



## Year 10

# Work Experience

## A Guide to Getting Your Work Experience Placement Approved

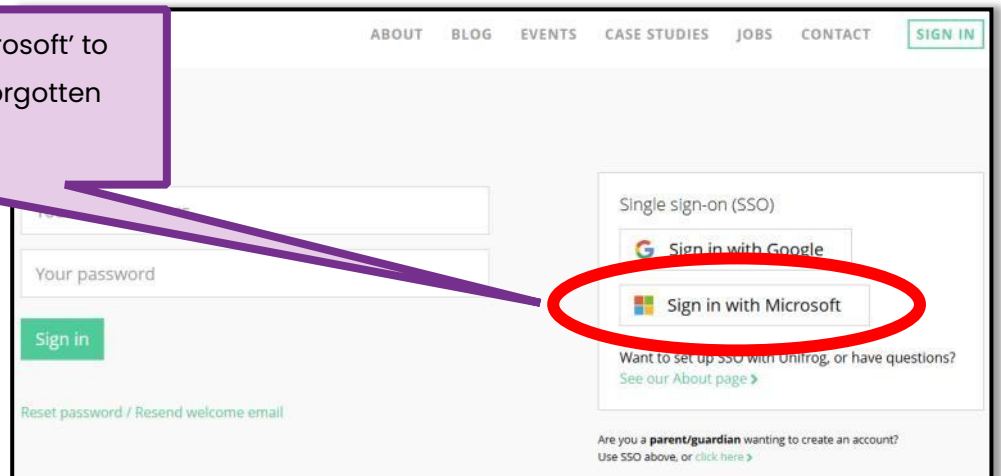
*You will need the following information to hand:*

|                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--|
| Name of the placement business<br>(The name of the company where you will be doing your placement) |  |
| Employer placement lead name<br>(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                                                             |  |

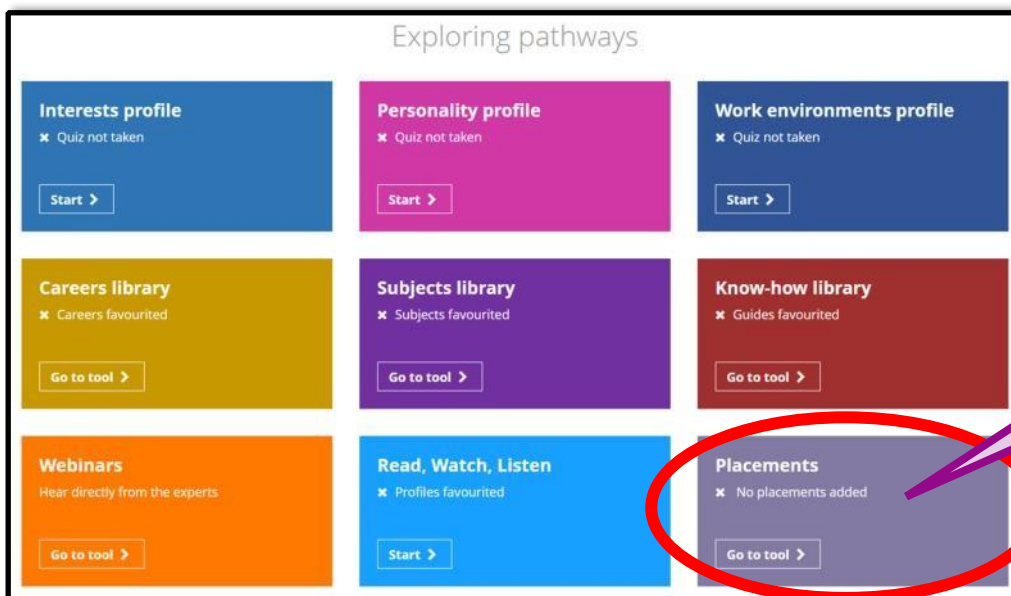
Login to your Unifrog account at [Home - Student - Unifrog](https://www.unifrog.org/student/home)  
[www.unifrog.org/student/home](https://www.unifrog.org/student/home)

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

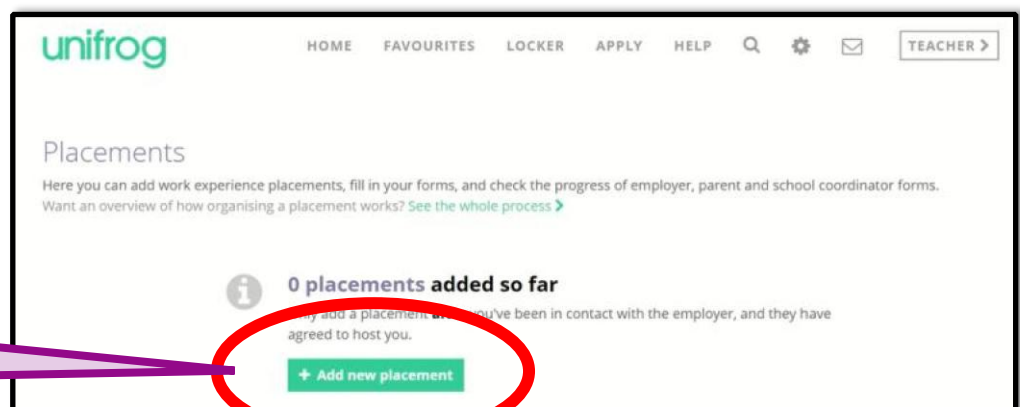
You can now 'Log in with Microsoft' to Unifrog, meaning no more forgotten passwords!



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



Then select 'Add new placement.'



**Important!** Make sure you select Mrs Dunn

**unifrog** HOME FAVOURITES LOCKER APPLY HELP Q ⚙️ ✉️ **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

\* 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

\* Placement start date

Make sure you select  
**Mrs Dunn**

## 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

\* 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

\* Placement start date

Placement end date

\* Describe the time commitment

\* Employer placement lead: name

\* Employer placement lead: email

**Important:** this must be correct, or we won't be able to contact the placement lead.

\* Employer placement lead: email (again)

\* Placement country

\* Placement address

\* Placement postcode / zip code

Make sure you select 'In  
Person' for your placement

Work Experience is  
25<sup>th</sup> and 26<sup>th</sup> June 2026

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 ▾

② Employer initial form Completed on 28 September 2022 more ▾

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:

Email sent: 28 September 2022 10:26:23

④ School permission more ▾

⑤ School during-placement check-in more ▾

⑥ Employer review form more ▾

⑦ Student reflection form more ▾

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 approving your placement.

If you have any problems uploading the details of your placement, please contact Mrs Dunn in SS6 or email [RDunn@sharnbrook.academy](mailto:RDunn@sharnbrook.academy)

