



Dear Work Experience Placement

Thank you very much for providing a Kingsbridge College student with a work placement. We are grateful that you give your time, energy and expertise to support students wider education, by providing them with an opportunity to explore the world of work and develop other important skills to support them in their next steps. We know students thoroughly enjoy their time and gain a lot from their experiences.

Before a student can begin a work experience, we ask for placements to provide some information about the work experience being offered to them. To do this we use [Unifrog](#) - an online platform that helps students explore their next steps. The Placements tool on the platform helps us with the administration behind running work experience, such as the necessary risk assessments and permissions. It is also a tool that students can use to reflect and track their achievements and experiences.

The next page outlines the steps that need to be completed before a student starts their placement with you. Please do not delay in completing your part of the process – it is really important that all the steps of the Unifrog process are completed before a student starts.

Important to note that students must not be paid whilst doing work experience.

If you have any questions about completing the Placements form (e.g. how to complete the Placements form if your exempt from employers' liability) or on running a successful placement, Unifrog have a series of excellent guides to help:

- [Explainer: What employers need to know about the placements forms : Unifrog Blog](#)
- [For employers: how to run a successful placement : Unifrog Placement Guides](#)

For any other questions, please contact discovery@kingsbridgecollege.org.uk

Thank you again!

Emily Lilley

Assistant Principal – Director of Sixth Form

Steps

1. Agreement

Once the student and yourself have agreed a on a work experience, the student will start the ball rolling in Unifrog. Please provide the student with accurate contact information.

2. Notification

You will receive an emial from **Unifrog** noreply@unifrog.org. Please click the **Complete it now** button.

Please keep an eye on your Spam folder in case it ends up there!

unifrog

Hello! You've been invited to host an **In-person Placement** for Alice

Let's make it happen

Alice has invited you to be an employer placement lead. The **next stage** is for you to fill in a **short form**, giving information about the placement you will very excellently host.

Start and End date:

14 November 2026 - Ongoing

Location:

dfdgds, United Kingdom, gfgfdgfdg

What now?

Complete the Employer initial form

Complete it now

3. Complete the Employer initial form

The Employer initial form will then open in your browser. Please check the details the student has put in is what you have agreed and then complete your part of the form.

Please then complete the form with accurate details of the placement (this includes what the student will be doing, what to wear, any health and safety).

Note: you will need your Employers Liability Insurance, Risk Assessment and Fire Risk Assessment to complete the form. If you do not have these documents because you exempt, you can mark this on the form.

Employer initial form

You're editing an Employer initial form for an **In person Placement** for Alice Taylor

Please read the information below carefully. When you're done click **'finished'** at the bottom of the form.

If any of the pre-filled information below seems incorrect, liaise with the placement coordinator at Kingsbridge Community College, Mrs Taylor:
Alice.TAYLOR@kingsbridgecollege.org.uk

NB: The link to this form will expire in 758 days, 60 days after the placement is scheduled to start.

Need some help to fill out this form? Check out [the guidance here](#) ▾

4. It's going ahead

Once you've completed your section of the form, the student's parent/carer and KCC Placement Co-ordinator will check the details you have provided and give consent to sign off the work experience.