

Work Placements
2026/27

Important information



This PowerPoint is to be used **after** students have been in contact with employers and the employers have agreed to host them.

This PowerPoint provides a walkthrough for students complete the **Student initial form** using the Placements tool.

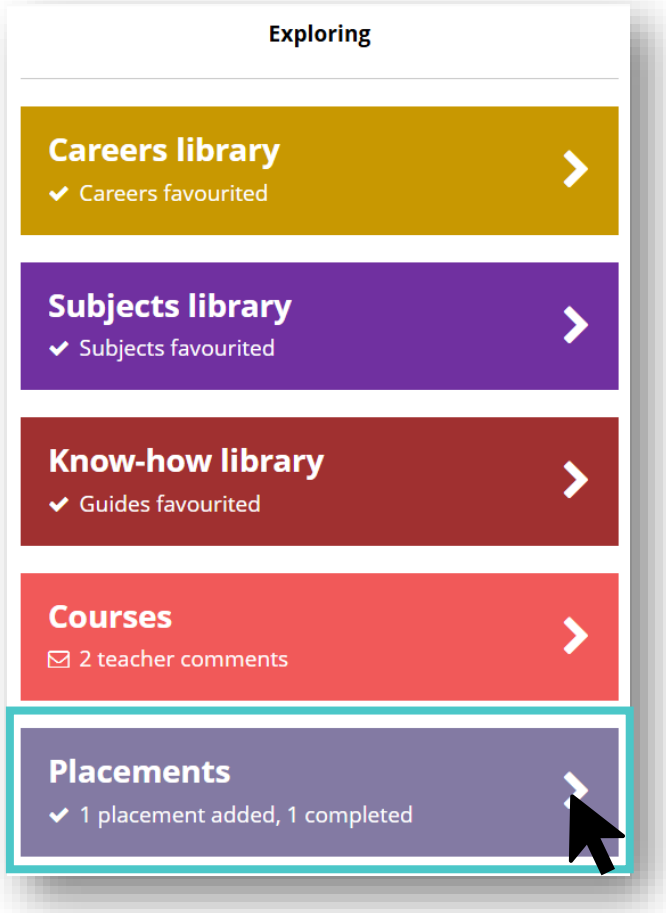
This PowerPoint does **not** support students to find a placement.

unifrog

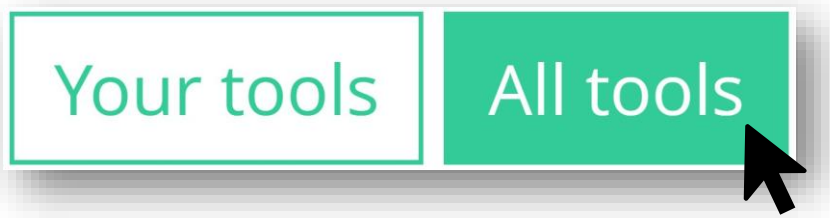
Quick task: Adding a placement

Using the Unifrog Placements tool

The next few slides will show you how to use the Placements tool.



- After logging into your Unifrog account, scroll down to '**Exploring**.'
- If you don't see the Placements tool straight away, click '**All tools**'.



Brian Poznaniak

23poznaniakb@students.kba.uk + comment + interaction summary

Manage

Overview Locker Applications Recording App materials References Academics Edit

Feed Search tools Library tools Quiz profile UK Clearing Events Placements

Daily feed for Brian Poznaniak

All Events | By All | All time | Go

Date	Category	User	Event
13 Sep 2023 00:23	Settings	2025 (R4) Brian Poznaniak	Settings change by Stephen Fraher +
12 Sep 2023 23:54	Settings	2025 (R4) Brian Poznaniak	Settings change by Stephen Fraher +
20 May 2023 08:34	Email	2025 (R4) Brian Poznaniak	Student comments email sent by platform +
19 May 2023 07:56	Comments	2025 (R4) Brian Poznaniak	Sent comment by a teacher by Stephen Fraher
1 Mar 2023 08:39	Email	2025 (R4) Brian Poznaniak	Student comments email sent by platform +

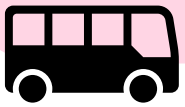
© Unifrog 2023 | Company number: 08231699 | VAT number: 160 4858 06 | uC

Using the Unifrog Placements tool

You can use the Placements tool for:

In person work experience

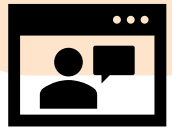
Direct, personal interaction with an employer that involves visiting a workplace.





