



**Thomas  
Telford School**

## **Work experience**

How to confirm your work  
experience placement on  
Unifrog

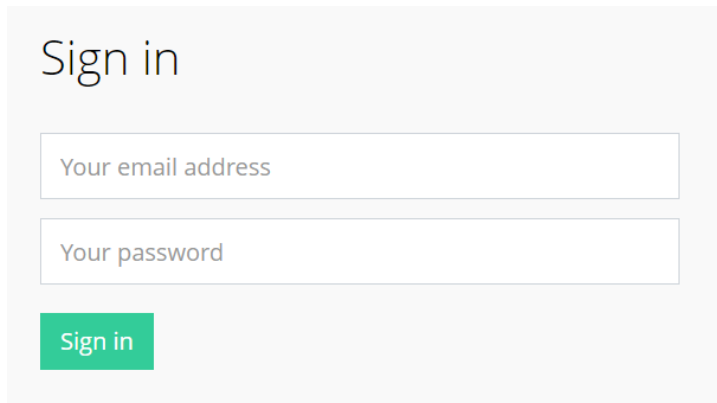


# How to use the work experience placement tool on UNIFROG

## SIGN IN

Log in to your **Unifrog** account using the following link <https://www.unifrog.org/sign-in> or you can access the link via the Thomas Telford School Website [Careers Programme - Thomas Telford School \(ttsonline.net\)](#)

Sign in with your school email address and password.

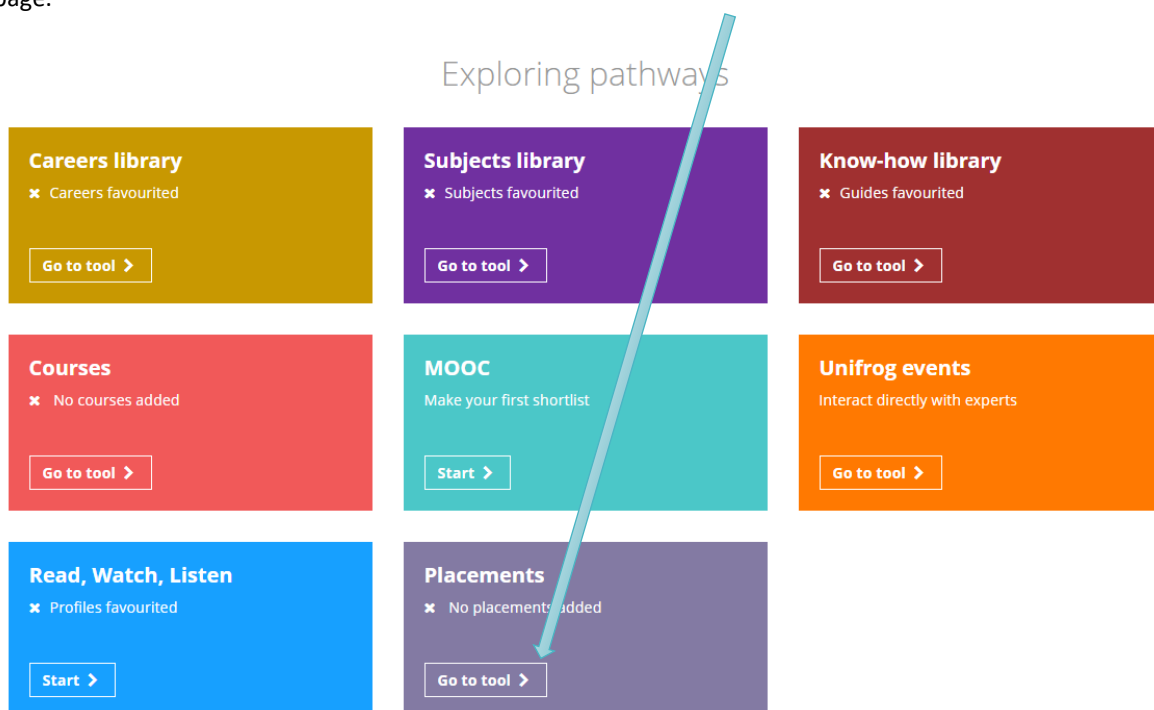


The image shows a 'Sign in' form on a light grey background. At the top, the text 'Sign in' is displayed in a large, dark font. Below it are two input fields: the first is labeled 'Your email address' and the second is labeled 'Your password'. Both fields have a light grey border and placeholder text. Below the password field is a green button with the text 'Sign in' in white.

