



KINGSBRIDGE COMMUNITY COLLEGE

Balkwill Road, Kingsbridge, Devon TQ7 1PL

t 01548852641

Principal: Tina Graham

CEO: Matthew Shanks

www.kingsbridgecollege.org.uk



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

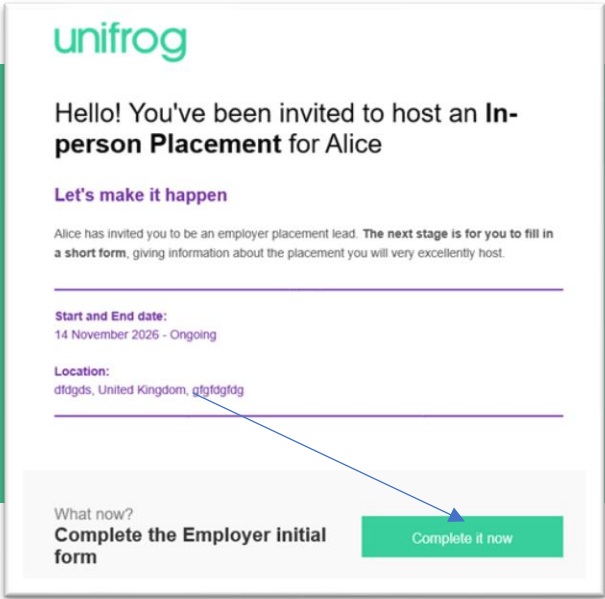
1. Agreement

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!



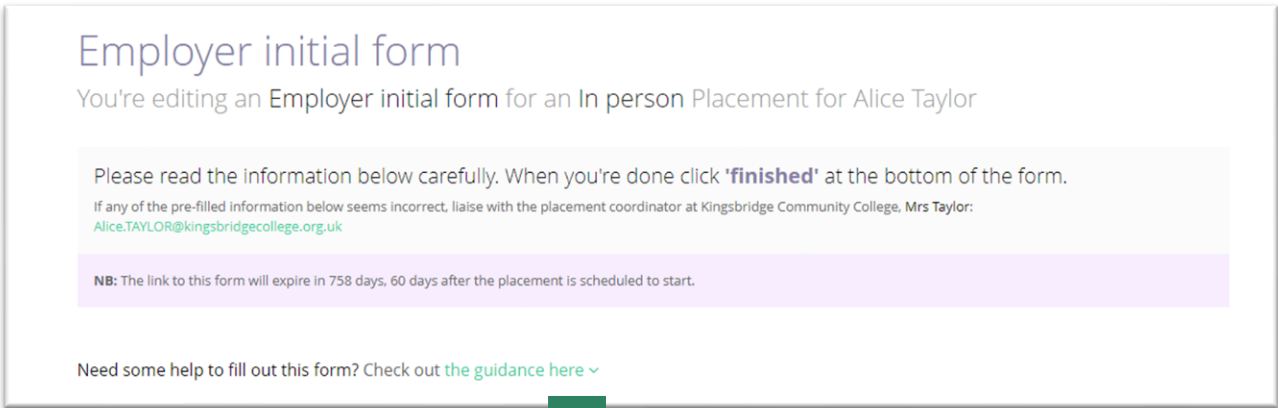
The image shows a screenshot of an email from Unifrog. The header has the Unifrog logo. The main text says: "Hello! You've been invited to host an In-person Placement for Alice". Below this is a sub-header "Let's make it happen". The body text states: "Alice has invited you to be an employer placement lead. The next stage is for you to fill in a short form, giving information about the placement you will very excellently host." There are two horizontal lines for input. The first line is labeled "Start and End date:" and contains the text "14 November 2026 - Ongoing". The second line is labeled "Location:" and contains the text "dfgds, United Kingdom, gfgdgdg". At the bottom, there is a section titled "What now?" with the text "Complete the Employer initial form" and a green button labeled "Complete it now". A blue arrow points from the "Complete it now" button in the email to the "Complete it now" button in the form below.

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.



The image shows a screenshot of the "Employer initial form" editing screen. The title is "Employer initial form". Below it is the subtitle "You're editing an Employer initial form for an In person Placement for Alice Taylor". There is a light blue box with the text: "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". Below this is a purple box with the text: "NB: The link to this form will expire in 758 days, 60 days after the placement is scheduled to start." At the bottom, there is a link: "Need some help to fill out this form? Check out [the guidance here](#) ~". A large green arrow points from the bottom of this form to the "4. It's going ahead" section below.

4. It's going ahead

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