

unifrog

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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 to 'Exploring pathways.'
- Click 'Go to tool' on the 'Placements' tile.

Exploring pathways

The screenshot displays the 'Exploring pathways' section with six tiles:

- Careers library** (yellow): ✓ Careers favourited, Go to tool >
- Subjects library** (purple): ✓ Subjects favourited, Go to tool >
- Know-how library** (red): ✓ Guides favourited, Go to tool >
- Webinars** (orange): Hear directly from the experts, Go to tool >
- Read, Watch, Listen** (blue): ✓ Profiles favourited, Start >
- Placements** (purple): ✗ No placements added, Go to tool > (highlighted with a red border and a mouse cursor)

# 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.

A green rectangular button with a white plus sign icon on the left and the text 'Add new placement' in white. A black mouse cursor arrow is pointing at the plus sign.

# 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.



## 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

**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'.

\* 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.

\* Name of placement business / organisation

\* Placement start date

# Using the Unifrog Placements tool

\* 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'.

Select whether your placement is **in person** or **virtual**.



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

\* T-level

---- select ----

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

Select whether your placement is part of a **T level** or not.

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

\* 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.

Select the staff member at school/college who is coordinating your placement.

\* 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 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...  
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.**

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: **in person** and **virtual**

\* Employer placement lead: name

\* Employer placement lead: email

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

\* Employer placement lead: email  
(again)

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:

|  |   |            |
|--|---|------------|
| * Employer placement lead:<br>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**

If your placement is **in person**, you'll enter some additional information:

\* Is this the workplace where you'll be based throughout the placement?

Yes



\* Is this the workplace where you'll be based throughout the placement?

No



\* Explain where you'll be based throughout the placement

I will be working at....

Select whether or not the placement address is where you'll be based.

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

# 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**

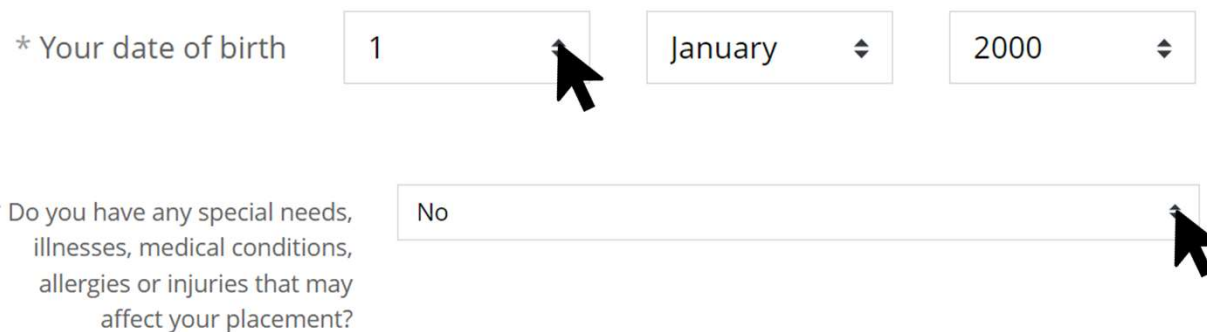
If your placement is **in person**, you'll enter some additional information:

\* Your date of birth

1 January 2000

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

No

A screenshot of a web form. The first row contains three input fields: a text box with '1', a dropdown menu with 'January', and another dropdown menu with '2000'. A mouse cursor is pointing at the first text box. The second row contains a text box with 'No' and a mouse cursor pointing at its right edge. The text labels for each row are positioned to the left of their respective input fields.

Enter your date of birth. Then select whether or not you have any special needs, illnesses, medical conditions, allergies, or injuries that may affect your placement.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

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

Yes



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

I have an allergy to peanuts.

We'll share this with the school placement coordinator and employer placement lead that you have specified above, but we won't share it with your parent / guardian.

If you select 'yes' then you'll need to provide a description.

# Using the Unifrog Placements tool: **in person**

If your placement is **in person**, you'll enter some additional information:

\* Parent / guardian (who must also be your emergency contact)

\* Parent / guardian email

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

\* Parent / guardian email (again)

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



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

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

- \* Share feedback with employer
- Yes, after the placement I'm happy to share my feedback with the employer, making it easier for them to contact me about future opportunities with their organisation
- No, I don't want to share my feedback with the employer

## 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.

- 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

Decide whether you'd like to share feedback with the employer.

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: **in person** and **virtual**

## 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 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.

# Adding a placement



Now it's your turn to add your placement!

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

Exploring pathways

|   |  |  |
|---|--|--|
| <b>Careers library</b><br>✓ Careers favourited<br>Go to tool >    | <b>Subjects library</b><br>✓ Subjects favourited<br>Go to tool > | <b>Know-how library</b><br>✓ Guides favourited<br>Go to tool > |
| <b>Webinars</b><br>Hear directly from the experts<br>Go to tool > | <b>Read, Watch, Listen</b><br>✓ Profiles favourited<br>Start >   | <b>Placements</b><br>✗ No placements added<br>Go to tool >     |

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



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Sign in at:

[unifrog.org/sign-in](https://unifrog.org/sign-in)