## USING THE PLACEMENT TOOL

Scroll down on the home page to Exploring Pathways and select the 'Placements' tile.

Before adding a placement to the placements tool, the student should **FIRST** agree their placement with the employer, for example by email or over the phone. Once this has been confirmed and the employer has agreed to host you, the student will then add the placement to their Unifrog account via a tile on their home page.



To start the process on the Placements tool, the first step is for the student to add the details of the placement to the tool.

Click on 'Go to tool' and select '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](#)

You will then see your **Student Initial Form**, here you will be able to enter important details about your placement.

The **Student Initial Form** which will detail the following questions:

- In person or virtual? – select from drop down
- School placement coordinator name – select Mrs Rawlings from drop down
- Name of placement business / organisation
- Placement Start and End dates – DD/MM/YYYY **(should be 07/07/2025 – 11/07/2025)**
- Describe the time commitment – eg: full time/30 hours
- What are your learning objectives for the placement?
  - 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
- Employer placement lead name and email address – **double check you have entered the email address correctly!**
- Employer placement address
- Will you live at home during the placement?
- Your date of Birth
- Do you have any special needs, illnesses or injuries that may affect your placement?
- Parent/Gurdian name and email address (who must also be your emergency contact)
- Are you happy to share your details and feedback on the employer's portal on Unifrog?
- Do you agree to abide by confidentiality, safety, and absence rules

NB: If a student needs help adding the placement to Unifrog, they can book an appointment with a member of the Careers team and they can add a placement on a student's behalf via the student's profile.

## 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

--- select ---

**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

--- pick one ---

Please select Mrs Rawlings

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

eg Lottie's little bakery

\* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if --

-- leave blank if --

-- leave blank if --

\* Describe the time commitment

eg Full time

\* What are your objectives for this placement?

Words: 0. 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](#) v

\* 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

**Do you agree to:**

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- Informing the employer and school/college as soon as possible of any absences?

\* Agree ☐ Yes, I agree to **all four points** above.

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

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

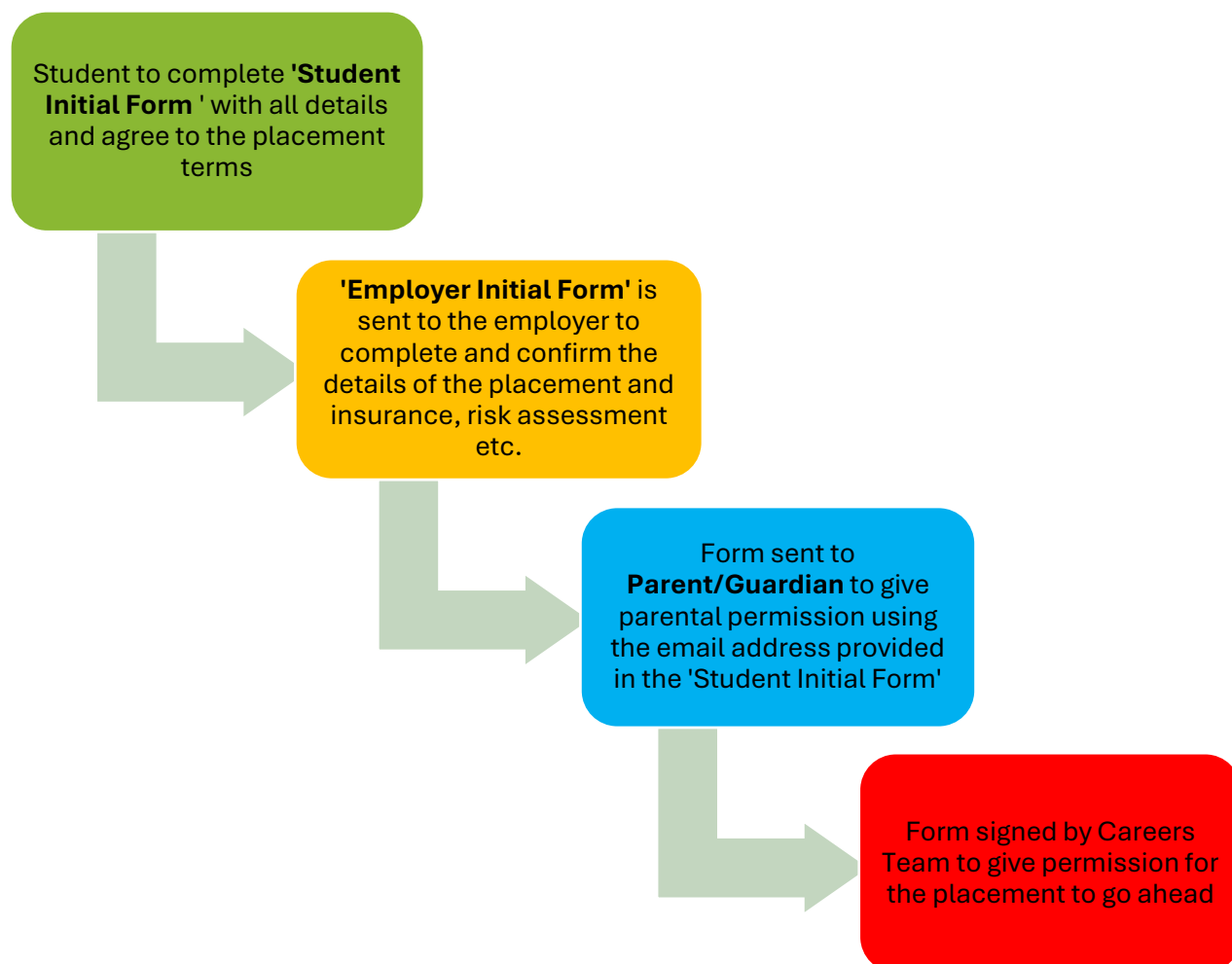
[Add placement](#) or [cancel changes](#)

