



How to log an in person placement

Step 1

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

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

Sign in

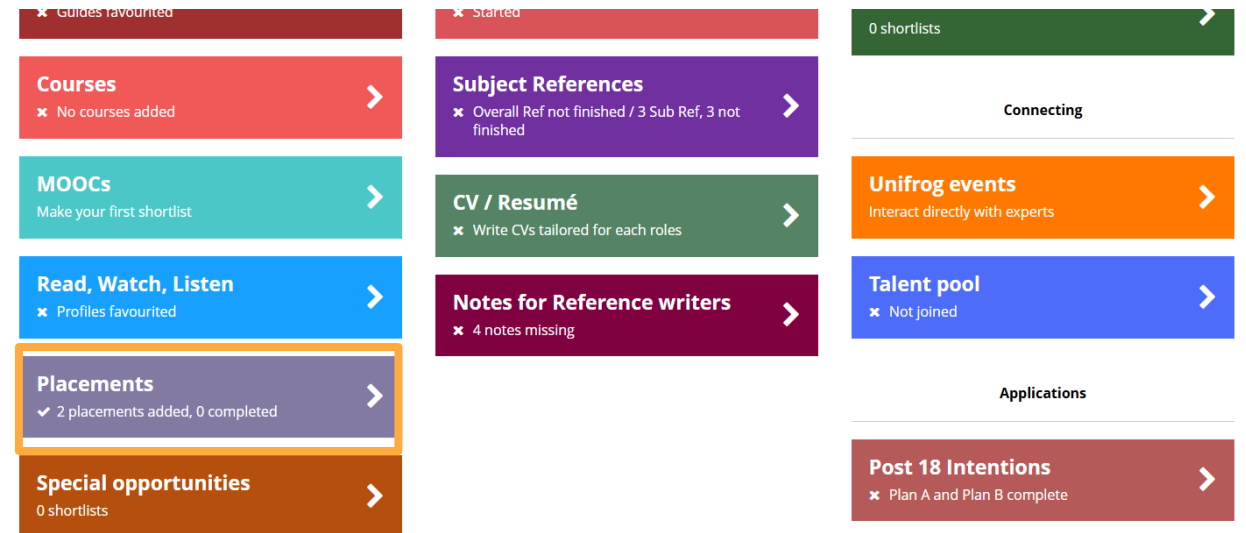
Sign in

[Reset password / Resend welcome email](#)

Step 2

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

Then click on it.



Step 3

Click '+ Add new placement'



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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

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

* Name of placement business /
organisation

eg Lottie's little bakery

* Placement start date

2

July

2022

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

* Describe the time commitment

eg Full time

* Employer placement lead: name

eg Elon Musk

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's 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

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?	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.	

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

Double check that you have typed your parent or guardian's email address correctly. Again, we ask you to provide it twice, to make sure it's 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 5

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've 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.