



Work Experience

Applying for Work Experience using the
Unifrog Placement Tool

unifrog

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Sign in

[Reset password / Resend welcome email](#)

Been given a Sign up Code?

[➤ Use it here](#)

You have all been given an account on Unifrog, which you can access through the student launchpad on the school network.

If you have forgotten your Unifrog login details, you can request a reminder on the home screen

Placements

✖ No placements added

Go to tool >

- Once logged on to your Unifrog account, scroll down "Exploring pathways" until you see "Placements" as indicated on the left.
- Click on Go to tool.

Recording what you've done

Activities

✖ Recorded at least 10

Go to tool >

Competencies

✖ Completed all 12

Go to tool >

Interactions

✖ Missing 12 Interaction types

Go to tool >

Searching for opportunities



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

To use the Placements tool we'll need your Date of Birth first

Enter your Date of Birth >

- You will first need to enter your Date of Birth .
- This is for Safeguarding. Firstly, to make sure you are a member of our school and secondly that the placement is age appropriate.

Some inspiration from the Know-how library



Placements

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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

- Once this screen appears you then click on "Add new placement"
- It is important that you have all the employer's details before completing this form.

Some inspiration from the Know-how library



- 1 Student initial
- 2 Employer initial

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.

* In person or Virtual

---- select ----

* Placement coordinator

---- pick one ----

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

When filling in the Placement Coordinator, it is important you click Mrs Yeomans from the drop-down menu, it is not your Form Tutor.

* Name of placement business / organisation

Dartington Trust

* Placement start date

28

December

2022

Placement end date

29

December

2022

* Describe the time commitment

Full Time

* 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)

* Placement country

United Kingdom

* Placement address

Dartington Hall Estate

* Placement postcode / zip code

➤ Complete the Employer details.
➤ It is very important you have the correct email address of the person who will be authorising your placement.
➤ If the email address is incorrect your application will not be progressed.

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

Yes



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

Yes

* How will you travel to and from the placement?

Parent driving me



* Do you have any special needs, illnesses or injuries that may affect your placement?

No



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

* Parent / guardian email

* Parent / guardian email (again)

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

Answer the remaining questions on the form.
If you answer "No" to "Is this workplace where you'll be based" or "Will you live at home during the placement" another drop down box will appear that you will need to complete.
If you answer "Yes" to "Do you have any special needs, illnesses or injuries." This information will be shared with the school coordinator and employer placement lead, but it will not be shared with your parent/guardian.
Again, make sure your Parent/guardian email address is correct or your placement will not be progressed.

* Parent / guardian email (again)

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

- Tick the “Agree” and “Finished” boxes which allows Unifrog to send your details to the employer and parents.
- You will then click on “Add placement”

Once the form is complete an email is then sent to both the employer and your parent/guardian asking them to agree to the placement taking place on the dates given.

We will **not** be able to authorise your placement if all the relevant permissions and checks have not been carried out.

If you have any questions or require help to complete the form, please see Mrs Yeomans in the Careers office (Upstairs in the Library).