

Unifrog Placement Tool

For Work Experience and Work Related Learning

How do I upload my placement to Unifrog?

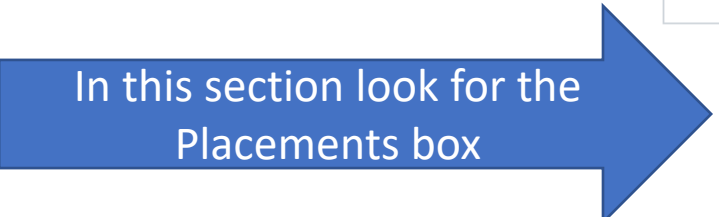
- Well done! You have found an employer who is willing to offer you a work experience placement, what happens next.....
- Log into Unifrog and find the exploring pathways section

ACCESS ALL THE TOOLS BELOW

Students aged 11-15 have the option to see only tools appropriate for their age, and can click 'all tools' to see everything. Older students see everything as standard.

- Ages 11 to 13
- Ages 14 to 15
- All tools

Search for tools and guides



Exploring pathways

Interests profile
✓ Quiz last taken 2 Jul 22: S and E and I
[Start >](#)

Personality profile
✓ Quiz last taken 2 Jul 22: ESTJ
[Start >](#)

Work environments profile
✓ Quiz last taken 8 Nov 22
[Start >](#)

Careers library

Subjects library

Know-how library

Home - Student - Unifrog

https://www.unifrog.org/student/home

Veryan Webview - ... Engineering a Futur... Resource Bank | Yo... Compass+ - Log in New tab Veryan WebView Jo... Higher & Degree Li... Role model resourc... Cover letters | Pros...

Ages 11 to 13 Ages 14 to 15 All tools

MOOC
Make your first shortlist
Start >

Webinars
Hear directly from the experts
Go to tool >

Read, Watch, Listen
Profiles favoured
Start >

Placements
No placements added
Go to tool >

Click on Go to tool box

Recording what you've done

Type here to search

10:00 14/12/2

The image shows a browser window displaying the Unifrog student home page. At the top, there are navigation tabs for 'Ages 11 to 13', 'Ages 14 to 15', and 'All tools'. Below this, there are three main content cards: 'MOOC' (teal), 'Webinars' (orange), and 'Read, Watch, Listen' (blue). Each card has a 'Start >' or 'Go to tool >' button. Below the 'Webinars' card is a 'Placements' card (purple) with the text 'No placements added' and a 'Go to tool >' button. A large blue arrow points from the right towards the 'Go to tool >' button in the Placements card, with the text 'Click on Go to tool box' written inside the arrow. At the bottom of the browser window, there is a text overlay that says 'Recording what you've done'. The Windows taskbar is visible at the very bottom, showing the search bar and several application icons.

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



Some inspiration from the Know-how library



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 in person

Select Mrs Hazeldine

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

Add Business Name

Add in dates

* Placement start date


Placement end date

* Describe the time commitment

U 0 - Initial - Placement - Student - x +

https://www.unifrog.org/student/placement/initial/0

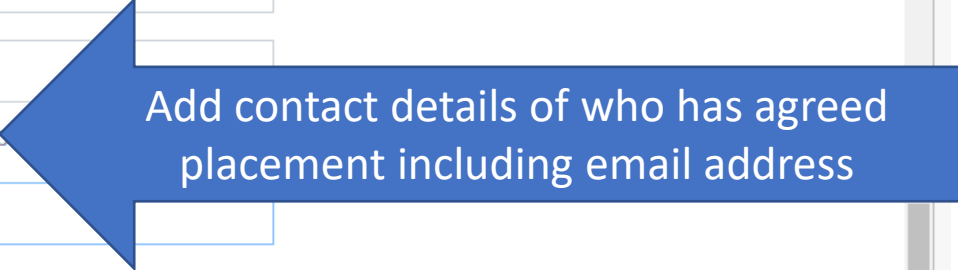
Placement end date 14 July 2023

* Describe the time commitment full time  Add full or part time

* 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 contact you

* Employer placement lead: email (again) eg tcook@apple.com  Add contact details of who has agreed placement including email address

* Placement country United Kingdom

* Placement address eg 100 Pudding Lane, London

* Placement postcode / zip code eg EC3R 8AB

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

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

Type here to search

14:2 15/12/

* Placement country

* Placement address

* Placement postcode / zip code

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

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

* How will you travel to and from the placement?

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

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

You must complete this honestly, employers need to know if you require support on your placement

Enter parent/carer name & email address accurately

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https://www.unifrog.org/student/placement/initial/0

Employer placement read: 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?

