



How to log an in person placement

Step 1

Go to www.unifrog.org/sign-in, and input your username (school email address) and your personal password.

If you cannot remember your password, use the 'Reset password / Resend welcome email' link.

The image shows a 'Sign in' form. It has two input fields: the top one contains 'example@unifrog.org' and the bottom one contains a series of dots representing a password. Below the fields is a green 'Sign in' button. At the bottom of the form is a link in green text: 'Reset password / Resend welcome email'.

Step 2

Scroll down to the 'Exploring pathways' section and you will see the 'Placements' tool.

Then click 'Go to tool'.

ACCESS ALL THE TOOLS BELOW

Exploring pathways

Interests profile
✓ Quiz last taken 8 Jun 20: S and A and E

[Start >](#)

Personality profile
✓ Quiz last taken 12 Nov 21: ESFJ

[Start >](#)

Work environments profile
✓ Quiz last taken 13 Oct 22

[Start >](#)

Careers library
✓ Careers favoured

[Go to tool >](#)

Subjects library
✓ Subjects favoured

[Go to tool >](#)

Know-how library
✓ Guides favoured

[Go to tool >](#)

MOOC
You have 9 shortlists

[Start >](#)

Webinars
Hear directly from the experts

[Go to tool >](#)

Read, Watch, Listen
✓ Profiles favoured

[Start >](#)

Placements
✓ 8 placements added, 0 completed

[Go to tool >](#)

Step 3

Click '+ Add new placement'



HOME FAVOURITES LOCKER APPLY HELP TEACHER >

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 >](#)



8 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

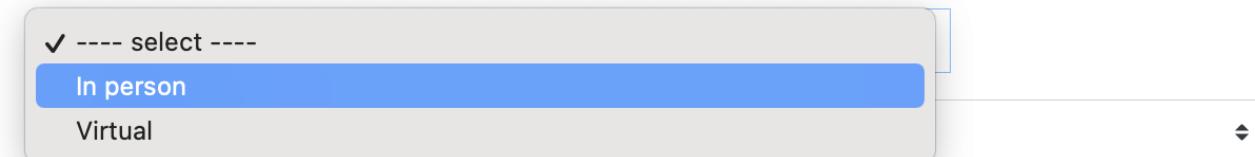


Step 4

Select 'In person' for any placements whereby you will be attending a workplace or 'Virtual' for any online opportunities.

* 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.

Step 5

Open the dropdown list for 'Placement coordinator' and select **Ms Martin** from the list.

* In person or Virtual

* Placement coordinator

* Name of placement business / organisation

* Placement start date

Placement end date

---- select ----

✓ ---- pick one ----

- Mr Mitch Purnell
- Miss Emily Adkins
- Miss Kim Anderson
- Ms Polina Andreeva
- Miss Alex Bailey
- Mr Victor Bamigboye
- Mrs Sheri Barnett
- Mr Nathaniel Beverley-Smith
- Lizzie Brennan

Step 6

Work your way through the form, filling in the basic information as you go.

Input the Placement start date, and then the end date (8 July – 12 July).

* Name of placement business / organisation	eg Lottie's little bakery		
* Placement start date	2	July	2022
Placement end date	-- leave blank if not applicable	-- leave blank if not applicable	-- leave blank if not applicable
* Describe the time commitment	eg Full time		
* Employer placement lead: name	eg Elon Musk		

Step 7

This step is **really important!**

Double check that you have typed the employer placement lead's email address correctly. We ask you to provide it twice, to make sure it is spelt the same both times.

* Employer placement lead: name

eg Elon Musk

* Employer placement lead: email

eg emusk@gmail.com

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

* Employer placement lead: email
(again)

eg emusk@gmail.com

Step 8

Employers need to be made aware of any special needs, illnesses, medical conditions, allergies or injuries that you may have. This is to make sure they can host your work experience placement safely, with your needs in mind. Be as honest as you can.

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?	<input type="text" value="Yes"/>
* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.	I injured my back last year, which means it is sometimes difficult for me to lift heavy items. I'm allergic to strawberries.
We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.	

Step 9

This step is also **really important!** We need your parent or carer's details so they can provide their permission via email.

Double check that you have typed your parent or carer's email address correctly. Again, we ask you to provide it twice, to make sure it is spelt the same both times.

* 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

Step 10

Read through the four points, then tick
'Yes, I agree to all four points above'.

The final step is to **read back over** the form to make sure you have entered everything correctly, then tick the 'Finished?' box and click 'Add placement'.

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](#)

unifrog

Go to www.unifrog.org/sign-in,
to get signed in.