Year 10

Work Experience

A Guide to Getting Your Work Experience Placement Approved

You will need the following information to hand:

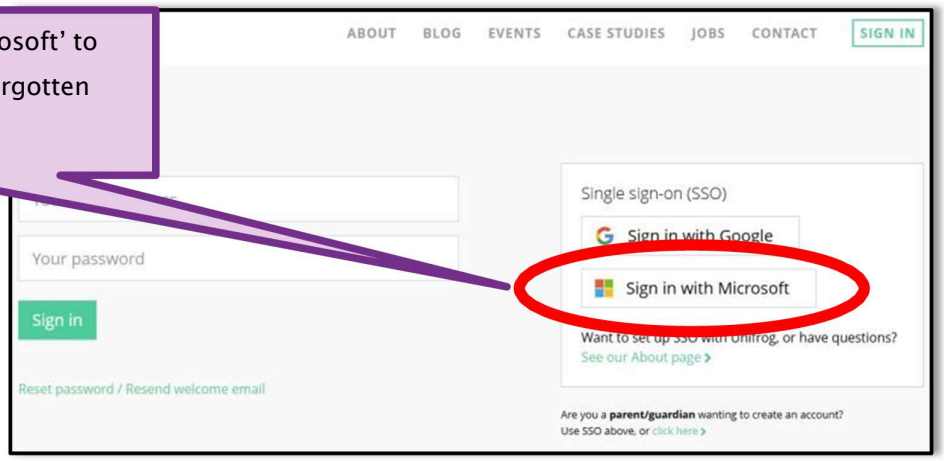
Name of the placement business (The name of the company where you will be doing your placement)	
Employer placement lead name (The name of the person who has offered you the placement)	
Email address of the person who has offered you the placement	
Company address and postcode	
Your parent or guardians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

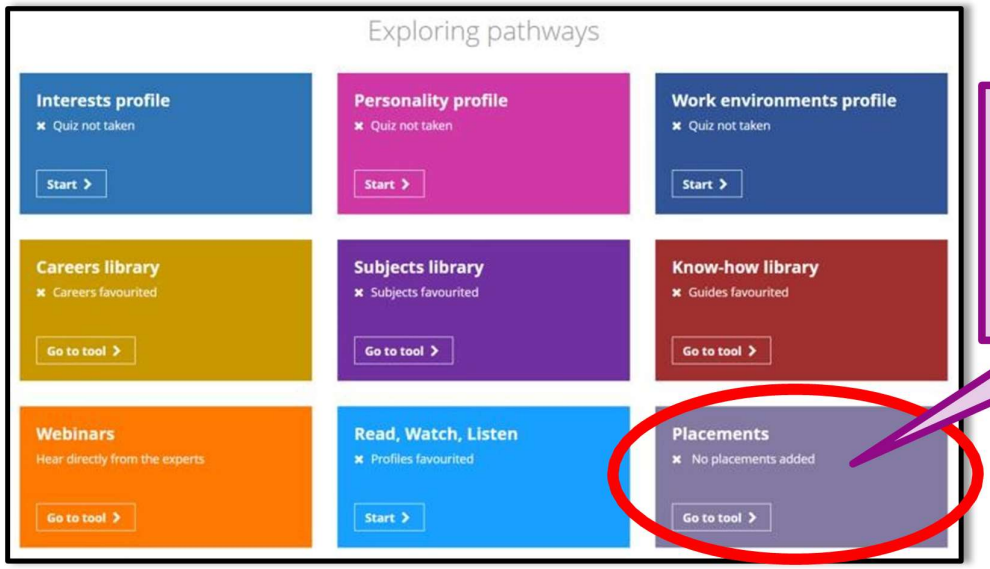
Login to your Unifrog account at

https://www.unifrog.org/

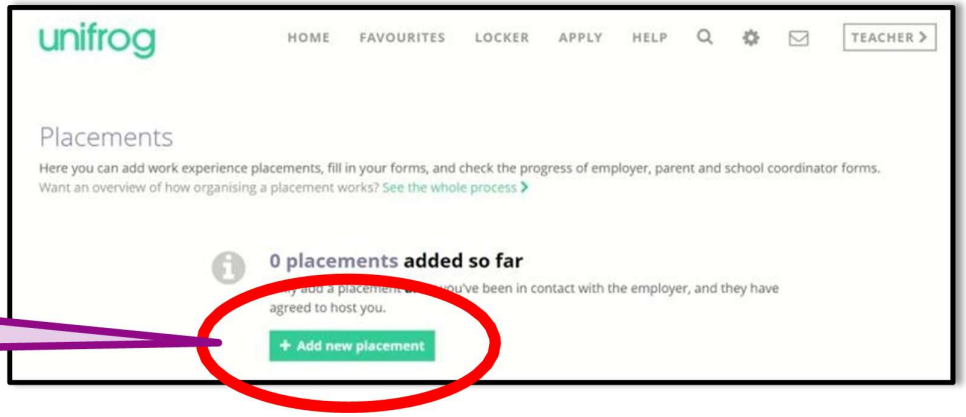
The first step in getting your Work Experience Placement approved is to upload the details into Unifrog, please follow the instructions below:

