

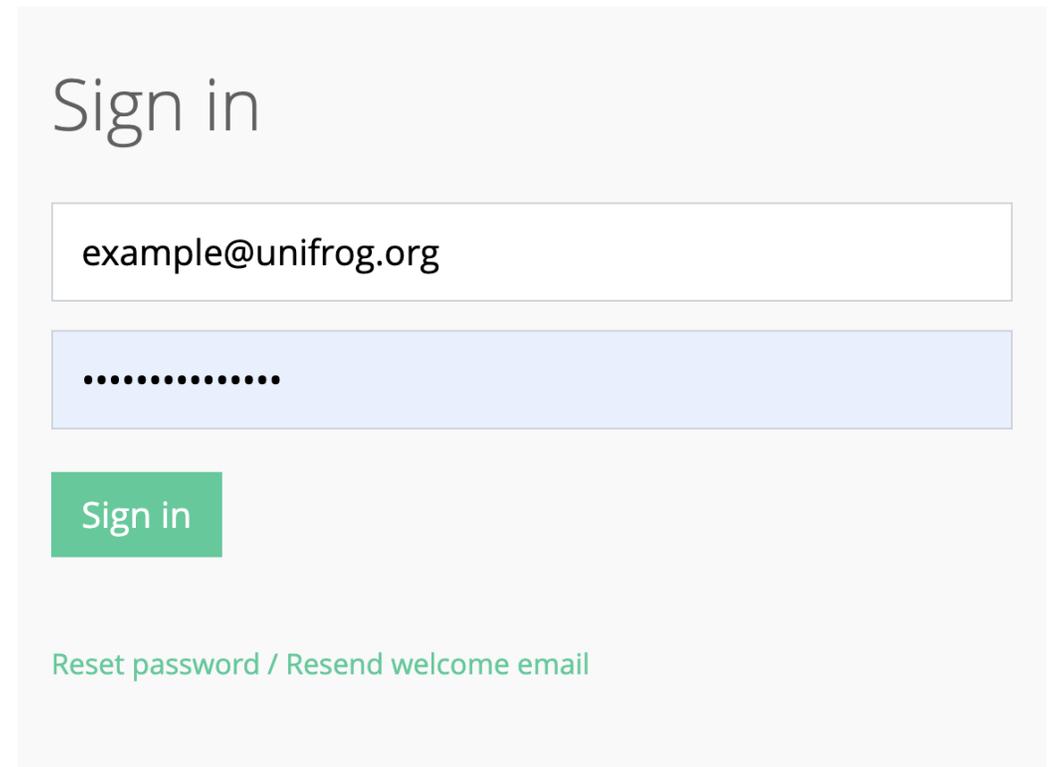
unifrog

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 screenshot shows a 'Sign in' form on a light gray background. At the top, the text 'Sign in' is displayed in a dark teal font. Below this, there are two input fields. The first field is a white box with a thin gray border containing the text 'example@unifrog.org'. The second field is a light blue box with a thin gray border containing a series of black dots representing a password. Below the input fields is a green rectangular button with the text 'Sign in' in white. At the bottom of the form, there is a link in teal text that reads '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

The image shows a grid of tool cards under the heading 'Exploring pathways'. The cards are arranged in four rows. The first row has three cards: 'Interests profile' (blue), 'Personality profile' (pink), and 'Work environments profile' (dark blue). The second row has three cards: 'Careers library' (yellow), 'Subjects library' (purple), and 'Know-how library' (dark red). The third row has three cards: 'MOOC' (teal), 'Webinars' (orange), and 'Read, Watch, Listen' (light blue). The fourth row has one card: 'Placements' (grey), which is highlighted with a red border. Each card includes a title, a status indicator (checkmark), and a button to start or go to the tool.

Interests profile ✓ Quiz last taken 8 Jun 20: 5 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 favourited Go to tool >	Subjects library ✓ Subjects favourited Go to tool >	Know-how library ✓ Guides favourited Go to tool >
MOOC You have 9 shortlists Start >	Webinars Hear directly from the experts Go to tool >	Read, Watch, Listen ✓ Profiles favourited 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

✓ ---- select ----

In person

Virtual

A screenshot of a web form showing a dropdown menu. The menu is open, displaying two options: 'In person' (highlighted in blue) and 'Virtual'. The text '* In person or Virtual' is positioned to the left of the menu, and '* Placement coordinator' is positioned to the left of the text below the menu.

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

- 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

* Name of placement business / organisation

* Placement start date

Placement end date

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

* Placement start date

Placement end date

* Describe the time commitment

* Employer placement lead: name

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	<input type="text" value="eg Elon Musk"/>
* Employer placement lead: email	<input type="text" value="eg emusk@gmail.com"/>
Important: this must be correct, or we won't be able to progress the placement.	
* Employer placement lead: email (again)	<input type="text" value="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.

<p>* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?</p>	<input type="text" value="Yes"/>
<p>* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.</p>	<input type="text" value="I injured my back last year, which means it is sometimes difficult for me to lift heavy items. I'm allergic to strawberries."/>
<p>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.</p>	

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)	<input type="text" value="eg Salvador Dali"/>
* Parent / guardian email	<input type="text" value="eg s.dali@gmail.com"/>
Important: this must be correct, or we won't be able to progress the placement.	
* Parent / guardian email (again)	<input type="text" value="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](#)

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