

unifrog

Quick task: Adding a
placement

Important information



This PowerPoint is to be used **after** students have been in contact with employers and the employers have agreed to host them.

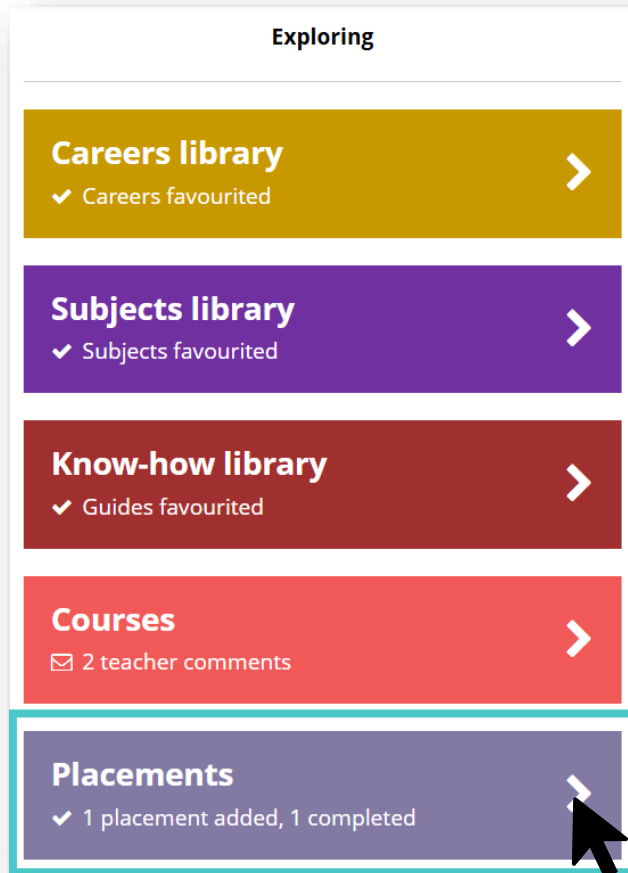
This PowerPoint provides a walkthrough for students complete the **Student initial form** using the Placements tool.

This PowerPoint does **not** support students to find a placement.

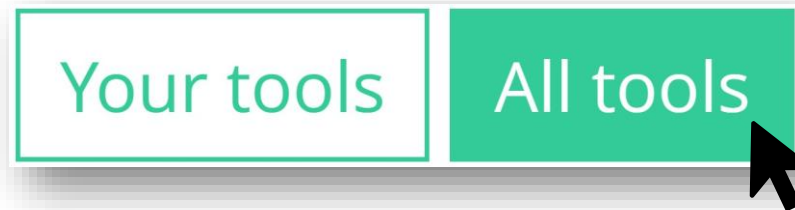
Using the Unifrog Placements tool



The next few slides will show you how to use the Placements tool.



- After logging into your Unifrog account, scroll down to '**Exploring.**'
- If you don't see the Placements tool straight away, click '**All tools**'.

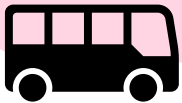


Using the Unifrog Placements tool

You can use the Placements tool for:

In person work experience

Direct, personal interaction with an employer that involves visiting a workplace.



Virtual work experience

Direct, personal interaction with an employer via an online platform.



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 first see a page that asks you to confirm that you're organising a placement that's **in the future** and **agreed with the employer.**



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.

This form is only for organising a **placement** that is **in the future**.

A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work.

You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the **Activities** tool instead to record:

[Placement in the past](#) > [Work experience webinar / course / presentation](#) > [Job](#) > [Workplace visit](#) >

* Already agreed with the employer?

Yes, I have agreed it with the employer

Agree the placement with the employer (eg by email) **before** adding it on this tool.

Using the Unifrog Placements tool

You'll then see your
**Student initial
form.**

Here, you'll be able
to enter important
details about your
placement.



Basic details

* Name of placement business / organisation

* Placement start date

Placement end date

* T-level

Is this placement part of a T-level you are studying?

* Placement coordinator

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

Using the Unifrog Placements tool: Basic details

Enter the business name and placement dates...

* Name of placement business / organisation	Unifrog		
* Placement start date	1	May	2023
Placement end date	12	May	2023

This will always be Mrs Sinclair!

...then select the staff member at school/college who's coordinating your placement.

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

Using the Unifrog Placements tool: Logistics

Enter the time commitment, e.g. part time Mon-Thu 09:00-13:00.

Logistics

* Describe the time commitment

Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement?

---- select ----



Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Then select whether your placement is **in-person** or **virtual**.

The rest of the form will look different, depending on your selection.



Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Placement country	<input type="text" value="--- select ----"/>
* Placement address	<input type="text" value="eg 100 Pudding Lane, London"/>
* Placement postcode / zip code	<input type="text" value="eg EC3R 8AB"/>
* Is this the workplace where you'll be based throughout the placement?	<input type="text" value="---- select ----"/>

If you select 'no' then you'll need to explain where you'll be based.

* Explain where you'll be based throughout the placement

For half of the placement, I'll be at...
For the other half, I'll be at...

Record where the placement is and whether this workplace is where you'll be based throughout the placement.

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

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

* How will you travel to and from the placement?

