

25th February 2026

Dear Parents and Carers,

Work Experience Placements

Thank you to everyone who has already supported their child in securing a work experience placement. As a reminder, all students are responsible for finding their own placement for Work Experience Week.

To log their placement details, students will need to follow the steps below:

How to Submit a Work Experience Placement (Step-by-Step)

- 1. Check school email:** Your child will have received an email from Unifrog asking them to reset their password.
- 2. Reset password and log in:** Once the password has been reset, they can log into their Unifrog account.
- 3. Go to the "Placements" tab.** This is found on the Unifrog homepage.
- 4. Enter placement details using the attached help sheet.** Students should complete all required information about their chosen placement.
- 5. Employer Details:** Once submitted, the form is automatically sent to the employer to complete their section and confirm the placement.
- 6. Parent/Carer approval:** After the employer completes their part, the form will then be sent to parents/carers for approval.
- 7. School authorisation:** Finally, the completed form will come to me for final authorisation and confirmation by the school.

Thank you for your support in helping students secure meaningful and safe work experience opportunities.

Kind regards,



Miss Kerris Stirling



Graded "Good" across all areas – OFSTED 2025

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 first see a page that asks you to confirm that you're organising a placement that's **in the future** and **agreed with the employer.**



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.

This form is only for organising a **placement** that is **in the future**.

A placement is where you are hosted directly by an employer, you have direct individual contact, and you observe their work.

You must already have the employer's individual email address, and they must already have personally agreed to host you.

Use the **Activities** tool instead to record:

[Placement in the past >](#) [Work experience webinar / course / presentation >](#) [Job >](#) [Workplace visit >](#)

* Already agreed with the employer?

Yes, I have agreed it with the employer



Agree the placement with the employer (eg by email) **before** adding it on this tool.

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.



Basic details

* Name of placement business / organisation

eg Lottie's little bakery

* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

* 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.

Using the Unifrog Placements tool: Basic details

Enter the business name and placement dates and select whether your placement is part of a **T level** or not.

* Name of placement business / organisation

Unifrog

* Placement start date

1

May

2023

Placement end date

12

May

2023

* T-level

---- select ----

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

Then select the staff member at school/college who's coordinating your placement.

* 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.

Using the Unifrog Placements tool: Logistics

Enter the time commitment, e.g. part time Mon-Thu 09:00-13:00.

Logistics

* Describe the time commitment

Full time

* Will you meet the employer in-person (not on a video call) at any point during the placement?

---- select ----



Important: If the experience you are adding involves **any** in person time with the employer, select 'Yes, it's all or part in-person'

Then select whether your placement is **in-person** or **virtual**.

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



Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Placement country

* Placement address

* Placement postcode / zip code

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

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

* Explain where you'll be based throughout the placement

For half of the placement, I'll be at...
For the other half, I'll be at...

Record where the placement is and whether this workplace is where you'll be based throughout the placement.

Using the Unifrog Placements tool: Logistics



If your placement is all or part **in-person**, you'll need to add some extra information.

* Will you live at home as normal during the placement?

---- select ----



* How will you travel to and from the placement?

eg I'll take the 21 bus

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

* Explain where you'll live during the placement, including the name of the person who you're staying with and their contact number

I'll be staying with my grandma - her full name and contact details are...

Select whether you'll live at home as normal during the placement and how you'll travel there.

Using the Unifrog Placements tool: Your objectives

Your objectives

* 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...

Words: 17. 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: Employer contact details

Employer contact details

* Employer placement lead: name

eg Tim Cook

* Employer placement lead: email

eg tcook@apple.com

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

* Employer placement lead: email (again)

eg tcook@apple.com

* Employer placement lead: phone number

-- country code --

Phone number

Enter the employer placement lead's name, email address, and phone number.



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

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

Your details

* Your date of birth

1	▾
January	▾
2000	▾

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

---- select ----	▾
------------------	---

Enter your date of birth, any special needs, illnesses, medical conditions, allergies, or injuries.

If you select 'yes' then you'll need to add details.

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

Peanut allergy

Using the Unifrog Placements tool: Your details



If your placement is all or part **in-person**, you'll need to add some extra information.

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

eg Salvador Dali

* Parent / guardian email

eg s.dali@gmail.com

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

* Parent / guardian email (again)

eg s.dali@gmail.com

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

**Double check that you've entered
your parent/guardian's email
address correctly!**

