

# unifrog

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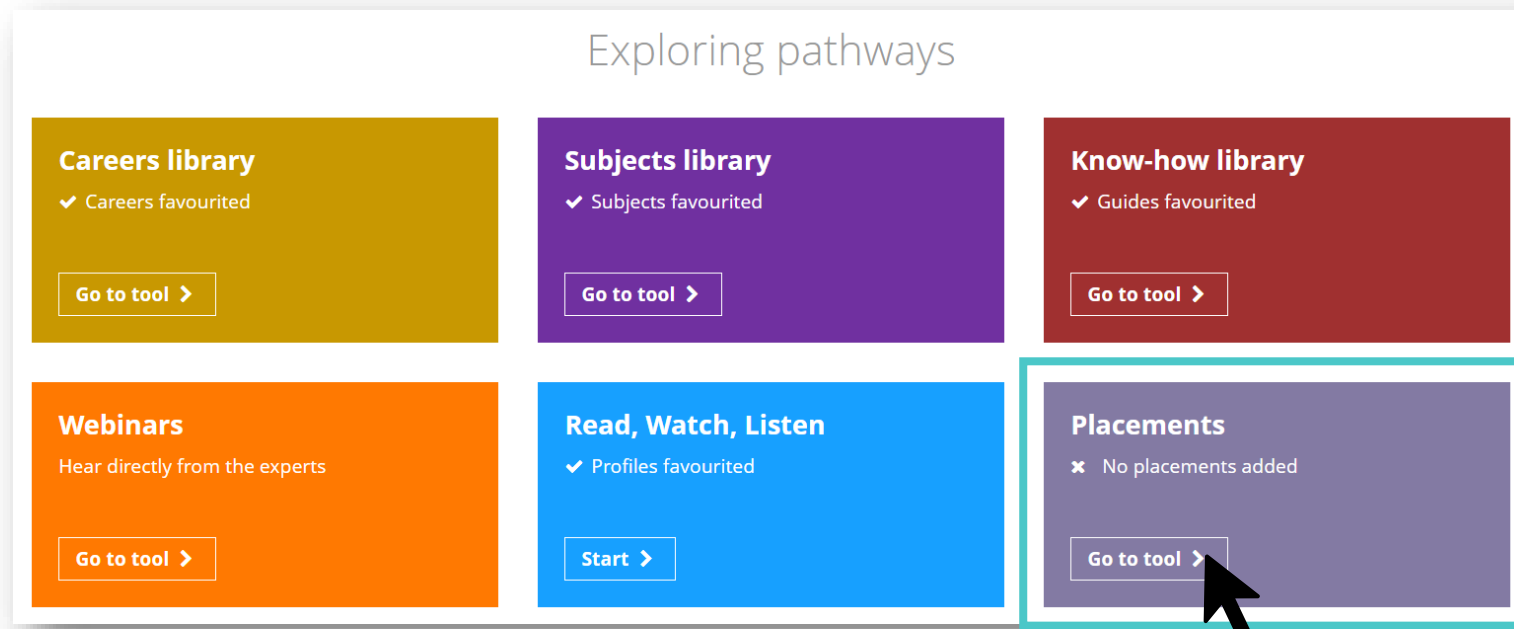
Quick task: Adding a  
placement

# Using the Unifrog Placements tool



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

- After logging into your Unifrog account, scroll down to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.

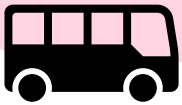


# Using the Unifrog Placements tool

You can use the Placements tool for:

## In person work experience

*Direct, personal interaction with an employer that involves visiting a workplace.*



## Virtual work experience

*Direct, personal interaction with an employer via an online platform.*



# 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 >](#)



### 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



# 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.



## 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 ----

**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

\* Placement coordinator

---- pick one ----

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

\* Name of placement business / organisation

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if --

-- leave blank if --

-- leave blank if --

\* Describe the time commitment

eg Full time

# Using the Unifrog Placements tool

\* In person or Virtual

In person



**Placements tool or Activities tool?** The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >


**Virtual or In person?** If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

Select whether your placement is **in person** or **virtual**.



