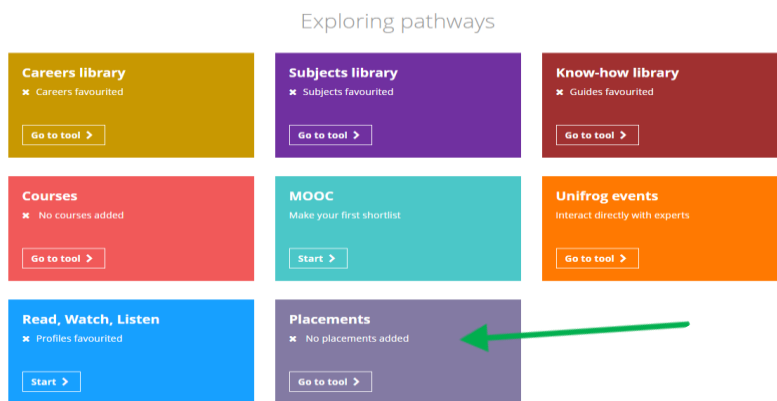


# Completing a form online on Unifrog



**IMPORTANT:** This can only be started once a placement contact has formally agreed to take a student on placement.

**1** Go to Unifrog & log in with your school email. [www.unifrog.org](http://www.unifrog.org) Click reset password if you don't know it. Select **'PLACEMENTS'** in the **'EXPLORING PATHWAYS'** section.



**2** Click on **'Add a 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 >](#)

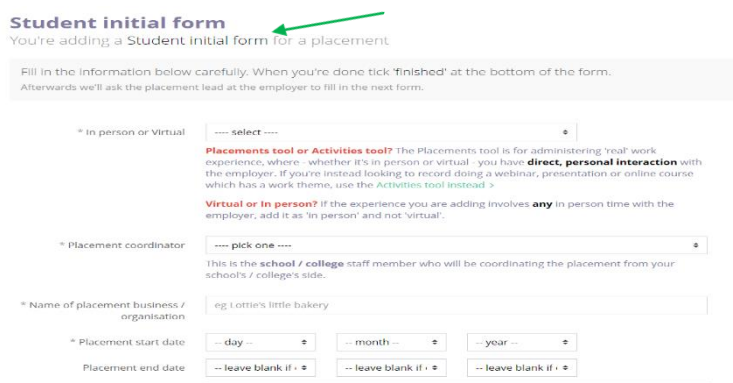


**0 placements added so far**

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

**3** Start completing the **'Student Initial Form'** with the correct dates and details. You will need an email address of the main placement contact and a parent's email address.



**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'.

\* Placement coordinator

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

\* Name of placement business / organisation

\* Placement start date

Placement end date

**4** Add the employer's email – this is the person who will be the main contact. Let them know that they will receive an email to fill in a form about you and your placement.

\* 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)

**5** Select the placement coordinator – **Mrs Farmer**.

\* Placement coordinator

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

**6** Now you will need a parental email – someone at home who can give permission for you to go on placement. They will receive a Unifrog form to fill in by email, so make sure the email address is correct! (Or you can fill in a **'Work Experience Application Form'** Collect from Tutors or Careers Office)