

Using UniFrog to log Work Experience

When a student has had an agreement from an employer for them to be able to do the work placement with them, they need to now log this on UniFrog. There is no longer the ability to complete and submit paper forms.

All students have been sent a welcome email to their school email address with a link to UniFrog. However, in case they have lost this the link is here [UniFrog Login](#).

If this is the first time that they have logged in their need to click on 'Reset password / Resend welcome email'.

https://www.unifrog.org/sign-in?return=/teacher/student/advanced

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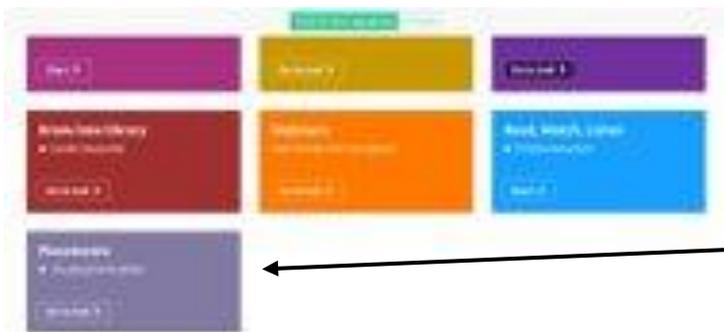
Sign in

Your email address

Your password

Sign in

[Reset password / Resend welcome email](#)



Once the student has logged in, they will have a screen with coloured boxes offering them a variety of things to do such as Skills Profile, Careers Library, and Subject Library. They need to navigate to the greyish box for 'Placements'.

After they have clicked on this, they may be asked for their date of birth, but don't worry if they are simply shown the next screen:

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Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coo. 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](#)

From here the student needs to click on the green box 'Add your placement'.

This will then give the student the form that they need to complete. This is very self-explanatory, but the student will need the placement information to be able to do this. Most importantly they need the email address of the person that has agreed the placement and their emergency contact email address, usually the parent.

Student initial form

You're adding a Student initial form for a placement

Select 'Mrs Arkell' as the Placement coordinator

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

* Placement coordinator

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

* Placement start date

After they have put all of the information into the form, they will be asked to agree to 4 statements, which is similar to the form that they would have signed. Then check on the box to indicate that it is complete and 'Add Placement'

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](#)

After they have added their placement, a form will be sent to the employer asking them for a variety of information such as their Employer Liability Insurance, whether they have suitable age specific risk assessment, and to agree to a variety of aspects with regards to the safety of the student.

After the employer has completed the form, the Emergency Contact will be asked to complete a form via email. This simply asks if you want to add any more information and that you are happy for the placement to take part.

It is at this point that I can then approved the whole placement.