Virtual work experience

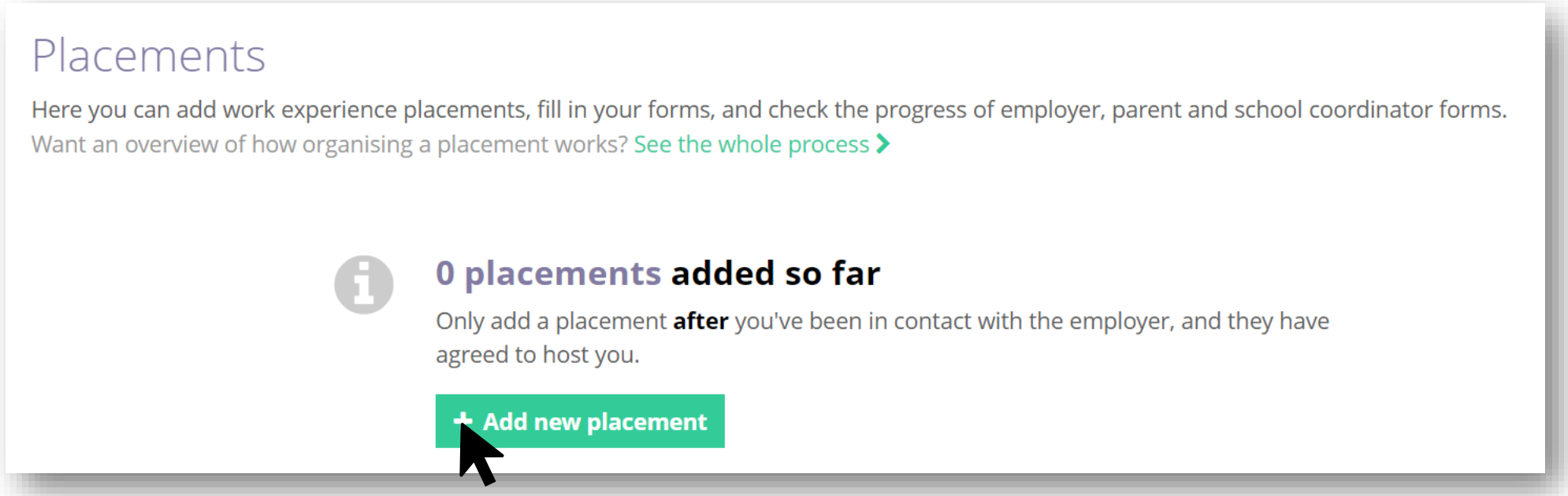
Direct, personal interaction with an employer via an online platform.





