

Year 10

Work Experience

A Guide to Getting Your Work Experience Placement Approved

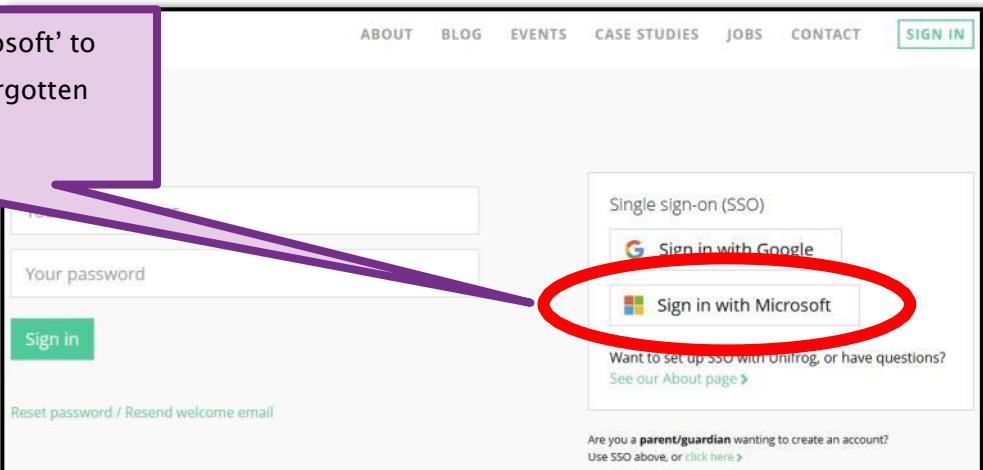
You will need the following information to hand:

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!



ABOUT BLOG EVENTS CASE STUDIES JOBS CONTACT SIGN IN

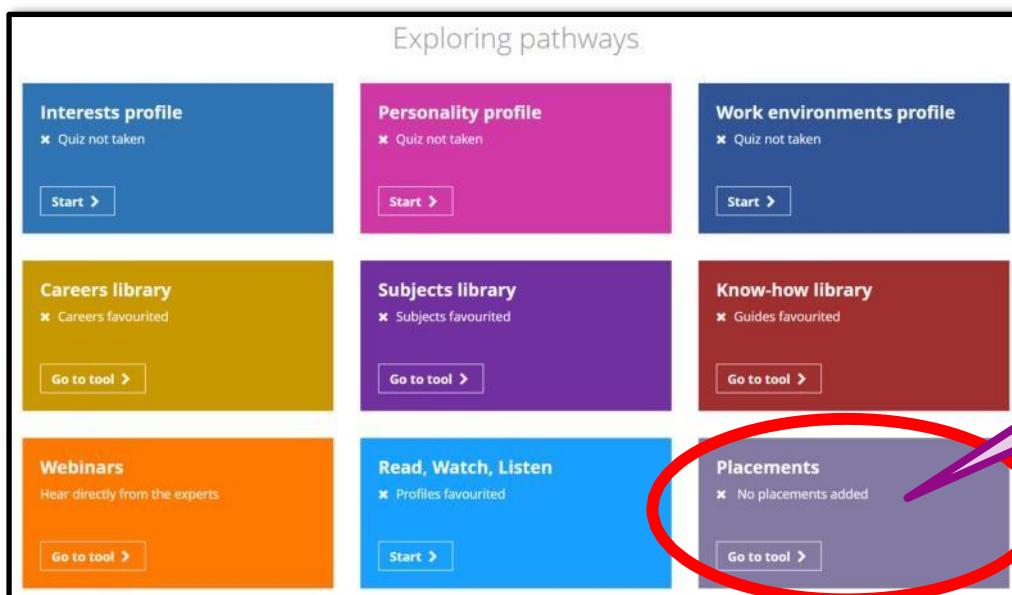
Single sign-on (SSO)

Sign in with Google

Sign in with Microsoft

Want to set up SSO with Unifrog, or have questions? See our About page >

Are you a parent/guardian wanting to create an account? Use SSO above, or click here >



Exploring pathways.

Interests profile Quiz not taken Start

Personality profile Quiz not taken Start

Work environments profile Quiz not taken Start

Careers library Careers favourited Go to tool

Subjects library Subjects favourited Go to tool

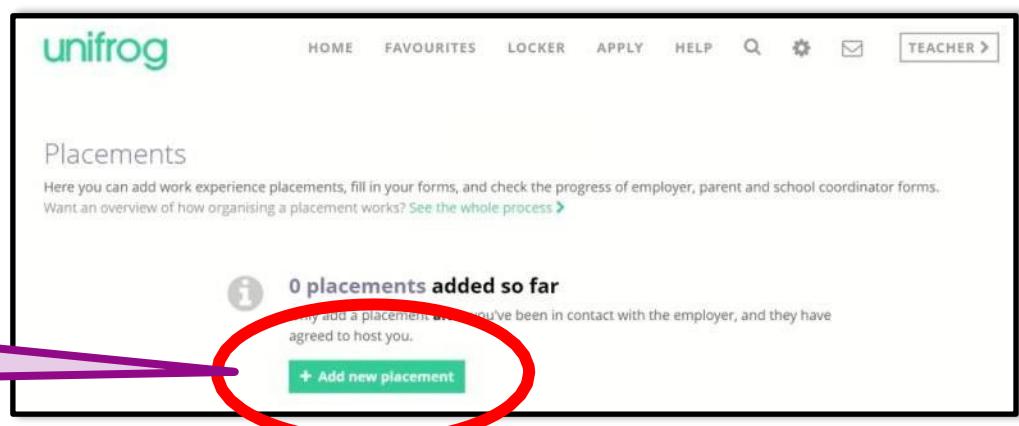
Know-how library Guides favourited Go to tool

Webinars Hear directly from the experts Go to tool

Read, Watch, Listen Profiles favourited Start

Placements No placements added Go to tool

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



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HOME FAVOURITES LOCKER APPLY HELP TEACHER

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

Any add a placement, after you've been in contact with the employer, and they have agreed to host you.

+ Add new placement

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 this page. 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 this page. 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 --

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

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

* 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 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?
---- select ----

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

* How will you travel to and from the placement?
eg I'll take the 21 bus

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

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

* Parent / guardian email
eg s.dali@gmail.com

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

* Parent / guardian email (again)
eg s.dali@gmail.com

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 ▾

② Employer initial form Completed on 28 September 2022

more ▾

③ Parent / Guardian agreement

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 ▾

⑤ School during-placement check-in

more ▾

⑥ Employer review form

more ▾

⑦ Student reflection form

more ▾

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

