

Year 10

Work Experience

A Guide to Getting Your Work Experience Placement Approved

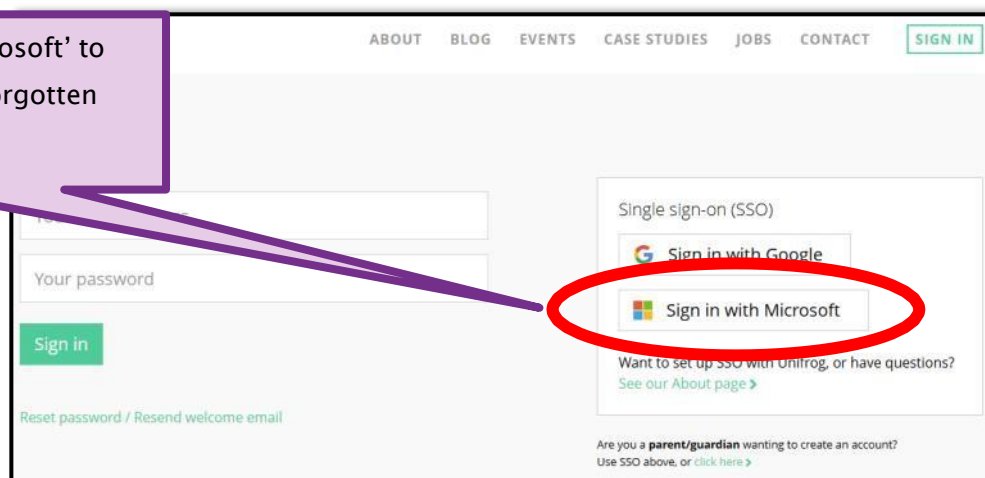
You will need the following information to hand:

Name of the placement business (The name of the company where you will be doing your placement)	
Employer placement lead name (The name of the person who has offered you the placement)	
Email address of the person who has offered you the placement	
Company address and postcode	
Your parent or guardians email address	

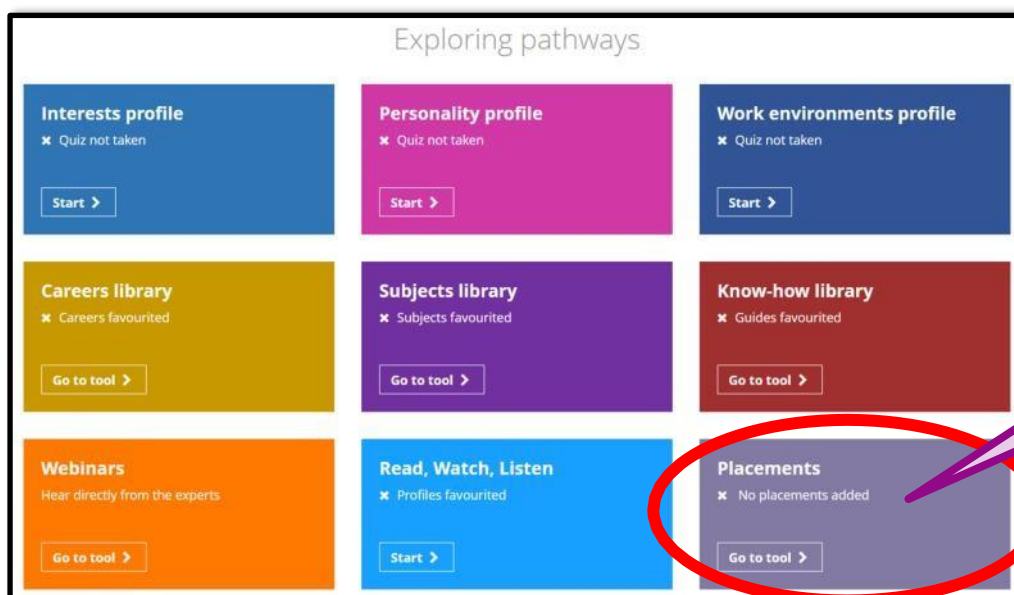
Login to your Unifrog account at <https://www.unifrog.org/>

