

# A Guide to Getting Your Work Experience Placement Approved

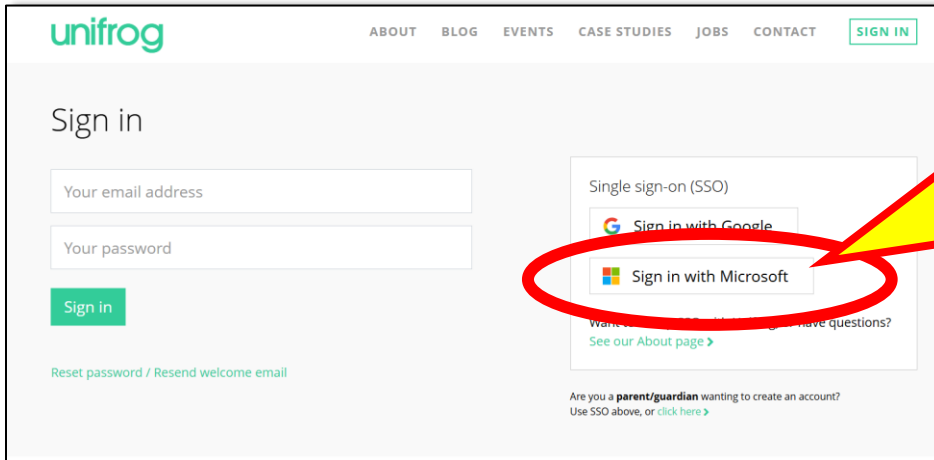
*You will need the following information to hand:*

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 guardian's email address	

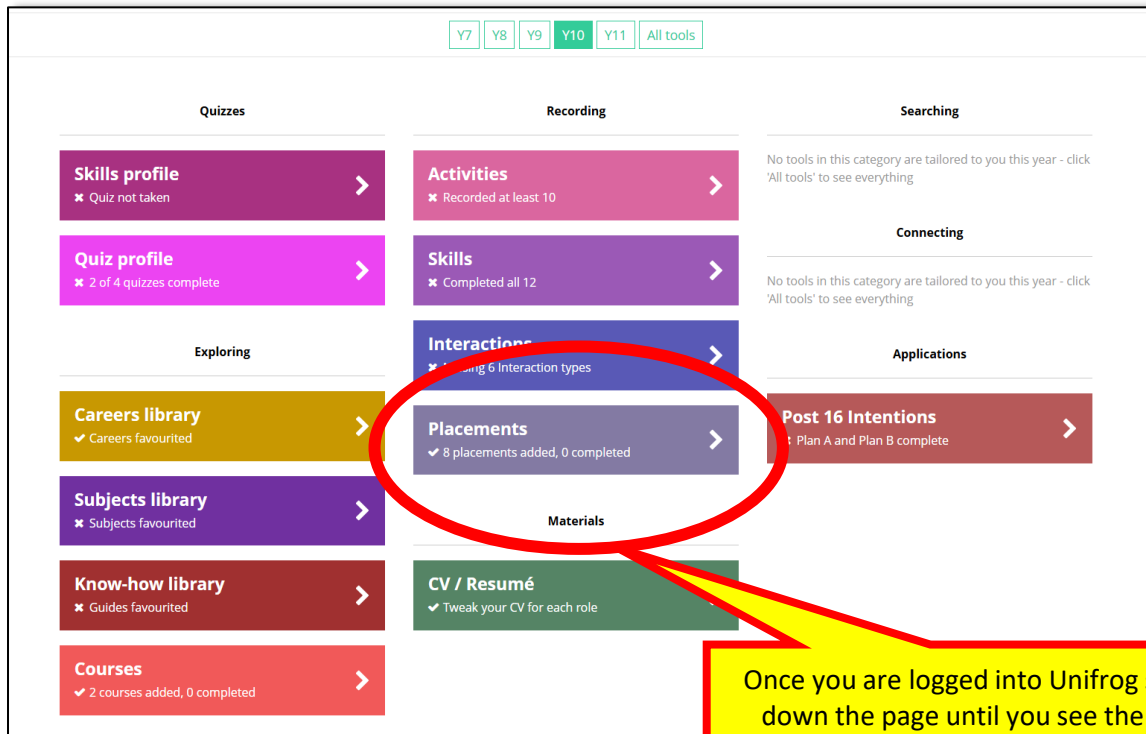


Login to your Unifrog account at  
<https://www.unifrog.org/sign-in>, or  
scan the QR code

