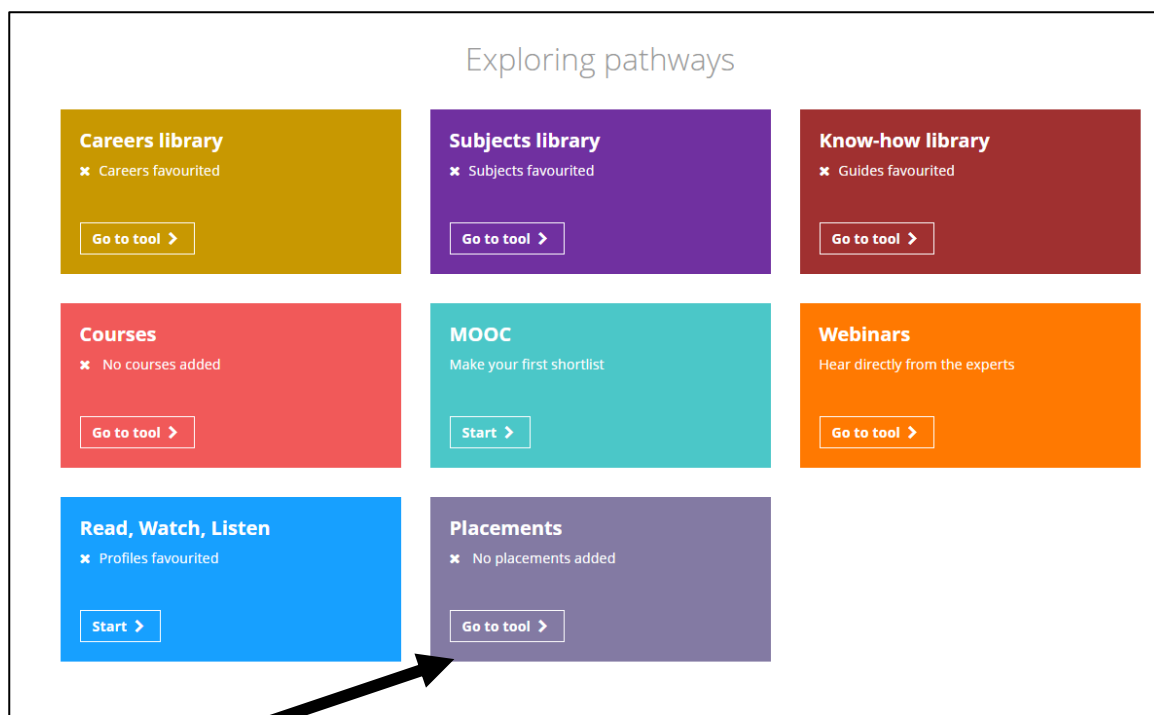


## Year 10 and Year 12 Work Experience 'Unifrog' Information

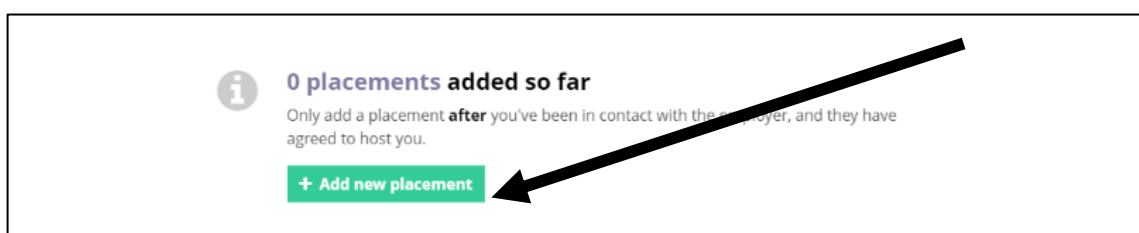
We use the **Unifrog** careers website to manage the administration linked to work experience placements. Students are required to find a suitable placement through family, friends and school contacts.

### To confirm a placement, students need to:

1. Log in to **Unifrog**, using their school email 'welcome' message sent from Unifrog.
2. Once on the site, students will be asked to add some more personal details.
3. Then, scroll down to find the '**Placements**' box/tab on the Unifrog homepage.



4. Click the Placements '**go to tool**'...This will take you to the first stage of adding your placement details.
5. **Only after the placement has been agreed verbally...Click on the + new placement tab**



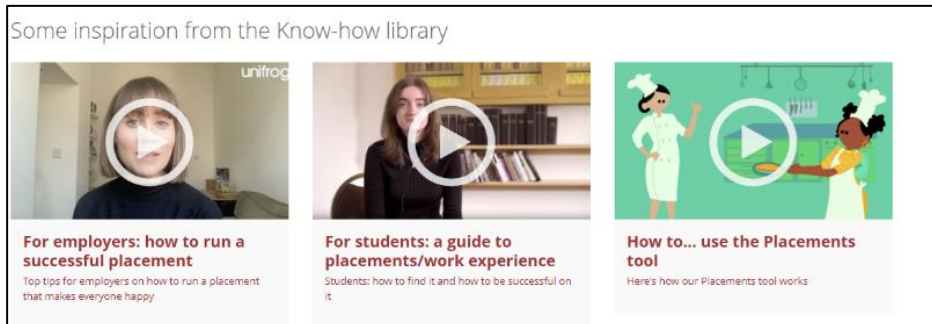
6. Add the relevant provider / employer details to the first on-line employer details form. **NB\*** make sure you add the contact email address correctly and their phone number etc. You will not get a reply otherwise! Also, make sure it is the person who will be dealing with the placement.
7. Wait for the employer to send an automatic email to your parents for confirmation. **Parents need to confirm the placement details and they are happy for the son/daughter to proceed.**
8. School will then be notified automatically and will check / authorise your placement.

9. Following the placement – remember to fill in your Unifrog **personal review/reflection** and get the **employer to fill in your on-line feedback form**.

**For more information and guidance** - watch the short introduction video that explains the process (found in the know how library – How to Use the Placement Tool

**In addition**, students and parents can go to the **‘Know How’ section** for a full description of how to record and activate the placement process.

**For advice about finding and getting the most from a placement, look at the Unifrog support modules and video clips accordingly.**



NB\* You will need to sign in to access the support modules and videos e.g.

Unifrog Website = <https://www.unifrog.org/student/placement>

Unifrog Know How Support Modules <https://www.unifrog.org/student/know-how/keywords/how-to-use-the-placements-tool>