**'You need to select 'In Person'**

# Using the Unifrog Placements tool: **in person** and **virtual**


\* Placement coordinator  

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

Select the staff member at school/college who is coordinating your placement.

\* Name of placement business / organisation

\* Placement start date

Placement end date    

\* Describe the time commitment

Then enter the business name, placement dates, and time commitment.

# Using the Unifrog Placements tool: **in person** and **virtual**

* Employer placement lead: name	<input type="text" value="Alex Kelly"/>
* Employer placement lead: email	<input type="text" value="info@unifrog.org"/>
<b>Important:</b> this must be correct, or we won't be able to progress the placement.	
* Employer placement lead: email (again)	<input type="text" value="info@unifrog.org"/>

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



**Double check that you've entered the email address correctly – THIS IS  
VERY IMPORTANT**



# Using the Unifrog Placements tool: **in person**

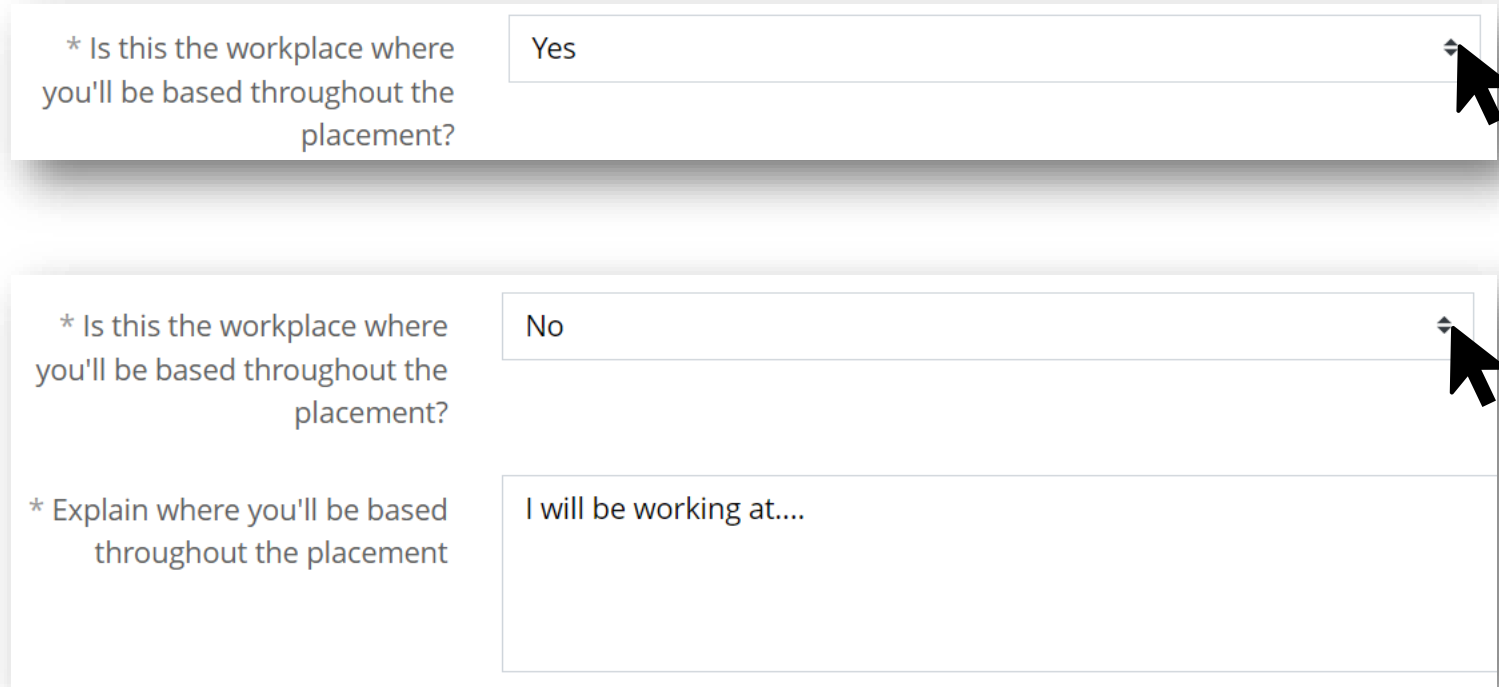
If your placement is **in person**, you'll enter some additional information:

* Employer placement lead: phone number	United Kingdom (+44)	2033725991
* Placement country	United Kingdom	
* Placement address	Brickfields, Unit 215, 37 Cremer Street	
* Placement postcode / zip code	E2 8HD	

Enter the placement lead's phone number and the location of the placement.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:



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

Yes

No

\* Explain where you'll be based throughout the placement

I will be working at....