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



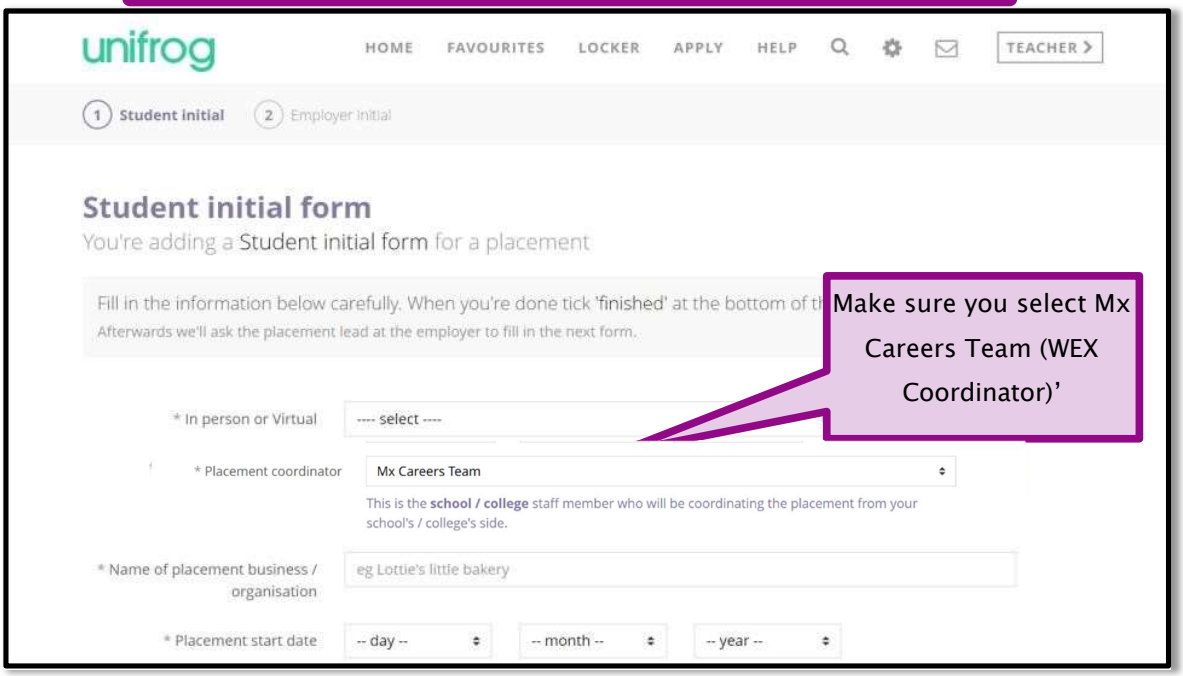


Once you are logged into Unifrog, scroll down the page to 'Exploring Pathways' and select the 'Placements' option.