If you select 'no' then you'll need to explain where you'll be living.

* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number

Select whether you'll live at home as normal during the placement and how you'll travel there.

Using the Unifrog Placements tool: Your objectives

Your objectives

* What are your objectives for this placement?

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

Words: 17. 25 minimum recommended.

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

Consider:

- What skills you want to develop
- What you'd like to observe and learn at the workplace
- Any questions you have about the employer's work

[See example](#) ▾

Create some learning objectives for your placement.

What skills do you want to develop? What do you want to learn?



Remember that this text will be shown to the employer.

Using the Unifrog Placements tool: Employer contact details

Employer contact details

* 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 progress the placement.

* Employer placement lead: email (again)

eg tcook@apple.com

* Employer placement lead: phone number

-- country code --

Phone number

Enter the employer placement lead's name, email address, and phone number.



Double check that you've entered the employer's email address correctly! If this is wrong, then the rest of the forms will not be able to be completed!

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

Your details

* Your date of birth

1	◆
January	◆
2000	◆

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

---- select ----	◆
------------------	---

Enter your date of birth, any special needs, illnesses, medical conditions, allergies, or injuries.

If you select 'yes' then you'll need to add details.

* Describe what special needs, illnesses, medical conditions, allergies or injuries you have that may affect your placement.

Peanut allergy

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

* 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)

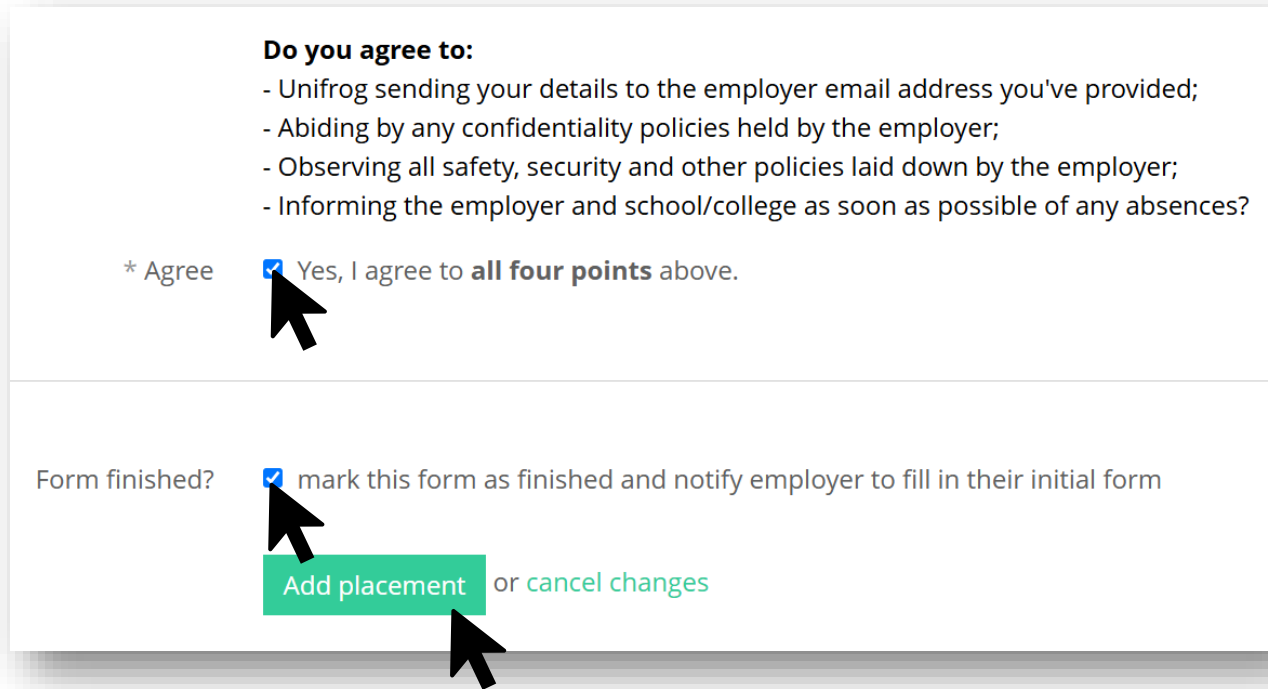
eg s.dali@gmail.com

Enter your parent/guardian's name
and email address.

**Double check that you've entered
your parent/guardian's email
address correctly!**



Using the Unifrog Placements tool



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/college as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Form finished? mark this form as finished and notify employer to fill in their initial form

[Add placement](#) or [cancel changes](#)

Read the four points and tick 'Agree' to acknowledge your agreement.

Once you've checked your form, tick 'Form finished?' and then click 'Add placement.'

Using the Unifrog Placements tool

Unifrog
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 d...**
- 6 **Employ...**
- 7 **Student...**

Please remember that your placement will not be authorised until your School Permission form has gone green – this means that Mrs Sinclair has checked everything and confirmed your days off with the absence team!

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.

Adding a placement



Now it's your turn to add your placement!

Exploring

Placements

✕ No placements added



Read each section carefully and check the information you've entered before clicking 'Finished.'

Make sure you have the contact details of your employer placement lead to hand.



unifrog

Sign in at:

unifrog.org/sign-in