



Northstowe

Secondary College

Year 10

Work Experience

A Guide to Getting Your Work Experience Placement Approved

You will need the following information to hand:

Name of the placement business (The name of the company where you will be doing your placement)	
Employer placement lead name (The name of the person who has offered you the placement)	
Email address of the person who has offered you the placement	
Company address and postcode	
Your parent or guardians email address	



Login to your Unifrog account at <https://www.unifrog.org/>
sign-in, or scan the QR code



Meridian
Trust

The first step in getting your Work Experience Placement approved is to upload the details into Unifrog, please follow the instructions below:

If you can't remember your password, click on 'Reset password' and an email with instructions on how to reset your password will be sent to your school email address. If this still doesn't work, then contact Miss Leaney in the Library or email careers@northstowe.education

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Sign in

Your email address

Your password

Sign in

Reset password / Resend welcome email

Exploring pathways

- Interests profile
✖ Quiz not taken
Start >
- Personality profile
✖ Quiz not taken
Start >
- Work environments profile
✖ Quiz not taken
Start >
- Careers library
✖ Careers favourited
Go to tool >
- Subjects library
✖ Subjects favourited
Go to tool >
- Know-how library
✖ Guides favourited
Go to tool >
- Webinars
Hear directly from the experts
Go to tool >
- Read, Watch, Listen
✖ Profiles favourited
Start >
- Placements
✖ No placements added
Go to tool >

Once you are logged into Unifrog, scroll down the page to 'Exploring Pathways' and select the 'Placements' option.

Then select '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

You can only add a placement once you've been in contact with the employer, and they have agreed to host you.

+ Add new placement

Important! Make sure you select Miss Leaney (WEX Coordinator) as your Placement Coordinator!

unifrog HOME FAVOURITES LOCKER APPLY HELP Q G E TEACHER >

1 Student initial 2 Employer initial

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 ----

* Placement coordinator Miss Leaney (WEX 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 eg Lottie's little bakery

* Placement start date -- day -- -- month -- -- year --

Make sure you select 'Miss Leaney (WEX Coordinator)'

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 In person

* 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

* 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 the placement lead.

* Employer placement lead: email (again) eg tcook@apple.com

* Placement country --- select ---

* Placement address eg 100 Pudding Lane, London

* Placement postcode / zip code eg EC3R 8AB

Make sure you select 'In Person' for your placement

Work Experience Week is 7th–11th July 2025

This should be full time, please add in the working hours e.g. 8:30am–4:30pm

Make sure you get all of your employers details correct, otherwise they won't receive a copy of the form that they need to complete.

* 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)

* Parent / guardian email
Important: this must be correct, or we won't be able to progress the placement.

* Parent / guardian 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?

or [cancel changes](#)

Make sure you get your parent/guardian's details correct, otherwise they won't receive a copy of the form that they need to complete.

Once you have completed this form, you must tick the box 'Mark as Finished' and press the green 'Add Placement' button. You can't edit the information after you have submitted it so please make sure it is all correct!

Once you have added your placement, an email will automatically be sent to your employer with a link to the form that they need to complete.

You can track the progress of your placement approval in the placement tool summary view.

Vicki's Photo Shop
Scheduled for: **29 September 22 - 29 September 22** Type: **In person**

- 1 **Student initial form** Completed on 28 September 2022 more v
- 2 **Employer initial form** Completed on 28 September 2022 more v
- 3 **Parent / Guardian agreement** more ^

The next stages are for: your **parent / guardian** needs to agree for it to happen, and lastly **Miss Barkney** the school placement coordinator needs to give permission for it to happen.
We have sent an email to your parent / guardian, but they have not yet completed their agreement form.

Email sent to: more v

Email sent: 28 September 2022 10:26:23
- 4 **School permission** more v
- 5 **School during-placement check-in** more v
- 6 **Employer review form** more v
- 7 **Student reflection form** more v

Once your Employer has completed their form, the details will be sent to your parent/guardian for their agreement.

The school will then complete their Health and Safety checks with the aim of approving your placement.

Help sheets/videos for completing these forms are available for students, employers and parents on the college website:

<https://www.northstowesc.org/year-10-work-experience/>

If you have any problems uploading the details of your placement, please contact Miss Leaney in the Library or email careers@northstowe.education.



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