

How to use Unifrog for logging your work experience placement

Log into Unifrog

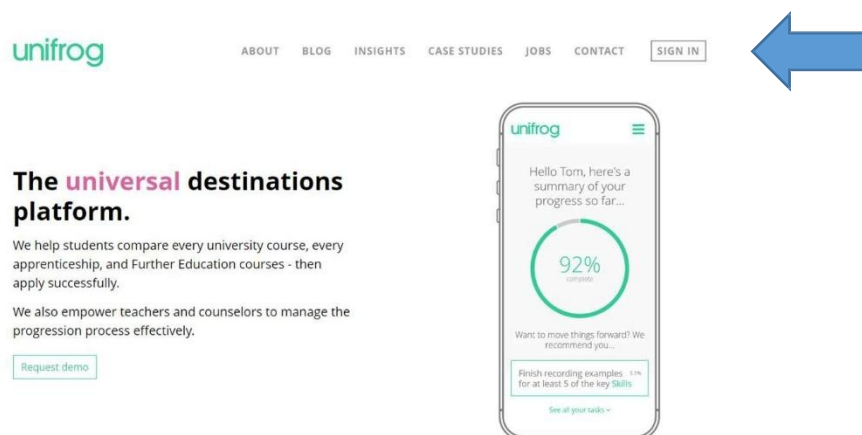
You were sent a welcome email to register.

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

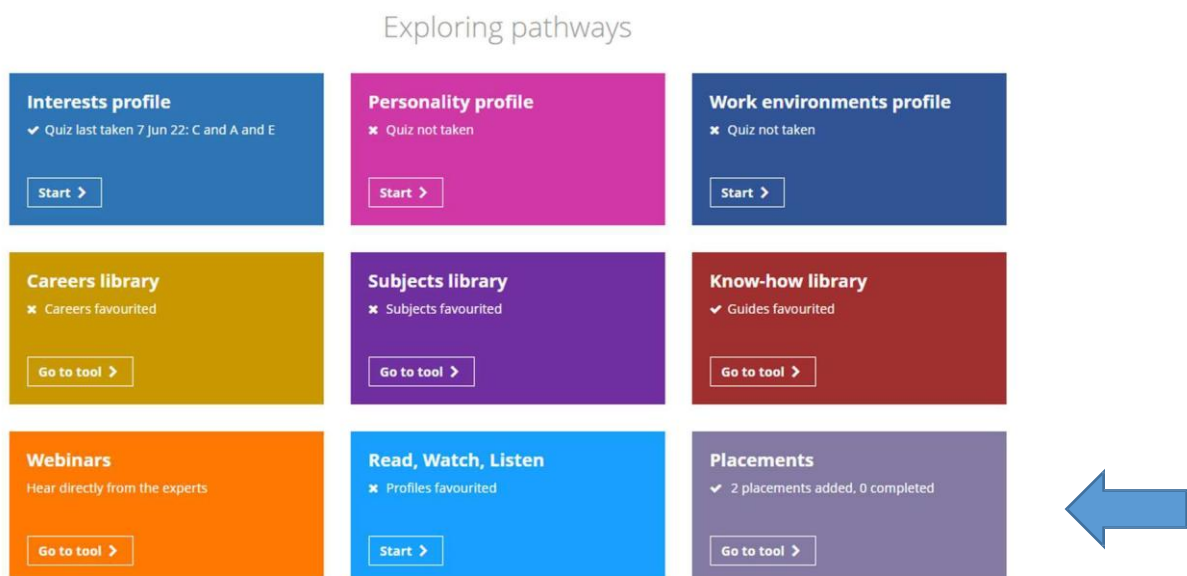
If you have any problems accessing or using Unifrog, please see Mrs Wiseman.

How to complete the Student Initial Form

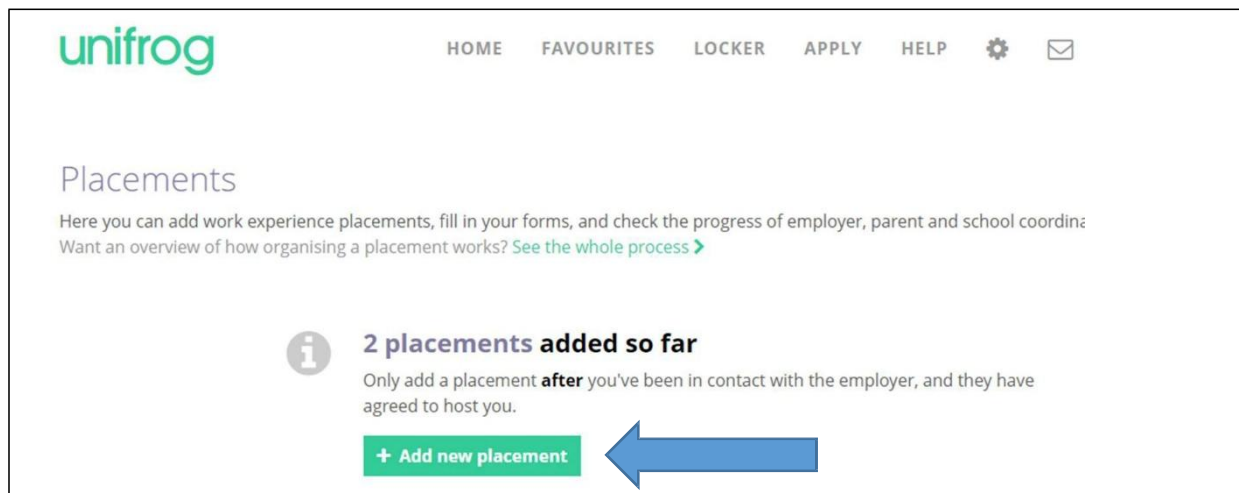
Once you have created your account, visit Unifrog - <https://www.unifrog.org/> and sign in at the top right corner.



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



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 Wiseman).

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 commitment	<input type="text" value="eg Full time"/>
* Employer placement lead: name	<input type="text" value="eg Tim Cook"/>
* Employer placement lead: email	<input type="text" value="eg tcook@apple.com"/>
	Important: this must be correct, or we won't be able to progress the placement.
* Employer placement lead: email (again)	<input type="text" value="eg tcook@apple.com"/>

Important notes:

1. You are doing an in-person placement (i.e. you are actually going there) NOT virtual
2. The Placement Coordinator is me – Mrs Wiseman
3. Name of Placement – please put the full name of the organisation you are going to.
4. Placement start and end date – the dates are 13 to 17 July 2026. If you are only doing 3 or 4 days at this placement (for example, if they are closed on Mondays), please put the actual dates you are attending.
5. Time commitment – this would normally be ‘full time’ or ‘school hours’. If you have specific times (e.g. 8.30am to 4.30pm) you can put this here.
6. Employer placement lead – put the name of your contact who has agreed the placement.
7. Placement lead email – please make sure you get this right – it’s extremely important as the authorisation process all works by email.
8. Parent/carer email – your parent/carer will also receive an email to agree to the placement. Please take care to ensure that this is correct too.

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

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...!**