- Tick the 'Agree' and 'Finished' boxes which allows Unifrog to send your details to the employer and parents.
- You will then click on 'Add placement'.

## WHAT HAPPENS NEXT?

Once the student has completed the '**Student initial form**' and agreed to the Unifrog terms and conditions the system automatically follows a step-by-step process as outlined below.

For example, the next step would be that the system automatically emails the employer inviting them to fill in the '**Employer initial form**'.



**In order for your placement to go ahead, all steps above must be completed.**

You can watch the process video here:

<https://www.unifrog.org/student/know-how/placements-work-experience/how-to-use-the-logbook-on-the-placements-tool>

Form name	What is it?	When?
<b>Employer initial form</b>	Employer details what the placement will consist of, and confirms Risk Assessment, Health & Safety, GDPR compliance, safeguarding, and Insurance.	As soon as the student marks the Student Initial Form as complete, the employer is notified by email and the employer initial form is emailed to the employer. It is important therefore that the employer must have agreed to the placement before they receive this form.
<b>Parent / guardian agreement</b>	Parent/guardian agrees for the placement to go ahead.	As soon as the employer marks the Employer initial form as complete, this form is emailed to the parent / guardian.
<b>Permission</b>	The Placement coordinator at School, reviews all the information provided by each party and gives their consent for the placement to go ahead.	As soon as the parent/guardian marks the parent/guardian agreement as complete, this form is emailed to the school placement coordinator.
<b>Logbook</b>	Student records the hours of placement and employer confirms the hours.	After the student saves the record, the employer is emailed to complete the confirmation.
<b>Employer review form</b>	Employer reviews how the placement went and gives the student advice for the future.	Employer to complete at the end of the placement.
<b>Student reflection form</b>	Student reflects on what they've learnt.	The student will complete this at the end of the placement.

All the forms are sent by email, so it's really important that everyone involved in a placement has the right email address entered for them, and that everyone checks their email. For further information and FAQ please have a look at the Placements Tool Guide in the Unifrog know how library <https://www.unifrog.org/student/know-how/placements-work-experience/how-to-use-the-logbook-on-the-placements-tool>

**If you have any questions or require any help completing the work experience placement form on Unifrog, please do contact the Careers Team on email [Careersdept@ttsonline.net](mailto:Careersdept@ttsonline.net) or pop in and see the team in the Careers Resources Area.**