

Hele's School

A great place to learn. A great place to grow.



Work Experience & Unifrog

A Handy Guide on How to Use Our Online Careers Platform

Every student has a login for our online careers platform **Unifrog**. This guide will show you how easy it is to arrange your work experience using the platform.

Unifrog has a series of forms that need to be filled out by all those involved in the Work Experience placement: student, employer/place, parent/carer, and school careers office. It is a chain of communication that once each section is complete, rolls on automatically to the next section. Thus, the Work Experience placement is organised smoothly and easily, all in one place.

1. Access your **Unifrog** account and sign in.
2. Go to 'Placements'.
3. Watch the short video on 'Placements' found in the Work Experience section.
4. For extra support and help, read the 'Work Experience – How to Contact Employers' and 'Work Experience – Researching Possible Placements' guides.
5. Add new placement details by clicking on 'New Placement' (this is where you upload the contact details of the employer/place where you want to do your work experience).
6. **Unifrog** will contact the employer/place for you, then your parent/carer will be contacted to fill out their part, then the school will finish the chain of forms to be filled out.
7. Placement will be confirmed.
 - It is down to you to contact your preferred placement and arrange your work experience there.
 - Please contact potential placements as soon as possible. Popular placements will be contacted by other eager students very early, and all the places will soon be used up.
 - When contacting your preferred placement, please ensure you have all of their correct contact info: name, email, phone number etc.
 - Please use **Unifrog's** tools for letter and CV writing – these templates are designed to make things easy for you.
 - Don't be afraid to think outside the box – past Year 10 students have done everything from helping at a dance school to working at the Barbican Theatre, and from a vet to serving coffee at a cafe. Hair and beauty to a bakery, or architects' studio to charity shop. The opportunities are endless!
 - Make the most of what's around – The National Trust at Saltram maybe, the National Marine Aquarium on the Barbican, or your old primary school. Think about how easy it will be to get to your placement.
 - Placements should be uploaded by 31st January 2025.

Remember: **Unifrog's** Placements tool puts all things work experience in one place, providing an easy tracking process for students, employers, parents/carers, and teachers. The tool is a series of forms that are easy for teachers, students, and employers to complete.

You can also use **Unifrog's** other tools including quizzes on personality and your strengths and weaknesses, how to write a personal statement, or how to explore your options post 16.

If you need any help please contact Miss Miller, Careers Support Manager, at millerr@heles.plymouth.sch.uk