Select whether or not the placement address is where you'll be based.

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

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Will you live at home as normal during the placement?	Yes
* How will you travel to and from the placement?	I'll take the train from Maidstone to London

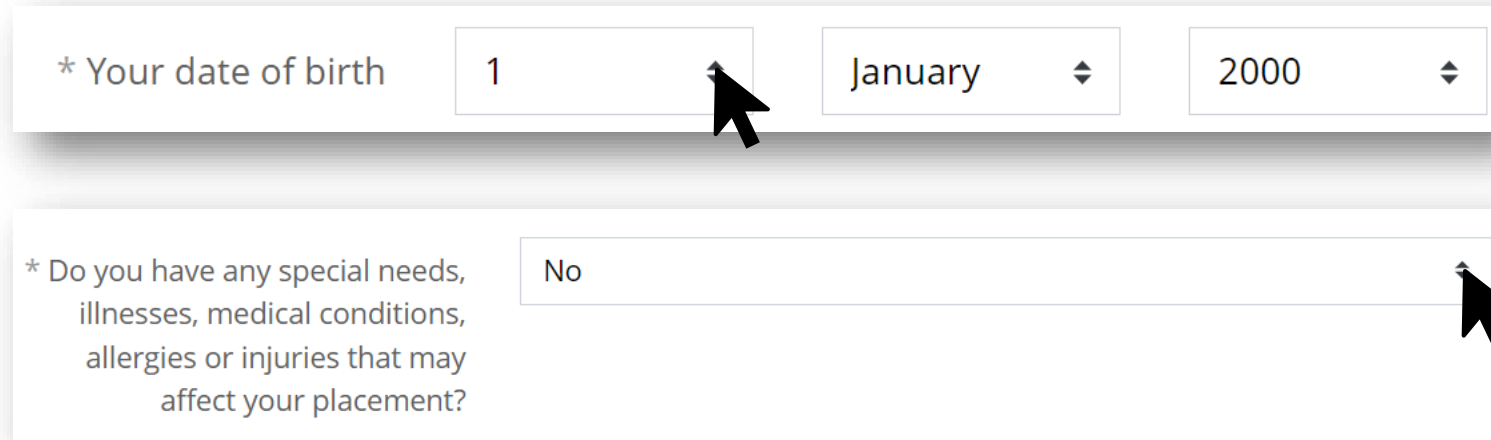
  

* Will you live at home as normal during the placement?	No
* Explain where you'll live during the placement	I'll be staying with my Aunty in London.
* How will you travel to and from the placement?	I'll take the 21 bus

If you select 'no' then you'll need to explain where you'll live during the placement.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:



The screenshot shows two form fields. The first field is labeled '\* Your date of birth' and contains three input boxes: the first has the number '1', the second is a dropdown menu showing 'January', and the third has the year '2000'. A mouse cursor is pointing at the first box. The second field is labeled '\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?' and contains a dropdown menu with the word 'No'. A mouse cursor is pointing at the dropdown menu.