The first step in getting your Work Experience Placement approved is to upload the details into Unifrog, please follow the instructions below:

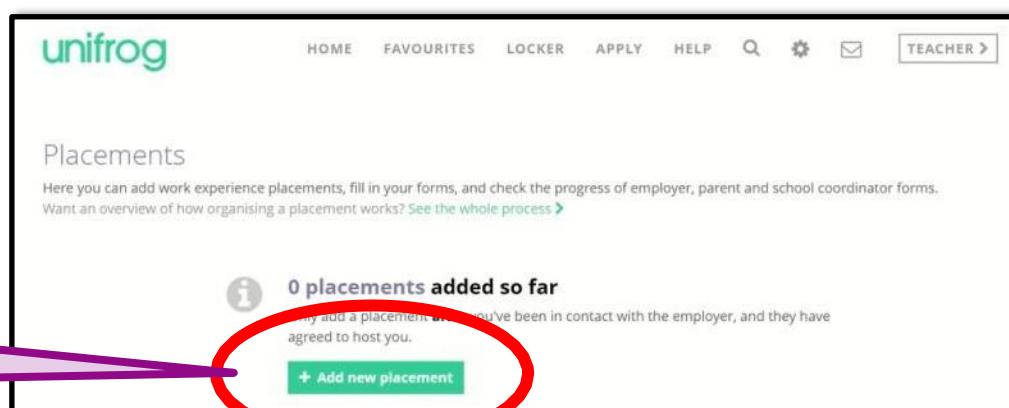
You can now 'Log in with Microsoft' to Unifrog, meaning no more forgotten passwords!



Once you are logged into Unifrog, scroll down the page to 'Exploring Pathways' and select the 'Placements' option.



Then select 'Add new placement.'



Important! Make sure you select **Mx Careers Team** as your Placement Coordinator!

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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: Mx Careers Team
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 --

Make sure you select **Mx Careers Team (WEX Coordinator)**

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: In person

* 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

* 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 contact the placement lead.

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

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

* Placement address: eg 100 Pudding Lane, London

* Placement postcode / zip code: eg EC3R 8AB

Make sure you select 'In Person' for your placement

Work Experience Week is **9th—11th June 2026**

This should be full-time, please add in the working hours e.g. 8:30am–4:30pm

Make sure you get all of the employers details correct, otherwise they won't receive a copy of the form that they need to complete.

* 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, medical conditions, allergies or injuries that may affect your placement?

* 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)

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](#)

Make sure you get your parent/guardian's details correct, otherwise they won't receive a copy of the form that they need to complete.

Once you have completed this form, you must tick the box 'Mark as Finished' and press the green 'Add Placement' button. You can't edit the information after you have submitted it so, please make sure it is all correct!

Once you have added your placement, an email will automatically be sent to your employer with a link to the form that they need to complete.

You can track the progress of your placement approval in the placement tool summary view.

Vicki's Photo Shop

Scheduled for: 29 September 22 - 29 September 22 Type: In person

① **Student initial form** Completed on 28 September 2022 [more v](#)

② **Employer initial form** Completed on 28 September 2022 [more v](#)

③ **Parent / Guardian agreement** [more ^](#)

The next stages are for: your parent / guardian needs to agree for it to happen, and lastly Miss Barkney the school placement coordinator needs to give permission for it to happen.

We have sent an email to your parent / guardian, but they have not yet completed their agreement form.

Email sent to:

Email sent: 28 September 2022 10:26:23

④ **School permission** [more v](#)

⑤ **School during-placement check-in** [more v](#)

⑥ **Employer review form** [more v](#)

⑦ **Student reflection form** [more v](#)

Once your Employer has completed their form, the details will be sent to your parent/guardian for their agreement.

The school will then complete their Health and Safety checks with the aim of approving your placement.

Help sheets/videos for completing these forms are available for students, employers and parents on the school website

If you have any problems uploading the details of your placement, please contact the careers team or email workexperience@ashbyschool.org.uk

