

unifrog

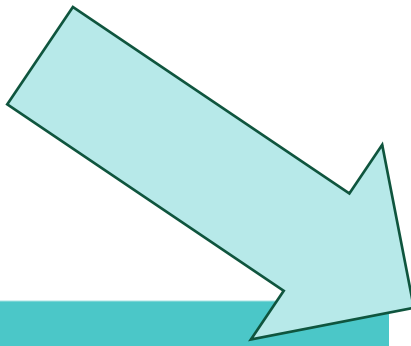
Quick task: Adding a
placement

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.
- Click on the 'Placements' tile.



The dashboard consists of several colored tiles arranged in a grid:

- Interests profile** (blue): ✓ Quiz last taken 12 Dec 23: C and R and E
- Personality profile** (pink): ✓ Quiz last taken 22 May 23: ESFJ and ENFJ
- Exploring** (white)
- Careers library** (yellow): ✓ Careers favourited
- Subjects library** (purple): ✓ Subjects favourited
- Know-how library** (red): ✗ Guides favourited
- Courses** (orange): ✓ 2 courses added, 0 completed
- Unifrog events** (orange): Interact directly with experts
- Placements** (purple): ✗ No placements added
- Special opportunities** (brown): 0 shortlists
- Activities** (pink): ✗ Recorded at least 10
- Skills** (purple): ✗ Completed all 12
- Interactions** (blue): ✗ Missing 5 Interaction types
- Academics** (olive): ✗ 3 Classes, 3 Predicts missing
- Materials** (white)
- UK Personal Statement** (red): ✗ Subject added
- Subject References** (purple): ✗ Overall Ref not finished / 3 Sub Ref, 3 not finished
- Notes for Reference writers** (pink): ✗ 4 notes missing
- UK universities** (maroon): 0 shortlists
- European universities** (purple): 0 shortlists
- Oxbridge** (blue): 0 shortlists
- Apprenticeships** (magenta): 2 shortlists
- College / Sixth Form** (orange): 1 shortlist
- Irish universities** (green): 0 shortlists
- Applications** (white)
- Post 18 Intentions** (brown): ✗ Plan A and Plan B complete

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.

Fill it in when you have
found a 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:

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

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

Careers team

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

Choose 'in person' (NOT virtual)



Select 'Careers Team'

* Name of placement business / organisation

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* Placement start date

1

May

2023

Placement end date

12

May

2023

* Describe the time commitment

Full time

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

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

* What are you trying to get out of this placement?

During this placement, I'd like to observe...
I'm really keen to learn about...
I'd like to know...
I'm looking forward to...

Words: 21. 25 minimum recommended.

We will show this to the employer, to help them plan a really useful placement for you.

Enter what you'd like to learn during your placement or any questions you have for the employer.



Remember that this text will be shown to the employer.

Using the Unifrog Placements tool: **Info you need**



Work Experience dates: 27-31 Jan 2025

Employer name, email, address & phone number

Your own SEN, medical, allergy, injuries info

Parent / guardian's name and email address.



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

Using the Unifrog Placements tool:

* Employer placement lead: name	<input type="text" value="Alex Kelly"/>
* Employer placement lead: email	<input type="text" value="info@unifrog.org"/>
Important: 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!

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**

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** 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**

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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.

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Sign in at:

unifrog.org/sign-in