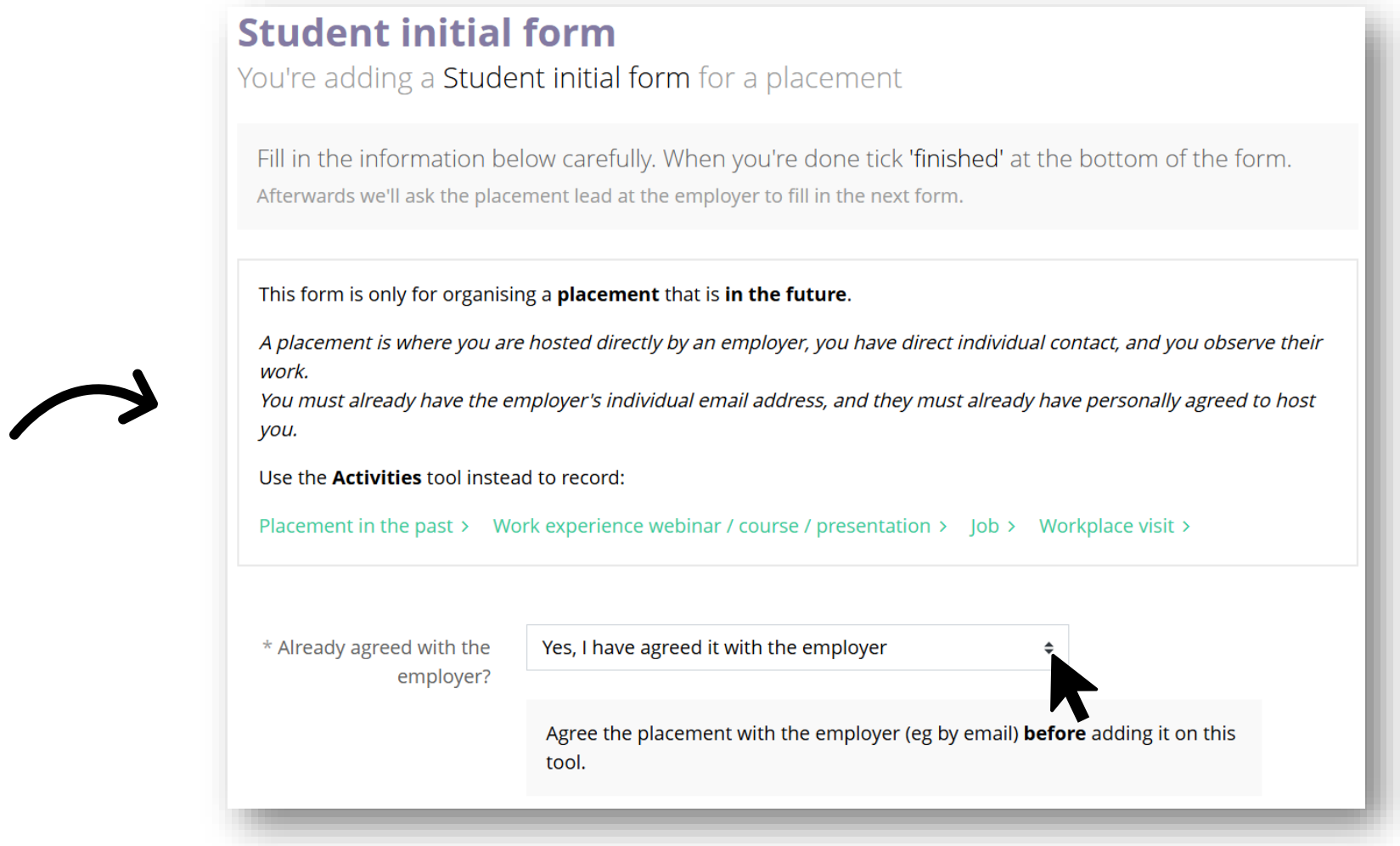
Using the Unifrog Placements tool

To get started, click ‘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.**



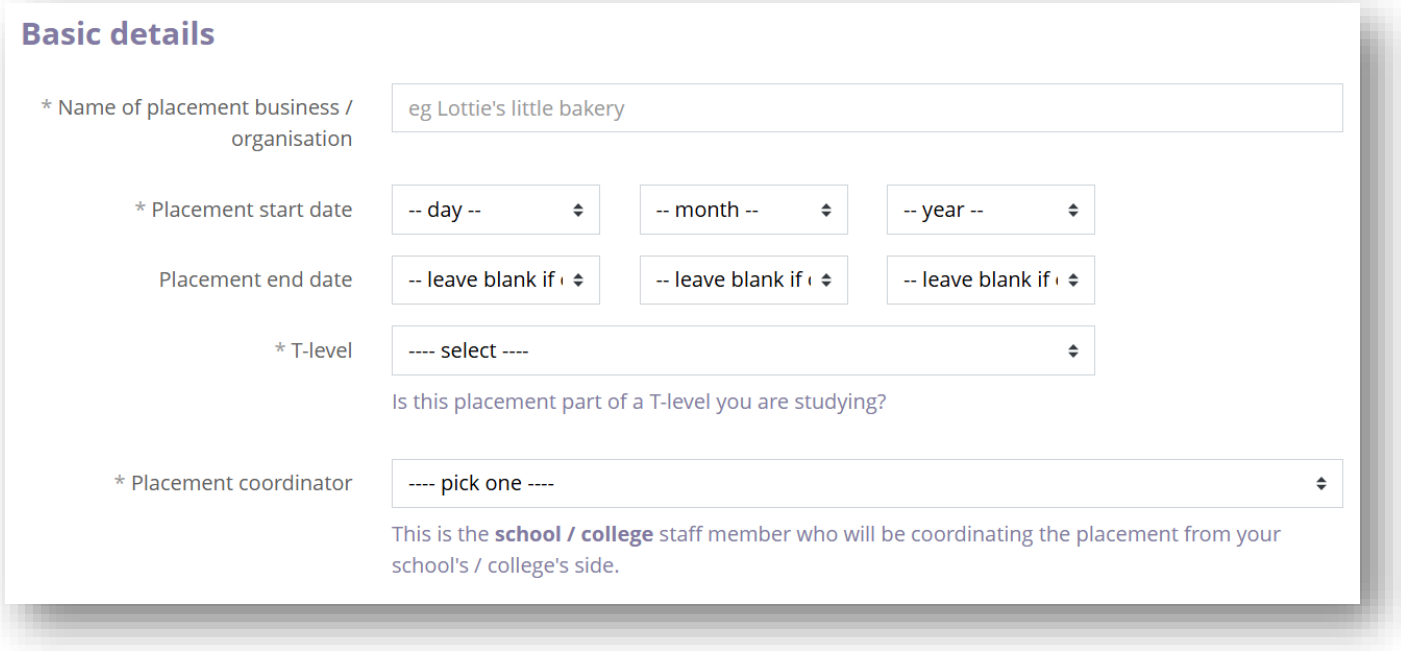
unifrog

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.