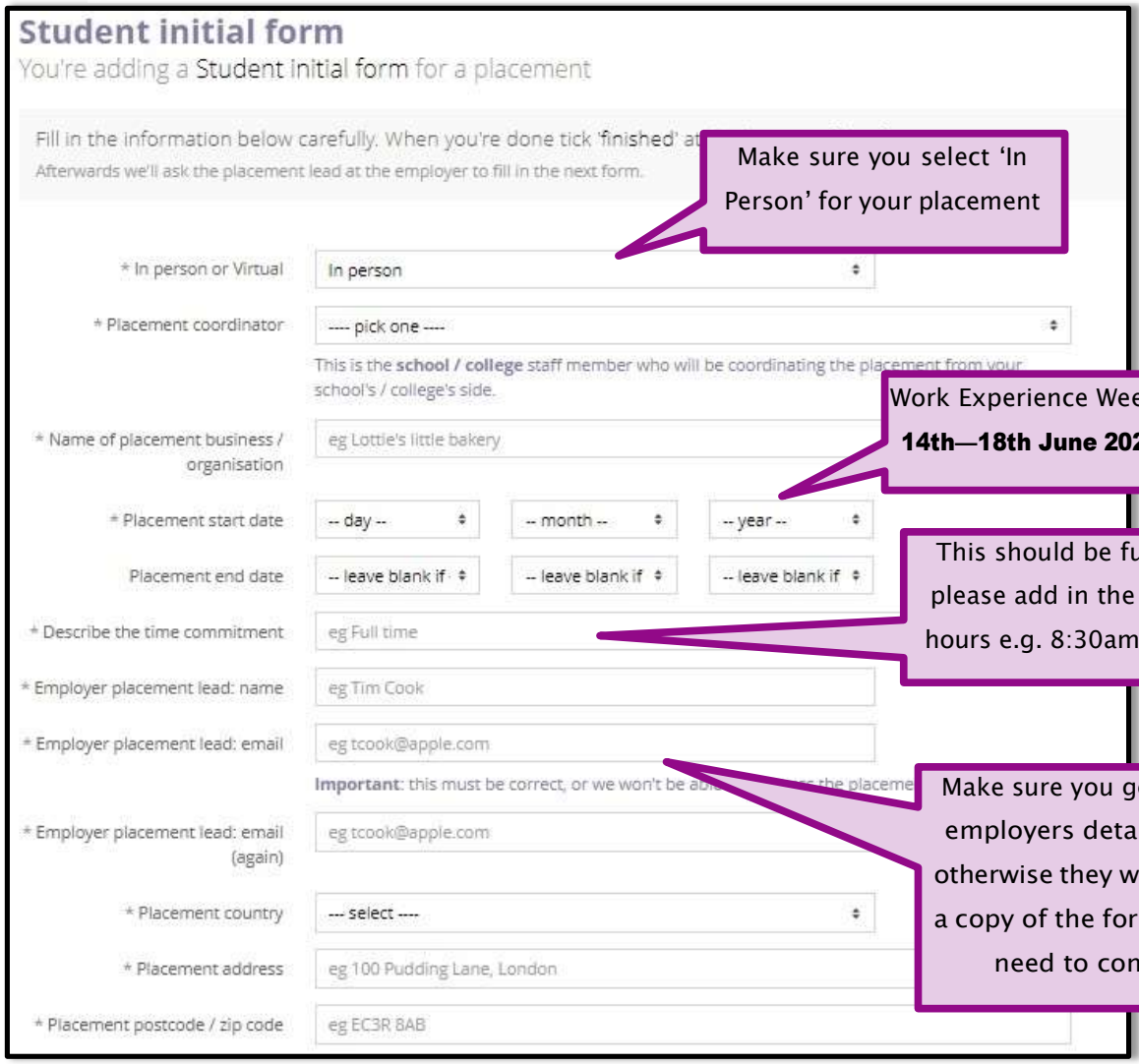


Then select 'Add new placement.'

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



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



Make sure you select 'In Person' for your placement

Work Experience Week
14th—18th June 2027

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? ---- 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?

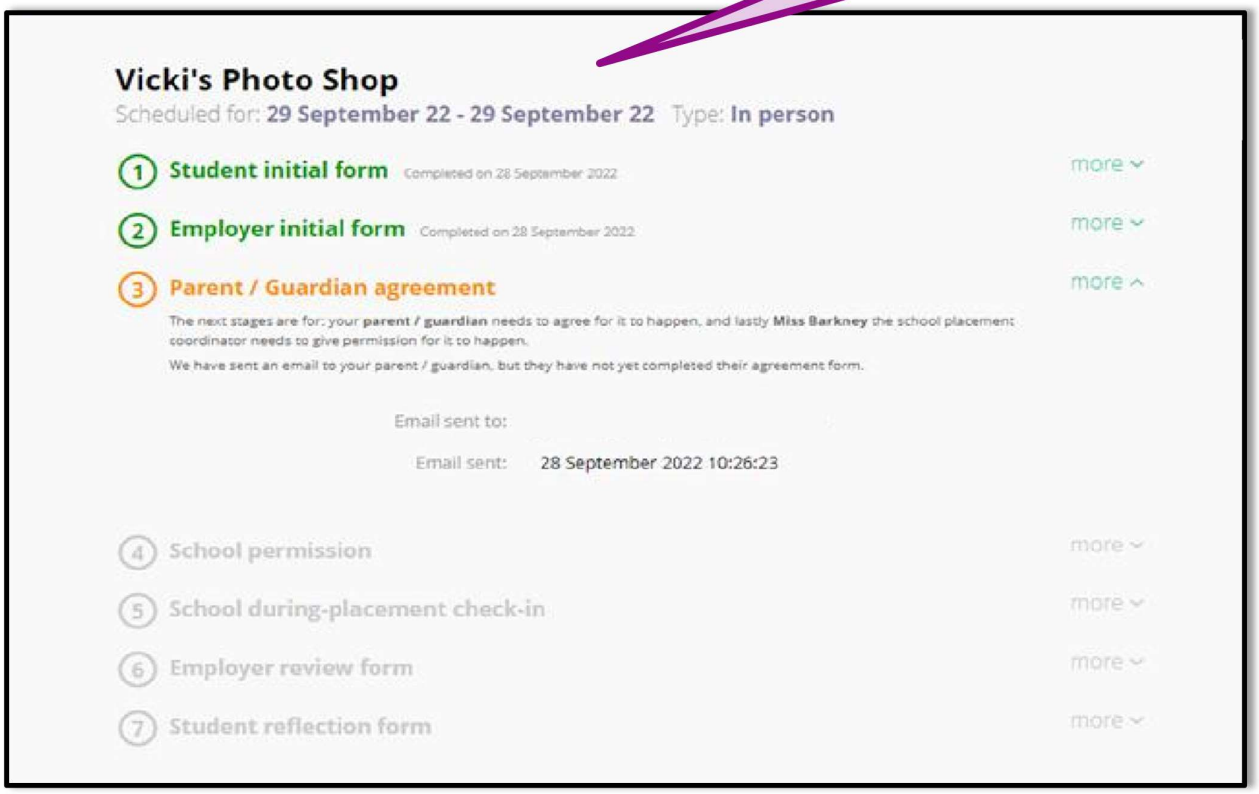
Add placement or cancel changes

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.



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