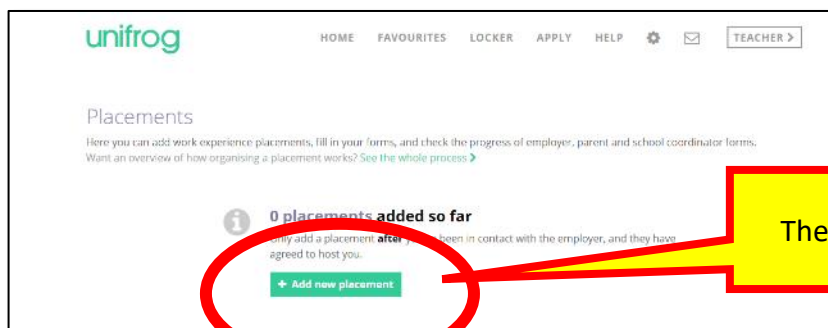
# The first step in getting your Work Experience Placement approved is to upload the details to Unifrog, please follow the instructions below:



Clicking on 'Sign in with Microsoft' will allow you to use your school email address and password to sign into your Unifrog account. If this doesn't work, then contact Mrs Raven in the Careers Office (opposite L7) or email [sraven@swaveseyvc.co.uk](mailto:sraven@swaveseyvc.co.uk)



Once you are logged into Unifrog scroll down the page until you see the tile options above. Select the 'Placements' option.



Then select 'Add new placement.'

# Complete the Student Initial Form

(it should only take 5 - 10 minutes if you have all the information to hand)

## 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

\* 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

\* Placement coordinator

Mrs Raven

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

Date of Work Experience Week

Make sure you select Mrs Raven

## Logistics

\* Describe the time commitment

eg Full time

This should be full time unless you are doing more than one placement

Eg 'Full time' or 'Tuesday and Thursday afternoons'.

\* Will you meet the employer in-person (not on a video call) at any point during the placement?

Yes, it's all or part in-person

\* Placement country

--- select ---

\* 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 ---

\* How will you travel to and from the placement?

eg I'll take the 21 bus

What do you want to get out of this placement? You could include developing new skills, things you want to learn about or personal goals

## 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](#) ▾

Make sure you get all your employers details correct otherwise they will not receive a copy of the form that they need to complete.

## Employer contact details

\* Employer placement lead: name

eg Tim Cook

\* Employer placement lead: work email

eg tcook@apple.com

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

\* Employer placement lead: work email (again)

eg tcook@apple.com

## Your details

\* Your date of birth

1

January

2000

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

---- select ----

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

eg Salvador Dali

\* Parent / guardian email

eg s.dali@gmail.com

**Important:** this must be correct, or we won't be able to progress

\* Parent / guardian email (again)

eg s.dali@gmail.com

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

### Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by the confidentiality, data protection and data security 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 **all four points** 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

Once you have completed this form press the green 'Add placement' button. You cannot 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.

# Checking the Progress of your Placement Approval

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

- 1 Student initial form Completed on 28 September 2022
- 2 Employer initial form Completed on 28 September 2022
- 3 Parent / Guardian agreement  
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: Joanna, [paffnewvicki@yahoo.co.uk](mailto:paffnewvicki@yahoo.co.uk)  
Mrs Raven  
Email sent: 28 September 2022 10:26:23  
[123@gmail.co.uk](mailto:123@gmail.co.uk)
- 4 School permission
- 5 School during-placement check-in
- 6 Employer review form
- 7 Student reflection form

more ▾

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

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

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

If you have any problems uploading the details of your placement please contact Mrs Raven in the Careers Office (opposite L7) or email [sraven@swaveseyvc.co.uk](mailto:sraven@swaveseyvc.co.uk).