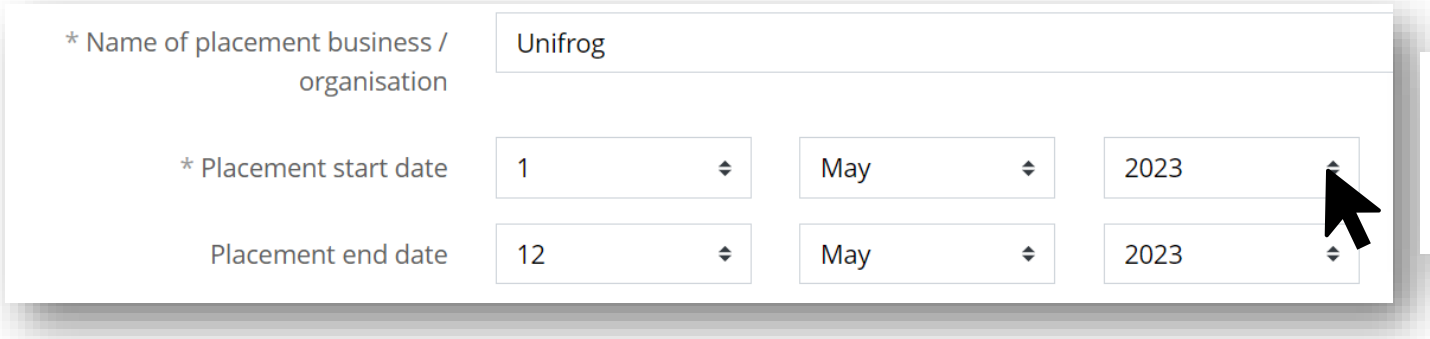


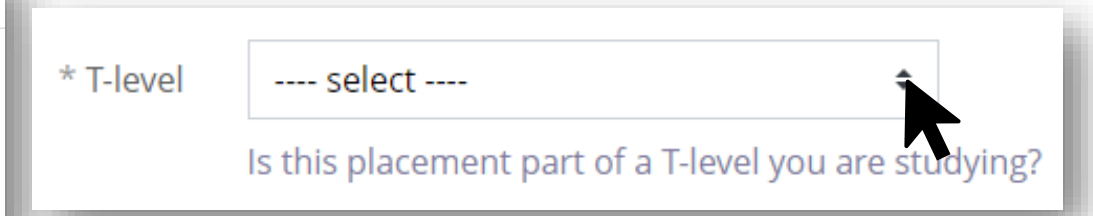


unifrog

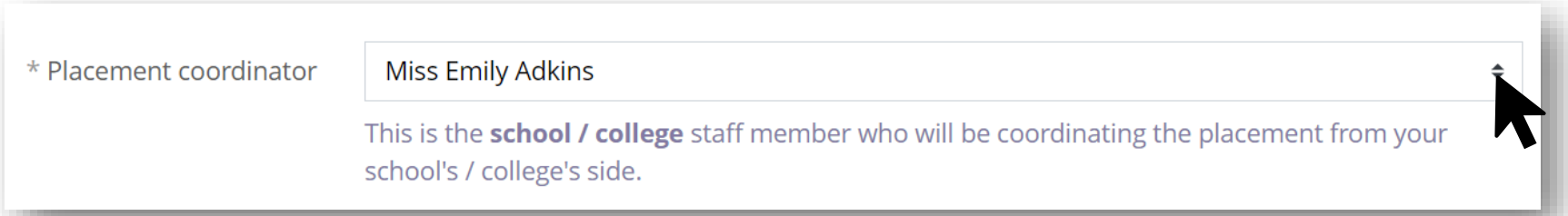
Using the Unifrog Placements tool: Basic details