\* Your date of birth

1 January 2000

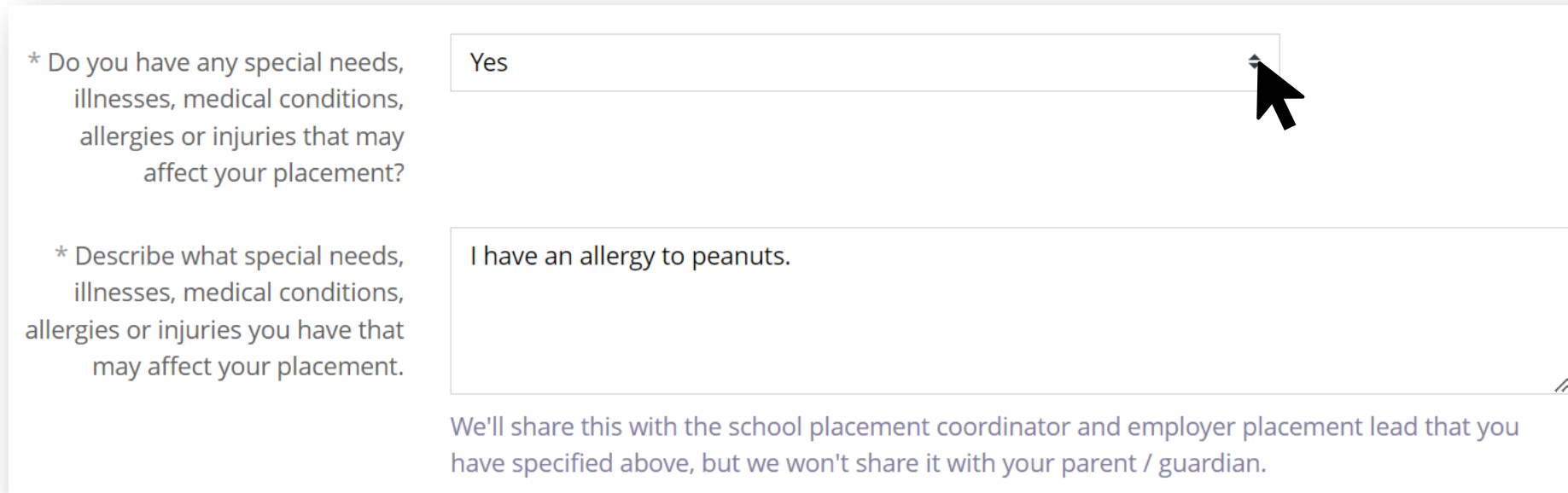
\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?

No

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:



The screenshot shows a form with two main sections. The first section has a label: '\* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement?'. To its right is a dropdown menu with 'Yes' selected. A mouse cursor is pointing at the dropdown arrow. The second section has a label: '\* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.'. To its right is a text area containing the text 'I have an allergy to peanuts.'.

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

Yes

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

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

* Parent / guardian (who must also be your emergency contact)	<input type="text" value="Sally Cooper"/>
* Parent / guardian email	<input type="text" value="sallycooper@example.com"/>
<b>Important:</b> this must be correct, or we won't be able to progress the placement.	
* Parent / guardian email (again)	<input type="text" value="sallycooper@example.com"/>

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



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

# Using the Unifrog Placements tool: **in person** and **virtual**

## 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.



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

Form finished?

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



You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

**Add placement** or [cancel changes](#)



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

# Using the Unifrog Placements tool: **in person** and **virtual**

## Unifrog

Scheduled for: **01 May 23 - 12 May 23** Type: **In person**

- ① **Student initial form** Completed on 21 March 2023
- ② **Employer initial form**
- ③ Parent / Guardian agreement
- ④ School permission
- ⑤ School during-placement check-in
- ⑥ Employer review form
- ⑦ Student reflection form

more ▾

more ▾

more ▾

more ▾

more ▾

more ▾

more ▾

If you need to change anything, click 'more' next to 'Student initial form' and then 'Edit.'

You'll be able to keep track of the next steps by clicking 'more' next to the other forms.



# Adding a placement



**Now it's your turn to add your placement!**

Read each section carefully and check the information you've entered before clicking 'Finished.'

Exploring pathways

<b>Careers library</b> ✓ Careers favourited <a href="#">Go to tool &gt;</a>	<b>Subjects library</b> ✓ Subjects favourited <a href="#">Go to tool &gt;</a>	<b>Know-how library</b> ✓ Guides favourited <a href="#">Go to tool &gt;</a>
<b>Webinars</b> Hear directly from the experts <a href="#">Go to tool &gt;</a>	<b>Read, Watch, Listen</b> ✓ Profiles favourited <a href="#">Start &gt;</a>	<b>Placements</b> ✗ No placements added <a href="#">Go to tool</a>

Make sure you have the contact details of your employer placement lead to hand.



# unifrog

Sign in at:

**[unifrog.org/sign-in](https://unifrog.org/sign-in)**