

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.

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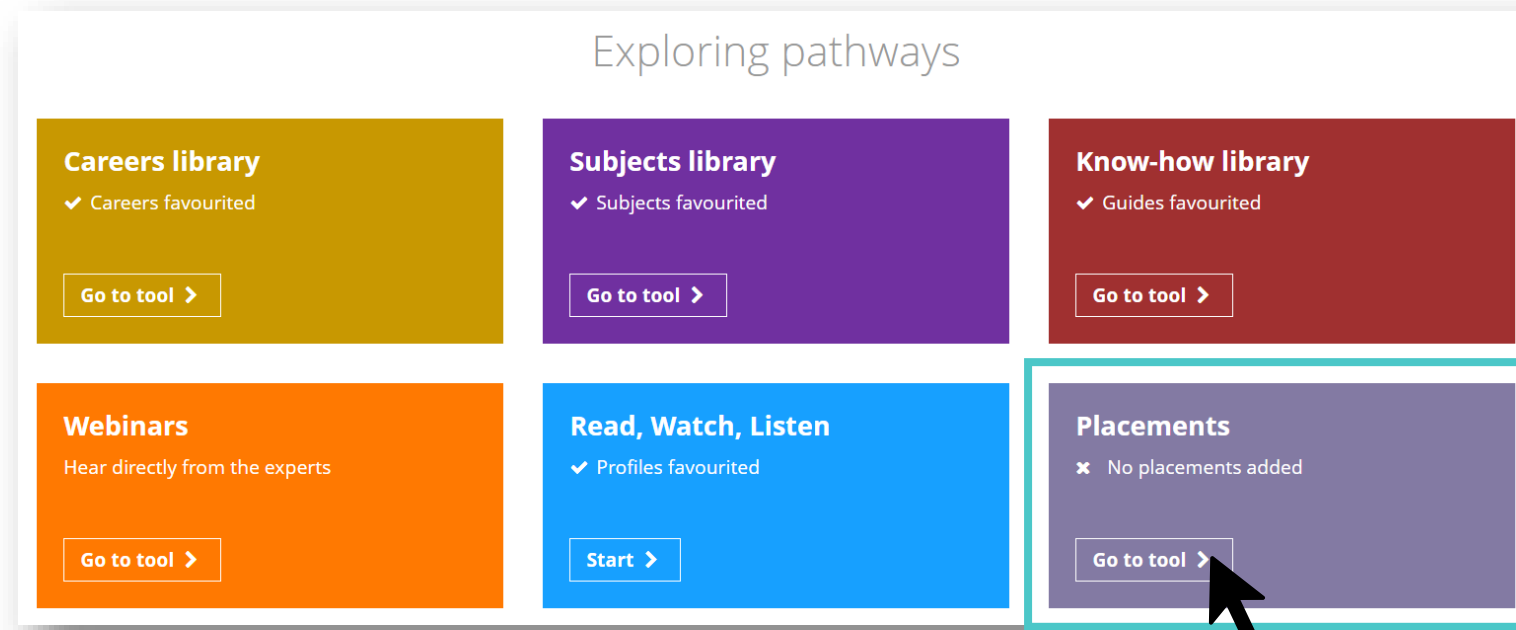
Quick task: Adding a
placement

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.

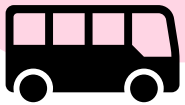


Using the Unifrog Placements tool

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 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

---- 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'.

* T-level

---- select ----

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

* 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 --

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 

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

* Placement start date

Placement end date 

* Describe the time commitment

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	<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:

* 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**

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

* Is this the workplace where you'll be based throughout the placement?	<input type="text" value="Yes"/>
* Is this the workplace where you'll be based throughout the placement?	<input type="text" value="No"/>
* Explain where you'll be based throughout the placement	<input type="text" value="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.

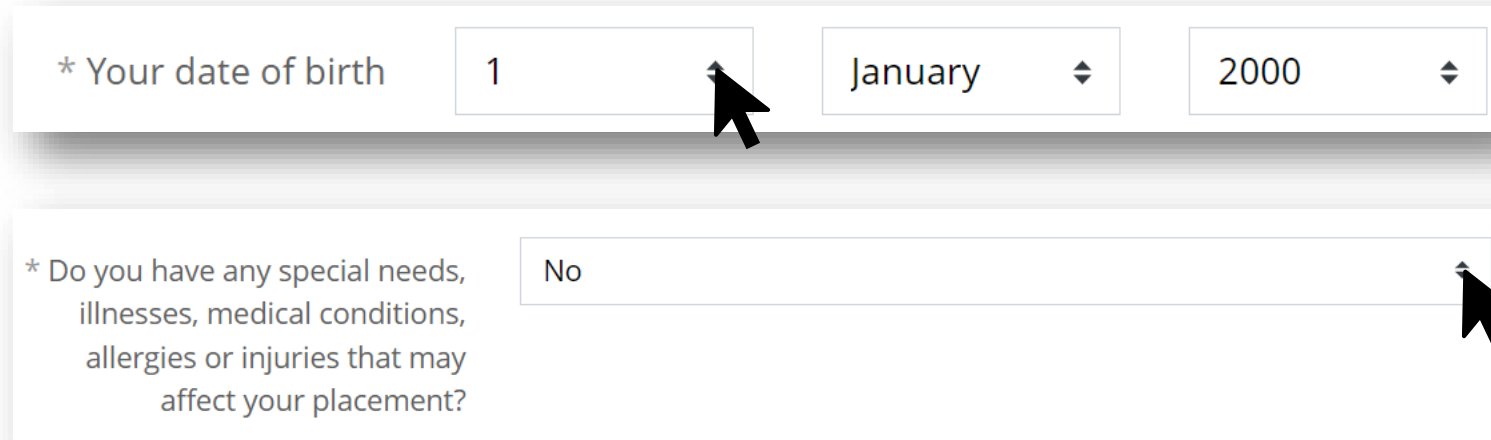
* How will you travel to and from the placement?

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


The image shows a screenshot of a web form. The first section is for the date of birth, with three input fields: a text box containing '1', a dropdown menu showing 'January', and another text box containing '2000'. A mouse cursor is pointing at the first text box. The second section is a question about special needs, with a dropdown menu showing 'No'. A mouse cursor is pointing at the dropdown menu.

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)	<input type="text" value="Sally Cooper"/>
* Parent / guardian email	<input type="text" value="sallycooper@example.com"/> Important: this must be correct, or we won't be able to progress the placement.
* Parent / guardian email (again)	<input type="text" value="sallycooper@example.com"/>

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**

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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.

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

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