



A Quick Guide to Completing the
Parent /Guardian's Work Experience
Placement Form.

October 2023

Completing the Work Experience Parent/ Guardian Consent Form.

Once the student and the employer have completed their forms you should receive an email from Unifrog with a link to the parent / guardian consent form. Click on the green button at the bottom of the email. If you encounter any problems please contact Sophie Raven – sraven@swaveseyvc.co.uk

1.

You've been invited to agree to an In-person Placement for Sophie

Let's make it happen

Sophie has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

Start and End date:

10 July 2023 - 14 July 2023

Location:

123 Hill Lane, United Kingdom, CB24

Placement overview:

Helping customers
Replenishing stock
Tidying and cleaning shelves
Helping to order new stock
Receiving and checking deliveries

What now?

Complete the Parent / Guardian agreement

Complete it now

2.

You should then be able to see all the information that the student and the employer have entered about the placement.

Once you have reviewed the details you can then click on the green update button to confirm that you are happy for the placement to go ahead.

The screenshot shows the Unifrog website interface for a parent agreement form. At the top, the Unifrog logo is on the left, and navigation links for ABOUT, BLOG, INSIGHTS, CASE STUDIES, JOBS, CONTACT, and a SIGN IN button are on the right. The main heading is "Parent agreement form" with a sub-heading "You're editing a Parent agreement form for an In person Placement for Sophie Raven". Below this is a note: "Please read the information below carefully. Give your agreement using the 'finished' button at the bottom of the form. If any of the information seems incorrect, please contact Sophie's placement lead at Swavesey Village College, Mrs Raven: sraven@swaveseyvc.co.uk". A purple banner states: "NB: This form link will expire in 324 days, 00 days after the placement is scheduled to start." The "Details submitted by student:" section lists: "Student name, school and email: Sophie Raven, Swavesey Village College, sraven@swaveseyvc.co.uk"; "Start and end dates: 10 July 2023 - 14 July 2023"; and "Hours for the placement: Full time". A large red speech bubble points to the "Update" button at the bottom of the form. Below the details is a section with a warning: "You are aware that the placement provider has primary responsibility for the health and safety of the student; the school's legal role is to take reasonable steps to satisfy themselves that the employer is acting responsibly. For placement and health and safety purposes, young people on placements are considered the normal employees of the host organisation. What's this?". This is followed by the question: "Do you agree to Sophie going on the placement described above? Remember to check all the information above before agreeing." with a radio button for "Yes, I agree to Sophie going on the placement described above." and a checkbox for "Finished? Yes, I agree to mark as finished and notify school for their permission for the placement to take place?". At the bottom right, there is a green "Update" button.

Details will then be sent back to the school in order for Health and Safety checks to be completed and the placement to be approved.