

A Guide to Getting Your Work Experience Placement Approved

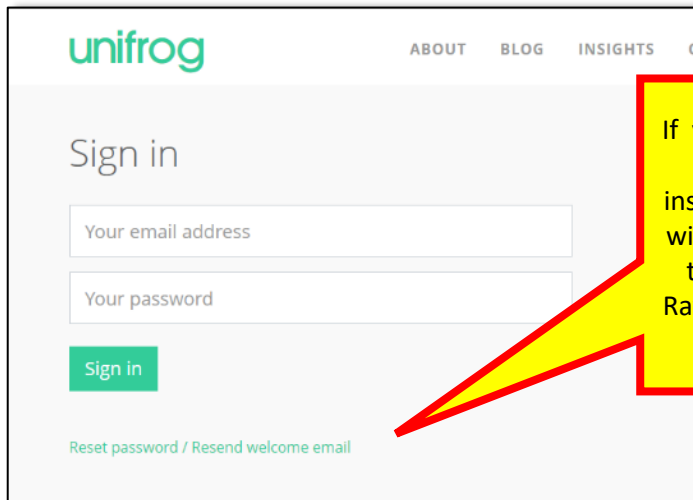
You will need the following information to hand:

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	



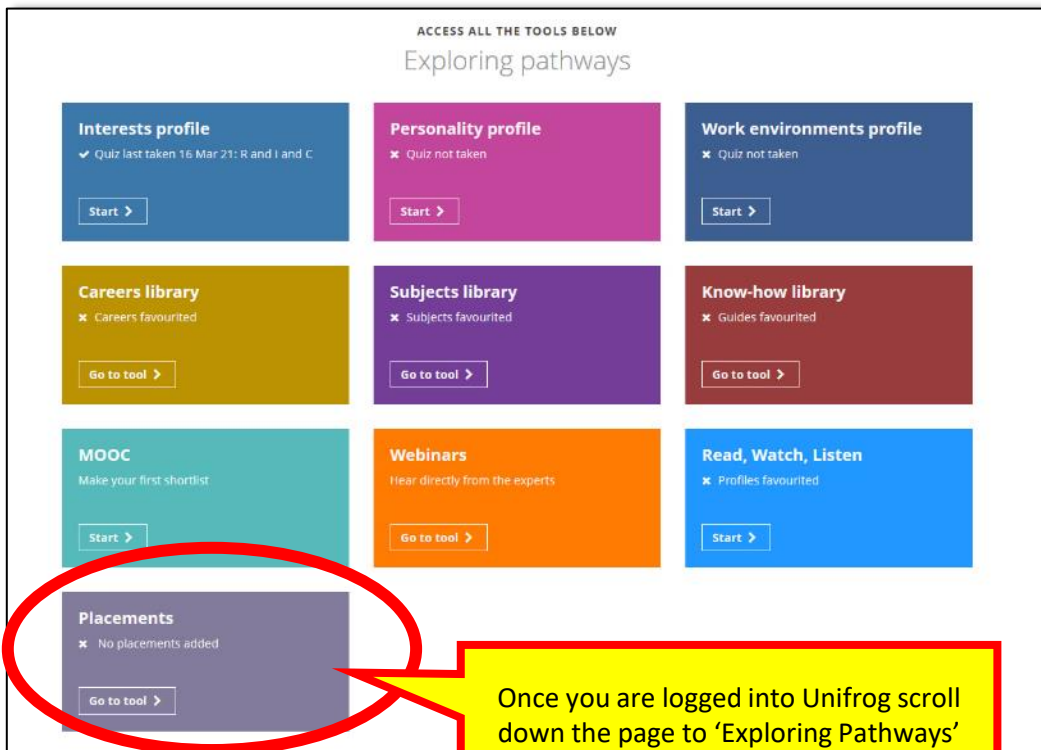
Login to your Unifrog account at
<https://www.unifrog.org/sign-in>, or
scan the QR code

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



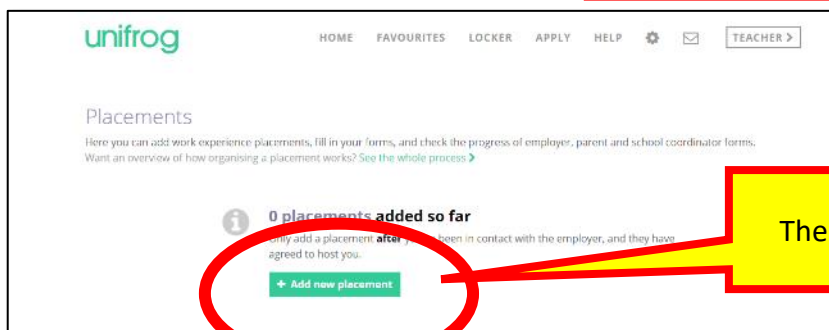
The image shows the Unifrog sign-in page. At the top left is the Unifrog logo. To the right are navigation links for 'ABOUT', 'BLOG', and 'INSIGHTS'. The main heading is 'Sign in'. Below it are two input fields: 'Your email address' and 'Your password'. A green 'Sign in' button is positioned below the password field. At the bottom left, there is a link that says 'Reset password / Resend welcome email'.

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 Mrs Raven in the Careers Office (opposite L7) or email sraven@swaveseyvc.co.uk



The image shows the 'Exploring pathways' dashboard in Unifrog. At the top, it says 'ACCESS ALL THE TOOLS BELOW' and 'Exploring pathways'. There are nine colored tiles, each representing a different tool or profile. The 'Placements' tile at the bottom left is circled in red. It shows 'No placements added' and a 'Go to tool >' button. Other tiles include 'Interests profile', 'Personality profile', 'Work environments profile', 'Careers library', 'Subjects library', 'Know-how library', 'MOOC', 'Webinars', and 'Read, Watch, Listen'.

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



The image shows the 'Placements' page in Unifrog. At the top left is the Unifrog logo. To the right are navigation links for 'HOME', 'FAVOURITES', 'LOCKER', 'APPLY', 'HELP', and 'TEACHER >'. The main heading is 'Placements'. Below it is a sub-heading: '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 >'. There is a section that says '0 placements added so far' with a green '+ Add new placement' button below it. The button is circled in red.

Then select '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.

* In person or Virtual

* Placement coordinator Make sure you select Mrs Raven

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 Work Experience Week is 8th – 12th July 2024

* Employer placement lead: name

* Employer placement lead: email

Important: this must be correct, or we won't be able to progress the form. This should be full time unless you are doing more than one placement

* Employer placement lead: email (again)

* Placement country

* Placement address

* Placement postcode / zip code

* 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?

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

* 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 the placement

* Parent / guardian email (again)

eg s.dali@gmail.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 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?

[Add placement](#) or [cancel changes](#)

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.

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.

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 The next stages are for: your parent / guardian needs to agree for it to happen, and lastly Mrs Raven 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. [more ^](#)
- 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](#)

Email sent to: 123@gmail.co.uk
Email sent: 28 September 2022 10:26:23

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.