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





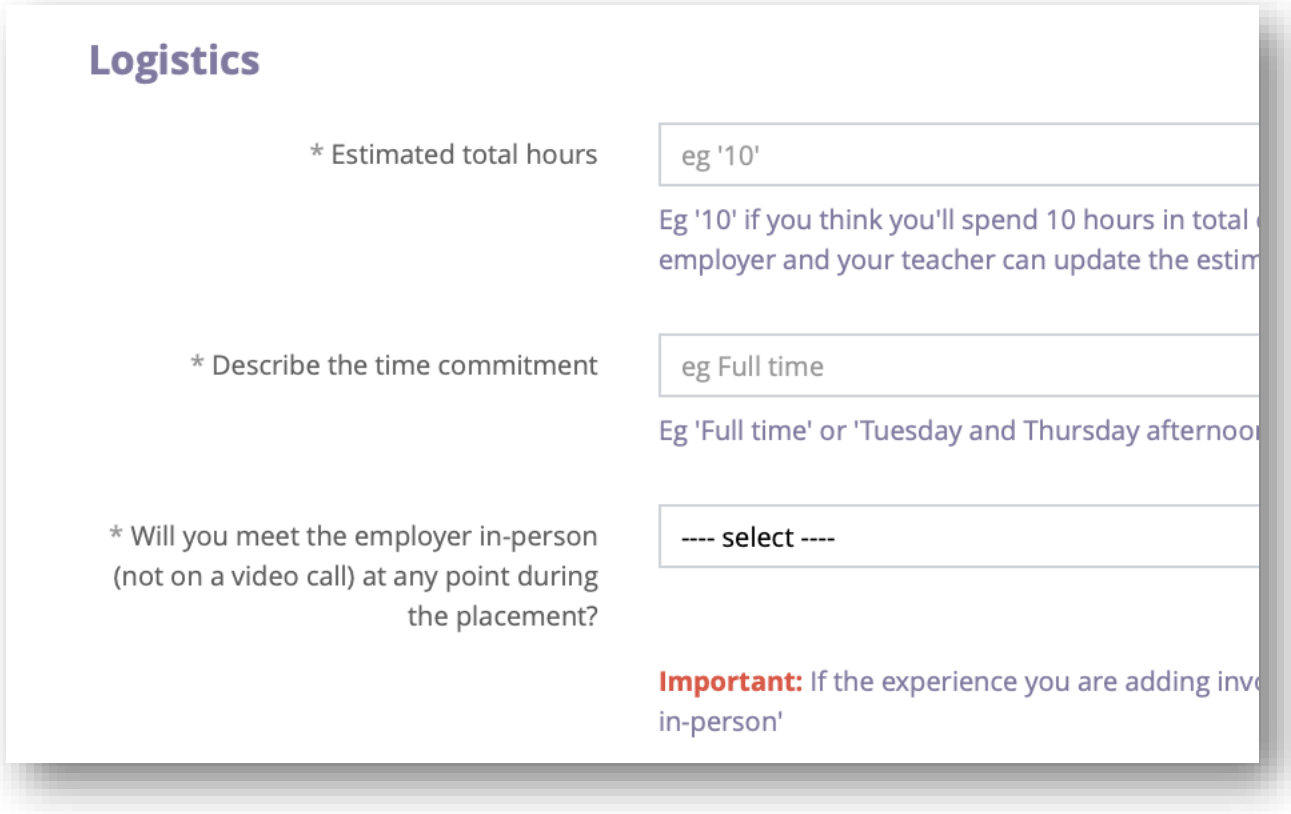
Then select the staff member at school/college who's coordinating your placement.



unifrog

Using the Unifrog Placements tool: Logistics

Enter the estimated total hours and the time commitment, e.g. part time Mon-Thu 9-1.

