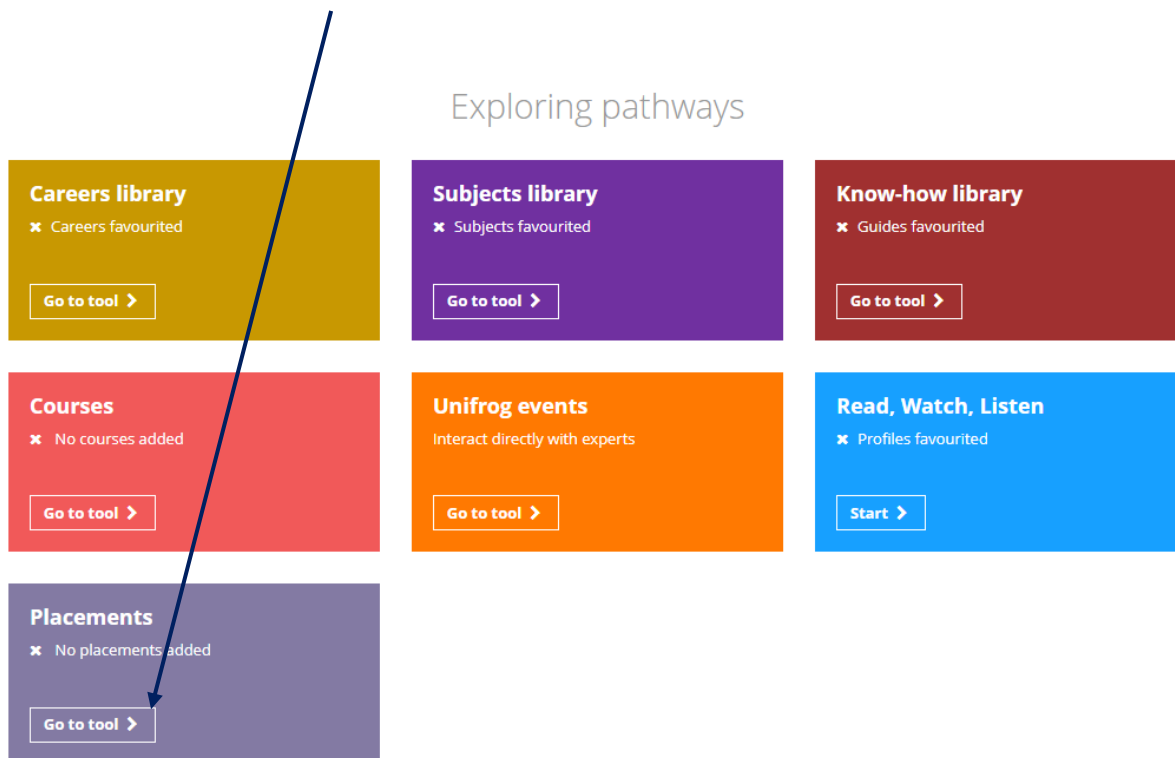


## Once you have secured a placement, you will need to add this on Unifrog

### Student actions:


1. Sign in to your Unifrog account. You should have received an email to your school email address. You will need to set a new password
2. From the home page scroll down to 'Exploring Pathways'
3. Click on the Placements tool



4. Click on +Add new placement

### 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 >](#)

 **0 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](#)

5. Placements should always be 'in person'.
6. Placement coordinator is Ms Smith; this should be the only option

Afterwards we'll ask the placement lead at the employer to fill in the next form.

**5** \* In person or Virtual

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

**6** \* Placement coordinator

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

\* What are your objectives for this placement?

Words: 0. 25 minimum recommended.

7. Make sure you have the full name, email address and phone number for the placement

\* Employer placement lead: name

\* Employer placement lead: email

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

\* Employer placement lead: email (again)

**Finally:**

Please advise the employer that they will be sent an **Employer Initial form** from **Unifrog** to their email, which they need to complete to allow you to do your placement. Once completed, your parents/carers will be asked via email to consent; so please ask them to check their emails.

Any questions, please ask Ms Smith