

## **YEAR 10 WORK EXPERIENCE 2025 – UNIFROG PLACEMENTS TOOL**

The Unifrog Placements Tool aims to make life easy for everyone involved in work experience: students, parents, teachers and employers. Here's how it works.

The Placements Tool helps to manage the admin behind the work experience process, making it easy for students to get the ball rolling, and arrange a work placement for themselves.

Essentially the tool is a series of forms which need to be completed by specific people at specific times. As soon as one person fills in a form, the next person gets notified via email, so the whole process runs smoothly and automatically.

Once students have spoken to an employer and been accepted for a work experience placement, they will need to complete the 'Student initial form' on the placement tool. This asks for certain information to be recorded (listed below):

- School placement coordinator name (**Mr Thornton**)
- Name of business / organisation (Oriel High School)
- Start and End dates of placement (9<sup>th</sup> – 11<sup>th</sup> July 2025)
- Employer placement contact name and email address
- Work placement address
- Is this the workplace where you'll be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Do you have any special needs, illnesses or injuries that may affect your placement?
- Parent / guardian (who must also be your emergency contact) name and email address
- Do you agree to abide by confidentiality, safety, and absence rules?

### **When (and how) should a student add a placement?**

You will need to log in to your child's Unifrog account:

<https://www.unifrog.org/sign-in>

If your child doesn't know what to do, please ask them to enter their **school email** address on the sign in page, then click on reset password. An email will be sent to their school email address for them to click on and set a new password. From this moment they will have access to the platform.

On the Unifrog homepage, find the Placements tile, and click on “go to tool”. This will take you to the Placements Tool. Here, you will also find some videos which explain how to use the Placements Tool.

Before adding a work experience placement to the Placements Tool, students should *first* get confirmation that the employer is happy to host them for work experience. They can contact companies via email or telephone.

After the student fills in the ‘Student initial form’ to get the ball rolling, the system automatically emails the employer inviting them to fill in the ‘Employer initial form’.

After students have added a placement, they will receive an acknowledgment email from Unifrog. They can use the Placements Tool to check the status of their placement.

**To summarise:**

- 1) Decide what sort of work experience placement you would like
- 2) Choose an employer you would like to go to, and contact them
- 3) If they agree to take you on for work experience, ONLY THEN should you add their details to the Unifrog Placements Tool
- 4) Once this is done, the system will send an email to the employer asking them to confirm the placement
- 5) Subsequent emails will be sent to your parents/carers and Mr Thornton

If you need any more information on choosing your work experience placement and setting it up on the Unifrog placement tool, please visit the following:

<https://www.unifrog.org/placement/guides/for-students-a-guide-to-placements-work-experience>