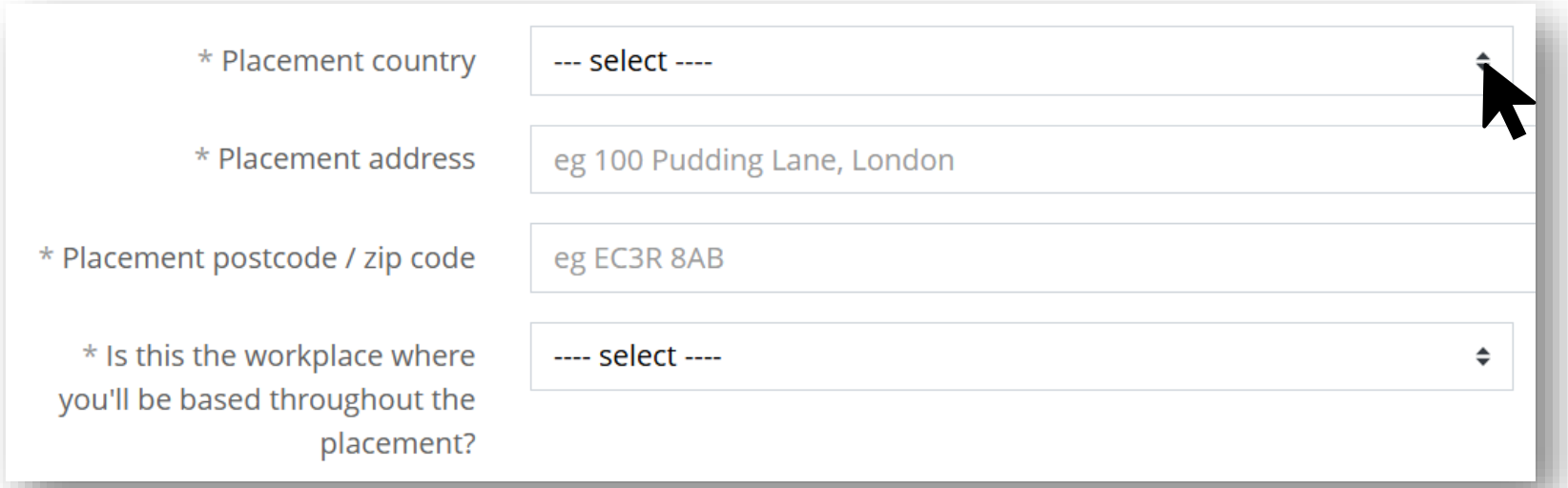


Then select whether your placement is **in-person** or **virtual**.

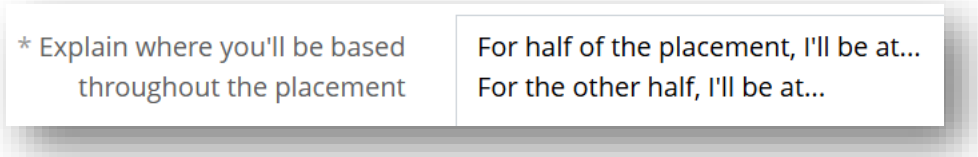
The rest of the form will look different, depending on your selection.

