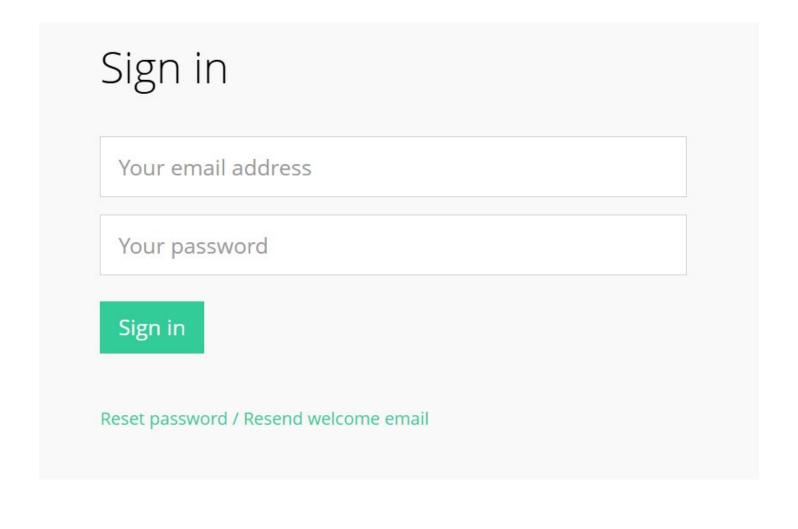
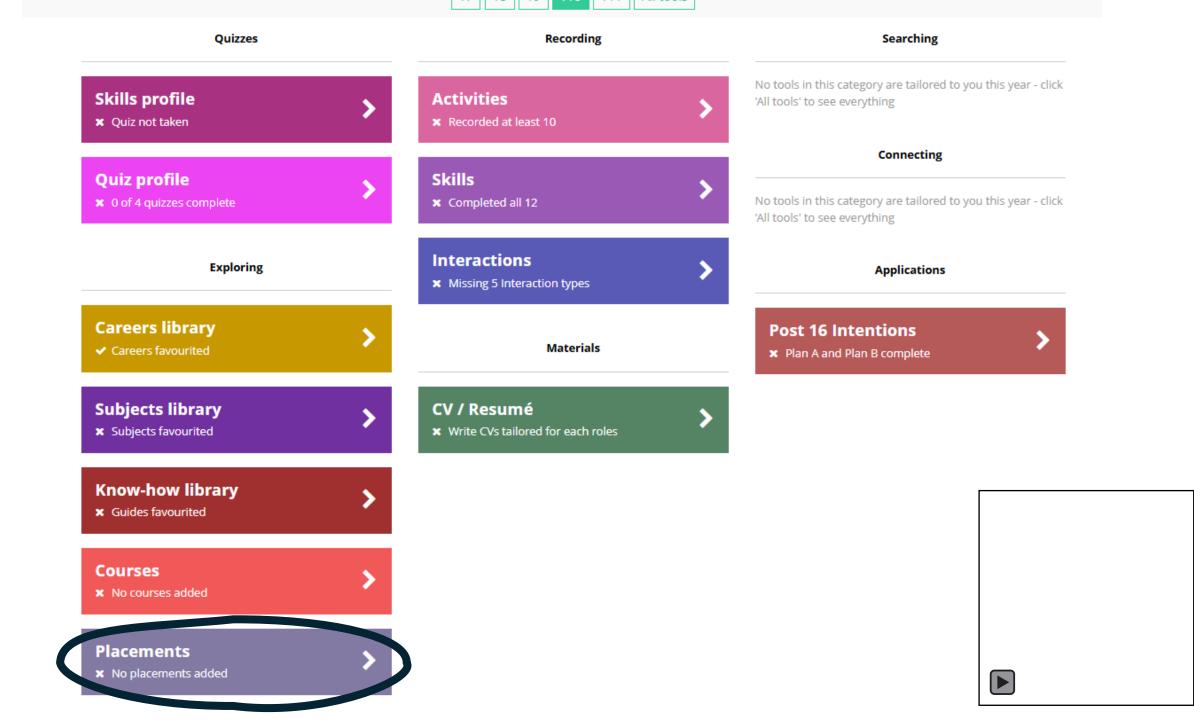


# Unifrog

Logging Work Experience

## Sign In - Unifrog





#### 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



#### 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.

This form is only for organising a placement that is in the future.

A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work. You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the Activities tool instead to record:

Placement in the past > Work experience webinar / course / presentation > Job > Workplace visit >

\* Already agreed with the employer?

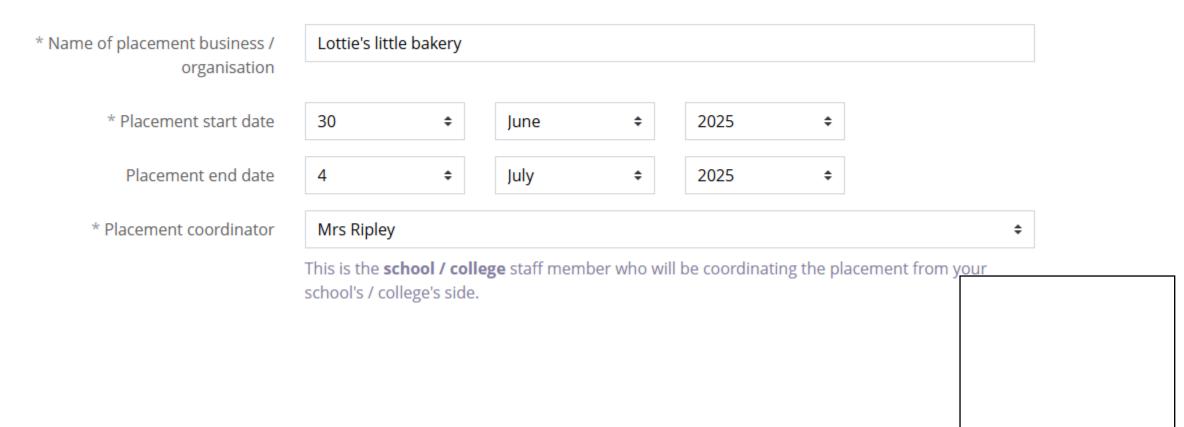
Yes, I have agreed it with the employer

Agree the placement with the employer (eg by email) before adding it on this tool.



**‡** 

#### **Basic details**



#### Logistics

\* Describe the time commitment

\* Will you meet the employer inperson (not on a video call) at any point during the placement? eg Full time

---- select ----

**Important:** If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

#### **Your objectives**

\* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

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

#### Consider:

- · What skills you want to develop
- · What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work
   See example ~

#### **General Objectives:**

- •Develop confidence in **communicating** with colleagues, customers, and managers.
- •Improve teamwork skills by collaborating with colleagues on tasks or projects.
- •Learn how to manage time effectively and prioritise tasks in a professional setting.
- •Observe and understand **workplace etiquette**, including professionalism and punctuality.
- •Gain insight into the different roles and responsibilities within a business.

### **Business Specific Objectives:**

- •Observe how businesses use **social media and digital marketing** to promote their brand.
- •Identify the different elements of the marketing mix (4Ps) in action.
- •Understand the role of market research in identifying customer needs.
- •Explore how businesses adapt their marketing strategies based on consumer trends.
- •Understand how businesses track revenue, costs, and profits in their daily operations.
- •Identify key sustainability and ethical practices in the business.
- •Learn how businesses **manage customer service** and handle complaints professionally.



#### **Employer contact details**

* 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	
	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/college as soon as possible of any absences?	
* Agree	☐ Yes, I agree to <b>all four points</b> above.	
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	