

# How to use the placement tool

## A guide for parents and carers

This guide explains how students should submit their work experience placement details using Unifrog. Once submitted, the school will review the placement to ensure it meets safeguarding and health and safety requirements.

### **Before submitting a placement on Unifrog, please ensure that:**

The employer has **agreed** to host your child for the work experience week

You have the employer's contact details, including:

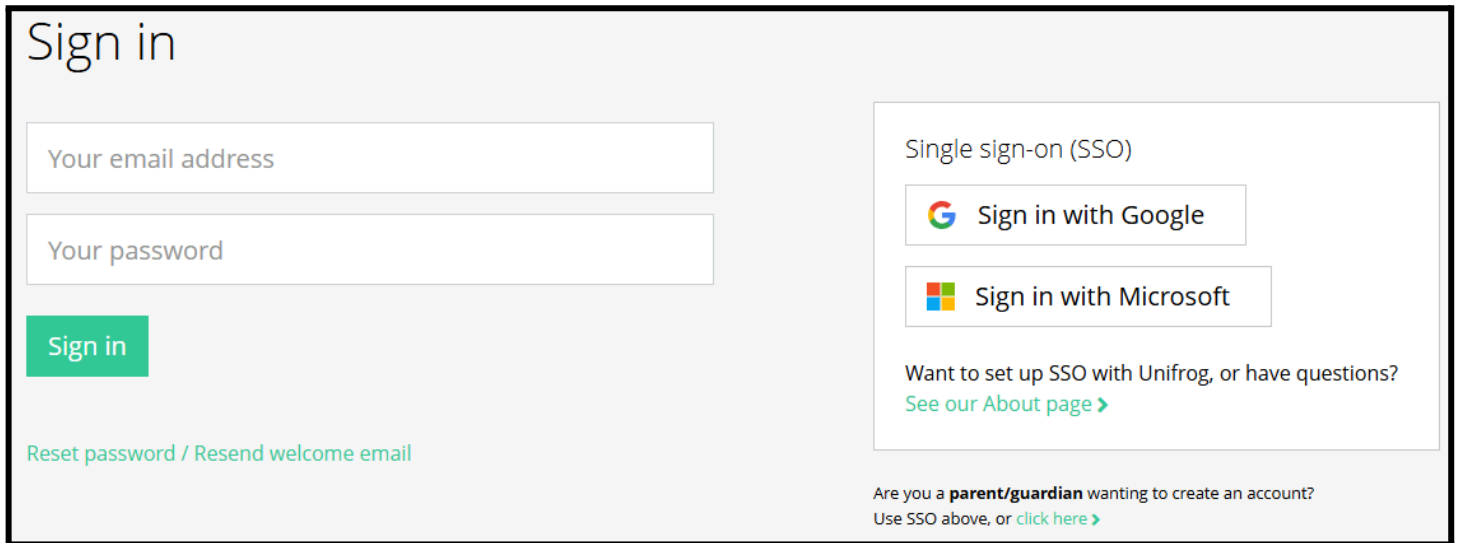
- Organisation name
- Address
- Main contact name
- Email address
- Telephone number

The placement will take place during the week commencing **29/06/2026**. Placements must be **submitted by the student** via their Unifrog account.

## Step-by-step guide

### 1. Log into [Unifrog](#)

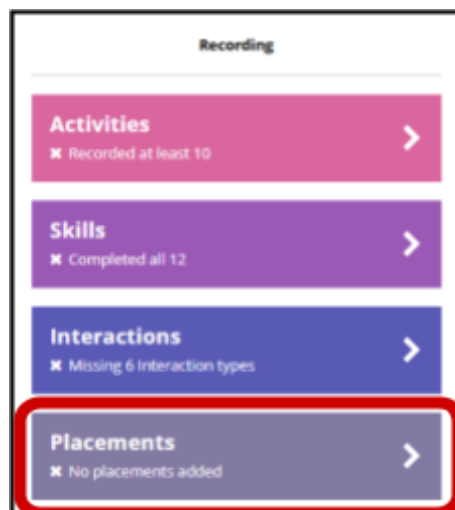
*Students should log into Unifrog using their school email address*



The image shows the Unifrog sign-in page. On the left, there are two input fields: "Your email address" and "Your password", followed by a green "Sign in" button. Below the button is a link: "Reset password / Resend welcome email". On the right, there is a "Single sign-on (SSO)" section with two buttons: "Sign in with Google" and "Sign in with Microsoft". Below these buttons is a link: "Want to set up SSO with Unifrog, or have questions? See our About page >". At the bottom right, there is a question: "Are you a **parent/guardian** wanting to create an account? Use SSO above, or [click here](#) >".