Using the Unifrog Placements tool: Logistics

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



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

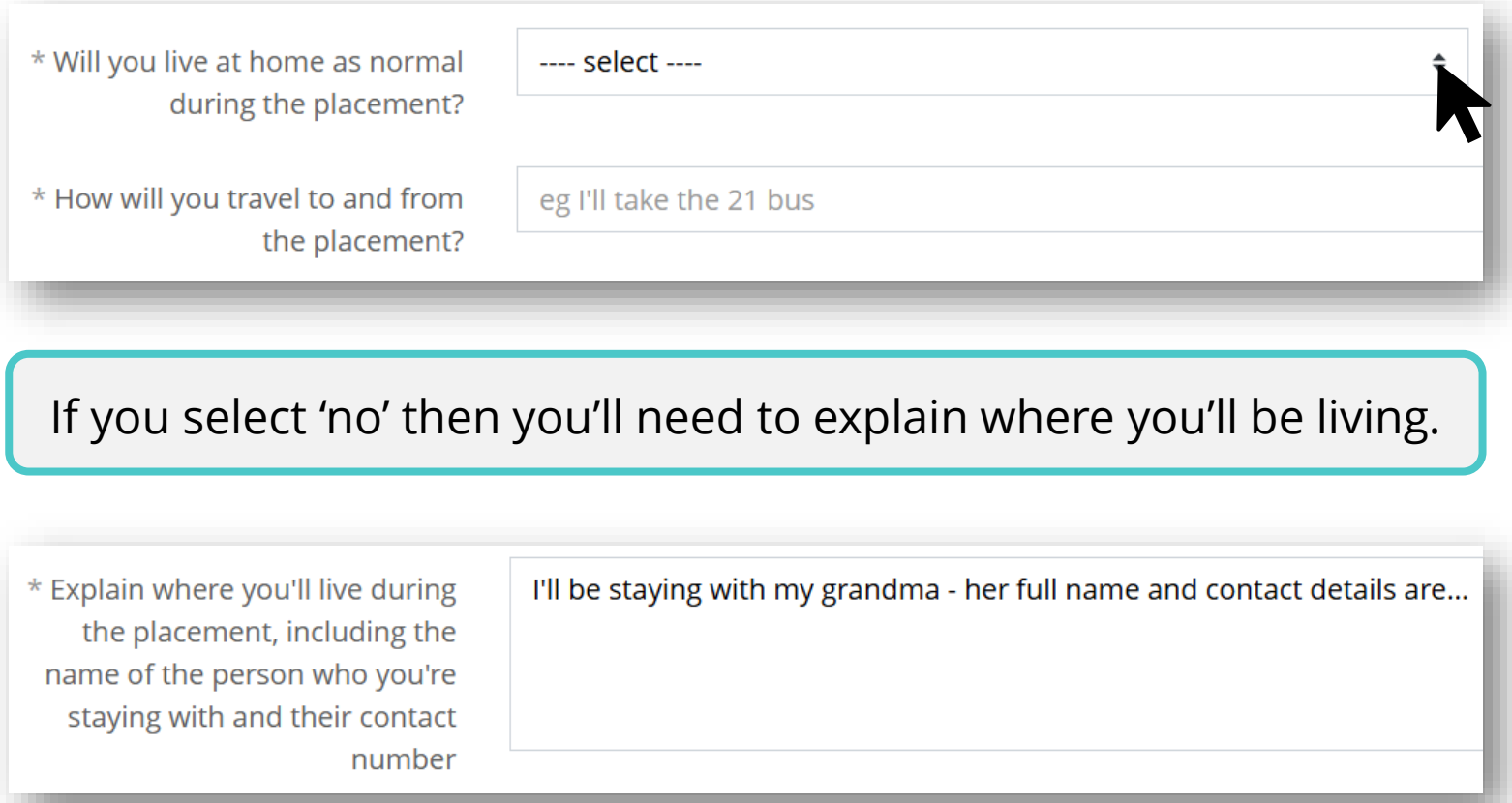


Record where the placement is and whether this workplace is where you'll be based throughout the placement.

