

How to log your placement in Unifrog

1. Log into Unifrog

You were sent a welcome email to register. Look for this in your school (alf.education) email.

If you can't find the email or have forgotten your password, please go to <https://www.unifrog.org/reset-password>

If you have any problems accessing or using Unifrog, please see Mrs Durand – opposite Room 12.

2. Complete the 'Student Initial Form'

Once you have created your account, visit Unifrog - <https://www.unifrog.org> and sign in at the top right corner.



[ABOUT](#) [BLOG](#) [INSIGHTS](#) [CASE STUDIES](#) [JOBS](#) [CONTACT](#)

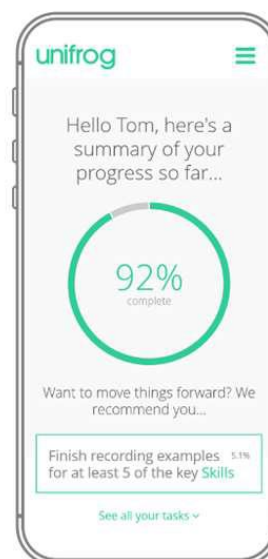
[SIGN IN](#)

The **universal** destinations platform.

We help students compare every university course, every apprenticeship, and Further Education courses - then apply successfully.

We also empower teachers and counselors to manage the progression process effectively.

[Request demo](#)



Scroll down the home page to the 'Exploring pathways' section where you will see a collection of coloured boxes. Click on the PLACEMENTS purple box and go to tool.

The 'Exploring pathways' section contains the following tools:

- Interests profile** (Blue box): ✓ Quiz last taken 7 Jun 22: C and A and E. Start >
- Personality profile** (Pink box): ✓ Quiz last taken 24 Feb 23: ESFP and ENFP. Start >
- Work environments profile** (Dark blue box): ✗ Quiz not taken. Start >
- Skills profile** (Purple box): ✗ Quiz not taken. Start >
- Careers library** (Yellow box): ✗ Careers favourited. Go to tool >
- Subjects library** (Purple box): ✗ Subjects favourited. Go to tool >
- Know-how library** (Red box): ✓ Guides favourited. Go to tool >
- Webinars** (Orange box): Hear directly from the experts. Go to tool >
- Read, Watch, Listen** (Light blue box): ✗ Profiles favourited. Start >
- Placements** (Purple box): ✓ 4 placements added, 0 completed. Go to tool > (Highlighted with a blue arrow)

Click on **Add new placement**

Complete the **Student Initial Form** and click add placement at the end to send it off. That will then trigger the next series of forms to the Employer, your parents/guardian and to me (Mrs Durand).



HOME FAVOURITES LOCKER APPLY HELP ⚙️ ✉️

Placements

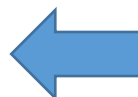
Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordination. Want an overview of how organising a placement works? [See the whole process >](#)



2 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



Look back to page 20 if you don't know what to put in each box within this student initial form. It should be quick and easy.

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	<input type="text" value="---- select ----"/>		
* Placement coordinator	<input type="text" value="---- 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	<input type="text" value="eg Lottie's little bakery"/>		
* Placement start date	<input type="text" value="-- day --"/>	<input type="text" value="-- month --"/>	<input type="text" value="-- year --"/>
Placement end date	<input type="text" value="-- leave blank"/>	<input type="text" value="-- leave blank if ongoing"/>	<input type="text" value="-- leave blank if ongoing"/>
* Describe the time	<input type="text" value="eg Full time"/>		

3. Submit the form

Make sure you tick the box at the end to mark it as finished – so that it will be sent off.

It would be great if you can tell the Employer and your parent/carer that they should look out for an email from Unifrog. They will each receive an email asking them to approve or give permission for the placement. This can go into Spam. So, please tell them to expect it.

Finished? ☐ mark as finished and notify employer to fill in their initial form?

or [cancel changes](#)

That's all you have to do - Good Luck!

We can't wait to hear about:

All the exciting placements you will find...!

The experience you will gain...!

The Employability Skills you will develop...!

And the confidence that it will build...!

Work Experience Contacts

www.aylshamhigh.com/workexperience

If you have any questions or concerns about work experience,
now or at any time before July 2024, please contact:

Mrs Wiseman

Work Experience Coordinator

E-mail: twiseman@aylshamhigh.norfolk.sch.uk

Tel 01263 733270 x 126

**Location: Tuesdays & Thursdays room 38
or Mondays in office opposite room 15**

Or Miss Wright

Careers Leader and Head of Business and Enterprise
Room 40

Or speak to your Form Tutor.