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



# Using the Unifrog Placements tool

**You'll then see your Student initial form.**

Here, you'll be able to enter important details about your 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

---- 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 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

---- pick one ----

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

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

\* Describe the time commitment

eg Full time

# Using the Unifrog Placements tool

\* In person or Virtual

In person

**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'.

Select **in person**  
placement not  
virtual



The rest of the form will look different, depending on your selection.

# Using the Unifrog Placements tool: **in person**


\* Placement coordinator  

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

**Select Mrs Simpson, the school co-ordinator for your placement.**

\* Name of placement business / organisation

\* Placement start date

Placement end date    

\* Describe the time commitment

**Then enter the business name, placement dates, and time commitment.**

# Using the Unifrog Placements tool: **in person**

* Employer placement lead: name	<input type="text" value="Alex Kelly"/>
* Employer placement lead: email	<input type="text" value="info@unifrog.org"/>
<b>Important:</b> this must be correct, or we won't be able to progress the placement.	
* Employer placement lead: email (again)	<input type="text" value="info@unifrog.org"/>

**Enter the employer placement lead's name and email address.**



**Double check that you've entered the email address correctly!**

# Using the Unifrog Placements tool: **in person**

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

**Enter the placement lead's phone number and the location of the placement.**




# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:


\* Is this the workplace where you'll be based throughout the placement?

Yes



\* Is this the workplace where you'll be based throughout the placement?

No



\* Explain where you'll be based throughout the placement

I will be working at....

**Select whether or not the placement address is where you'll be based.**

**If you select 'no' then you'll need to explain where you'll be based.**

# Using the Unifrog Placements tool: in person

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

\* How will you travel to and from the placement? I'll take the train from Maidstone to London

\* Will you live at home as normal during the placement? No

\* Explain where you'll live during the placement I'll be staying with my Aunty in London.

\* How will you travel to and from the placement? I'll take the 21 bus

**If you select 'no' then you'll need to explain where you'll live during the placement.**

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

\* Your date of birth

1	January	2000
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\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

No

**Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.**

# Using the Unifrog Placements tool: in person

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

Yes

\* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

**If you select 'yes' then you'll need to provide a description (see above example).**

# Using the Unifrog Placements tool: **in person**

* Parent / guardian (who must also be your emergency contact)	<input type="text" value="Sally Cooper"/>
* Parent / guardian email	<input type="text" value="sallycooper@example.com"/> <b>Important:</b> this must be correct, or we won't be able to progress the placement.
* Parent / guardian email (again)	<input type="text" value="sallycooper@example.com"/>

**Enter your parent / guardian's name and email address.**



**Double check that you've entered the email address correctly!**

# Using the Unifrog Placements tool: **in person**

## 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.

Read the four points and tick 'Agree' to acknowledge your agreement.

Form finished?  mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

Add placement or cancel changes

Once you've checked your form, tick '**Form finished?**' and then click '**Add placement.**'

# Using the Unifrog Placements tool: **in person**

## Unifrog

Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

- 1 **Student initial form** Completed on 21 March 2023
- 2 **Employer initial form**
- 3 Parent / Guardian agreement
- 4 School permission
- 5 School during-placement check-in
- 6 Employer review form
- 7 Student reflection form

more 

more 

more 

more 

more 

more 

more 

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.

# Final stage of adding a placement

Read each section carefully and check the information you've entered before clicking 'Finished.'

Exploring pathways

**Careers library**  
✓ Careers favoured  
[Go to tool >](#)

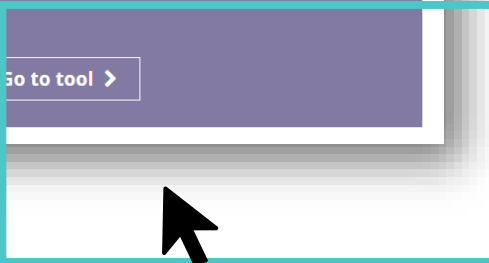
**Subjects library**  
✓ Subjects favoured  
[Go to tool >](#)

**Know-how library**  
✓ Guides favoured  
[Go to tool >](#)

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

**Read, Watch, Listen**  
✓ Profiles favoured  
[Start >](#)

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



Make sure you have the contact details of your employer placement lead to hand.