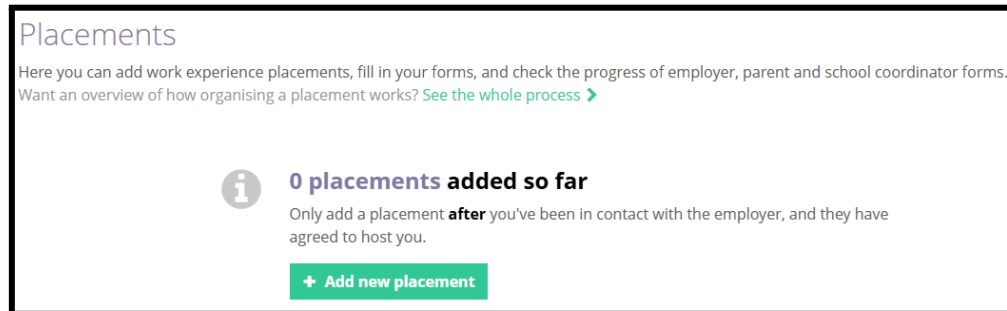
### 2. Go to the Placements Tool

*From the Unifrog homepage, students should select the Placements tool.*



### 3. Add a New Placement

Click “Add new placement”



**Placements**

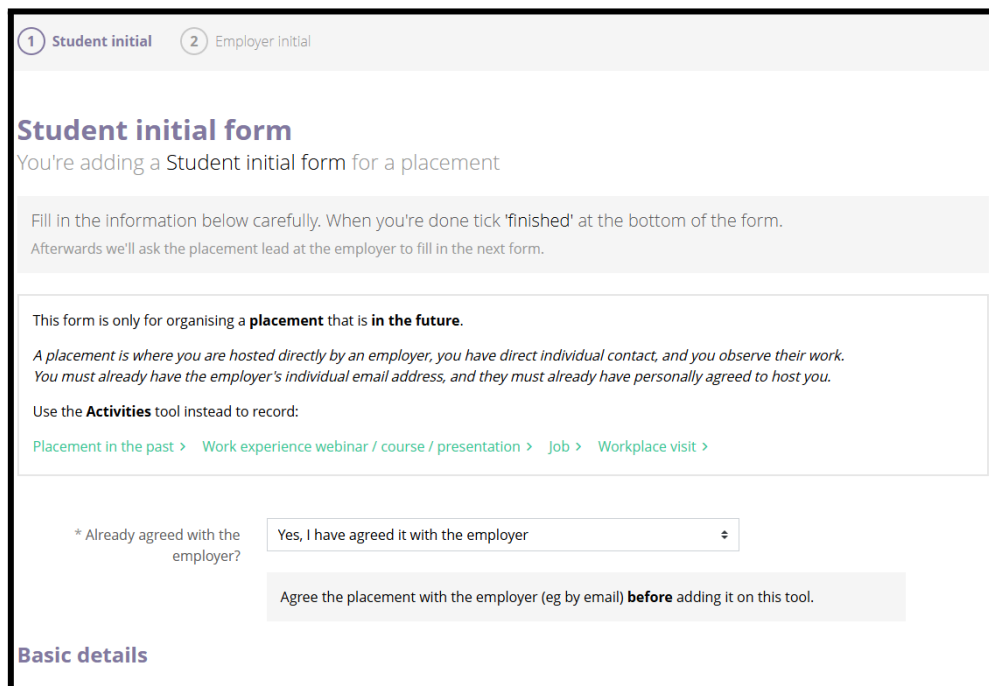
Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)

**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](#)

### 4. Complete the initial student form. Fill in all details of the employer placement



1 Student initial 2 Employer initial

**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?

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

**Basic details**

You will need the following information to fill out this section:

- Name of the business & Employer contact information
- **Dates; 29/06/2026 - 03/07/2026**
- Logistical information - how you will get there
- Brief summary of what you intend to get out of the experience

### 5. After submission

Once submitted, this will generate an email for your employer to fill in. Please politely inform the employer so we are able to get more information about the placement.

An example of a complete placement can be found below:

**Cyber Sect** Added 5 February 26  
Scheduled for: **29 June 26 - 03 July 26** Type: **In person**

① **Student initial form** Completed on 5 February 2026

more ▾

② **Employer initial form**

more ▲

## FAQs

### **Does the school provide work experience placements?**

*No. Students are expected to source their own placements, with support from parents/carers. The school provides guidance, resources and approval checks. Please contact the careers lead for more support in this regard.*

### **What kind of placements are suitable?**

*A wide range of placements are appropriate, including:*

- *Shops, cafés and local businesses*
- *Offices and professional workplaces*
- *Sports clubs, nurseries or community organisations*
- *Family or personal contacts, provided appropriate supervision is in place*

*Placements do not need to be linked directly to a future career.*

### **Can a family member provide a placement?**

*Yes, as long as:*

- *The placement offers meaningful work experience*
- *Appropriate supervision is in place*
- *The placement meets safeguarding and health and safety requirements*

*All placements must still be submitted and approved via Unifrog.*

### **What if we are struggling to find a placement?**

*This is common. We encourage students to:*

- *Start early*
- *Contact local businesses in person or by email*
- *Use family, friends and community contacts*

*The school will provide ongoing guidance and support.*

### **Is work experience compulsory?**

*Yes. Work experience is an expected part of the Year 10 curriculum.*

### **Can the work experience dates be changed?**

*No. All placements must take place during the week commencing 29 June 2025.*

**What if a placement is not approved?**

*If a placement cannot be approved, the school will explain why and support the student in finding an alternative.*

**Are virtual or online work experience placements allowed?**

*No. Virtual or online work experience placements are not accepted as part of the Year 10 work experience programme. While virtual experiences can be valuable for career exploration, the purpose of this programme is for students to gain in-person workplace experience, develop professional behaviours, and build practical employability skills in a real working environment.*

**What if the employer does not complete their part of the information on Unifrog?**

*If an employer has not completed their section, students should politely follow up with the employer, as they may have missed the request. Parents/carers can support this if needed.*

*If there is still no response, students should inform the school rather than continue chasing. Placements cannot be approved without this information, and an alternative placement may be required.*