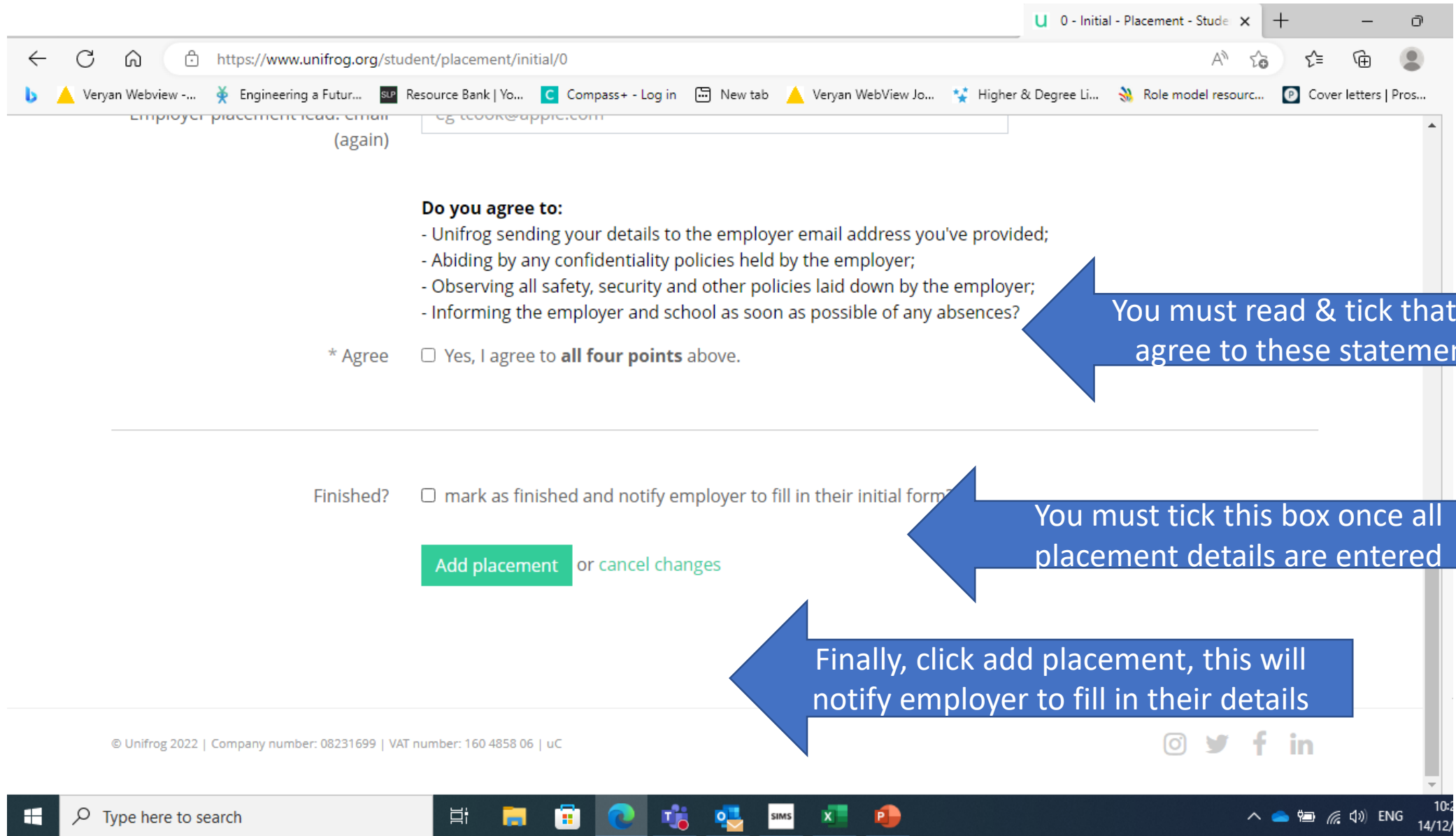
* Agree Yes, I agree to **all four points** above.

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

Add placement or cancel changes

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You must read & tick that you agree to these statements

You must tick this box once all placement details are entered

Finally, click add placement, this will notify employer to fill in their details

What happens next?

- Well done, you have completed the first part of the process!
- The employer will now fill out their information to say they have the necessary Health & Safety insurances and risk assessments in place
- Once this is complete, your parent/carer will receive an email asking them to agree to the placement.
- Once this stage is complete, Mrs Hazeldine will be able to confirm that the school are happy for the placement to go ahead.

Making it happen

- It is important you let the employer and your parent/carer know they will receive an email from Unifrog asking them to complete the consent forms for the placement. If they do not action these emails the placement may not be able to go ahead.
- Make sure the details are accurate when you enter them, an incorrect email address will cause delays.