

Adding your placement to Unifrog

These slides will help you add your placement to Unifrog, after you have been in contact with employers and the employers have agreed to host you.

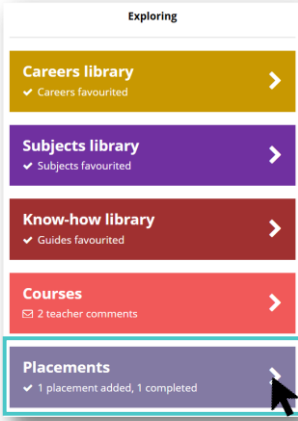
Follow the steps to add your placement to the Placements tool.

You will need to have access to your placement details, including the contact details of the employer and your parents/guardians email address


Slide 1

Using the Unifrog Placements tool

i The next few slides will show you how to use the Placements tool.



- After logging into your Unifrog account, scroll down to **'Exploring.'**
- If you don't see the Placements tool straight away, click **'All tools'**.

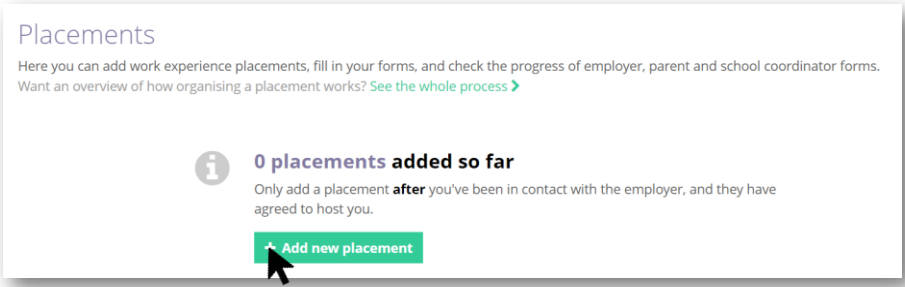


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Slide 2

Using the Unifrog Placements tool

To get started, click '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 >](#)

i **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.

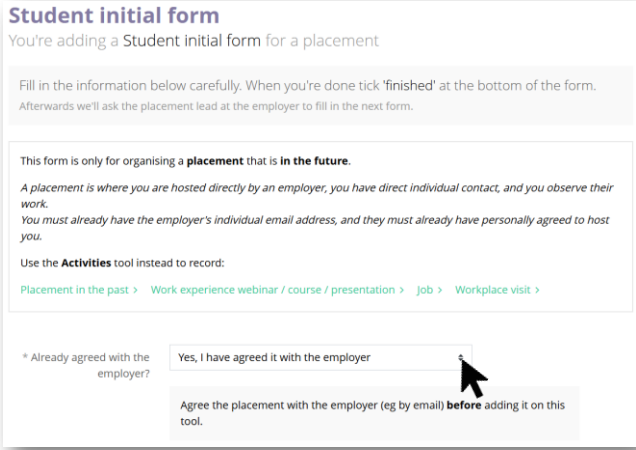
+ Add new placement

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Slide 3

Using the Unifrog Placements tool

You'll first see a page that asks you to confirm that you're organising a placement that's **in the future** and **agreed with the employer**.



Student initial form
You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

This form is only for organising a **placement that is in the future**.
A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work. You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the **Activities** tool instead to record:
[Placement in the past](#) > [Work experience webinar / course / presentation](#) > [Job](#) > [Workplace visit](#) >

* Already agreed with the employer?

Agree the placement with the employer (eg by email) **before** adding it on this tool.

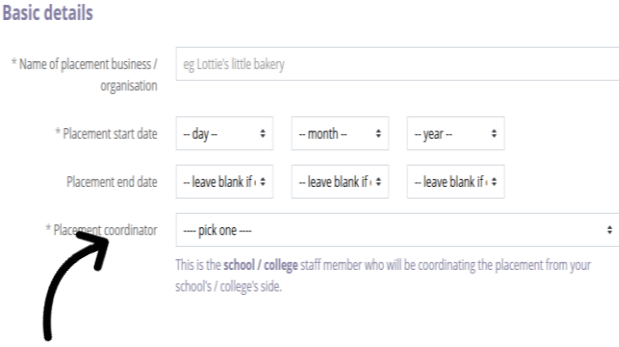
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Slide 4

Using the Unifrog Placements tool

You'll then see your **Student initial form**.

Here, you'll be able to enter important details about your placement.



Basic details

* Name of placement business / organisation

* Placement start date

Placement end date

* Placement coordinator

This is the school / college staff member who will be coordinating the placement from your school's / college's side.

Placement Coordinator is Mrs Heald

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Slide 5

Using the Unifrog Placements tool: Logistics

Enter the time commitment, **full time 3 days**.



Logistics

* Describe the time commitment
Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement?
---- select ----


Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Then select that your placement is **in-person**



Slide 6

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Placement country
---- select ----

* Placement address
eg 100 Pudding Lane, London

* Placement postcode / zip code
eg EC3R 8AB


* Is this the workplace where you'll be based throughout the placement?
---- select ----

If you select 'no' then you'll need to explain where you'll be based.

* Explain where you'll be based throughout the placement

For half of the placement, I'll be at...
For the other half, I'll be at...

Record where the placement is and whether this workplace is where you'll be based throughout the placement.



Using the Unifrog Placements tool: Logistics

If your placement is all or part **in-person**, you'll need to add some extra information.

* Will you live at home as normal during the placement?

* How will you travel to and from the placement?

If you select 'no' then you'll need to explain where you'll be living.

* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number

Select whether you'll live at home as normal during the placement and how you'll travel there.

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Using the Unifrog Placements tool: Your objectives

Your objectives

* What are your objectives for this placement?

During this placement, I'd like to observe...
I'm really keen to learn about...
I'd like to know...

Words: 17. 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.


Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#) v

Create some learning objectives for your placement.

What skills do you want to develop? What do you want to learn?

 Remember that this text will be shown to the employer.

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Using the Unifrog Placements tool: Employer contact details

Employer contact details

* Employer placement lead: name
eg Tim Cook


* Employer placement lead: email
eg tcook@apple.com

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

* Employer placement lead: email (again)
eg tcook@apple.com

* Employer placement lead: phone number
-- country code --
Phone number

Enter the employer placement lead's name, email address, and phone number.


Double check that you've entered the employer's email address correctly!

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Using the Unifrog Placements tool: Your details

If your placement is all or part **in-person**, you'll need to add some extra information.

Your details

* Your date of birth

1
January
2000

* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?
---- select ----

Enter your date of birth, any special needs, illnesses, medical conditions, allergies, or injuries.

If you select 'yes' then you'll need to add details.

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.
Peanut allergy

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Using the Unifrog Placements tool: Your details

If your placement is all or part **in-person**, you'll need to add some extra information.

* Parent / guardian (who must also be your emergency contact)


* Parent / guardian email


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

* Parent / guardian email (again)

Enter your parent/guardian's name and email address.

Double check that you've entered your parent/guardian's email address correctly!





Using the Unifrog Placements tool

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/college as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Form finished? mark this form as finished and notify employer to fill in their initial form

Add placement or cancel changes

Read the four points and tick 'Agree' to acknowledge your agreement.

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