unifrog

Using the Unifrog Placements tool: Logistics

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

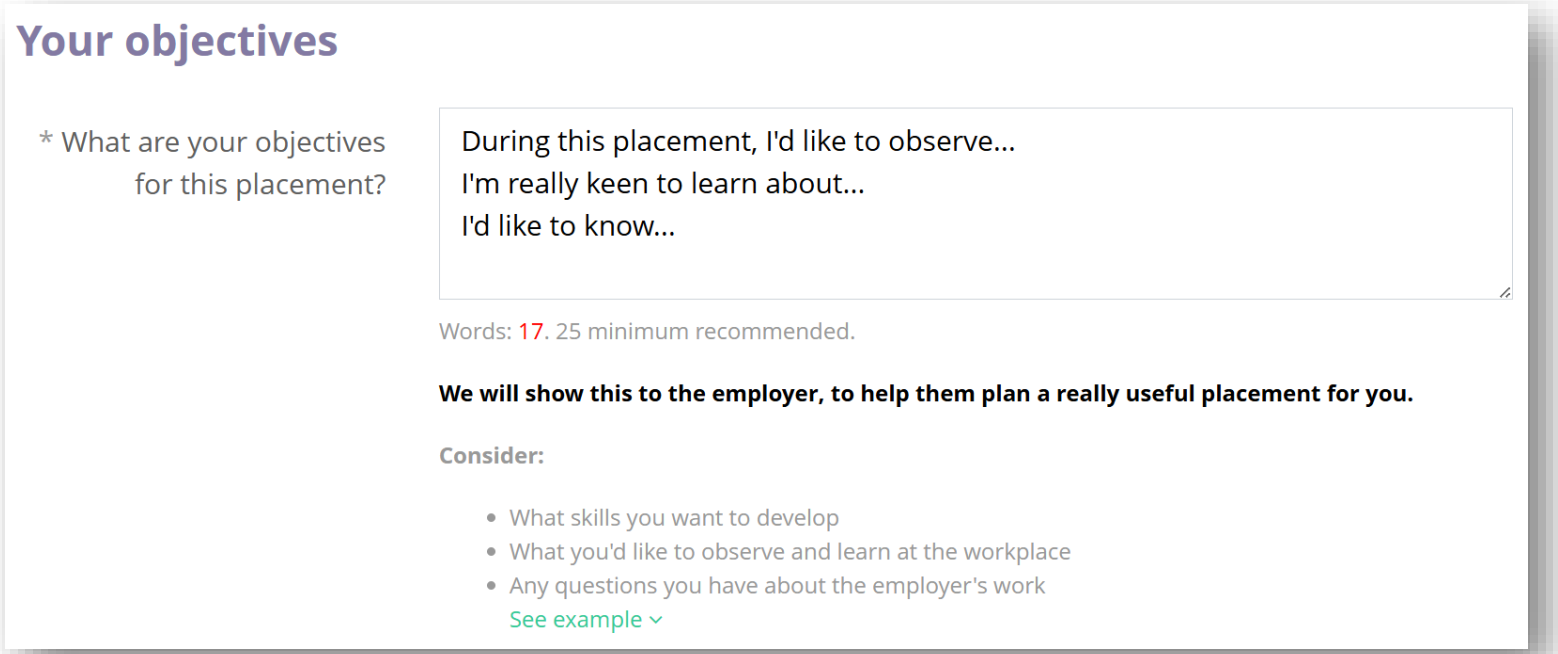


If you select 'no' then you'll need to explain where you'll be living.

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

unifrog

Using the Unifrog Placements tool: Your objectives

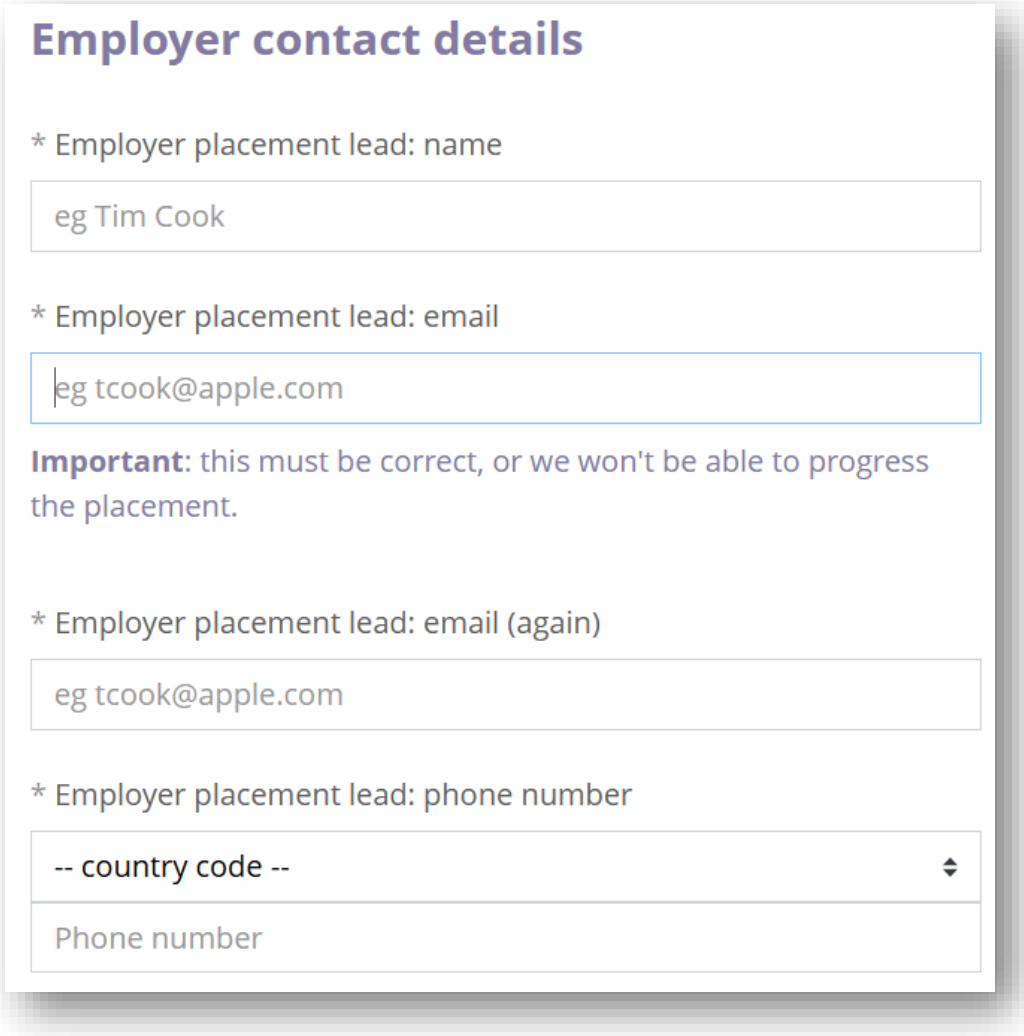


Create some learning objectives for your placement.
What skills do you want to develop? What do you want to learn?

Remember that this text will be shown to the employer.

unifrog

Using the Unifrog Placements tool: Employer contact details



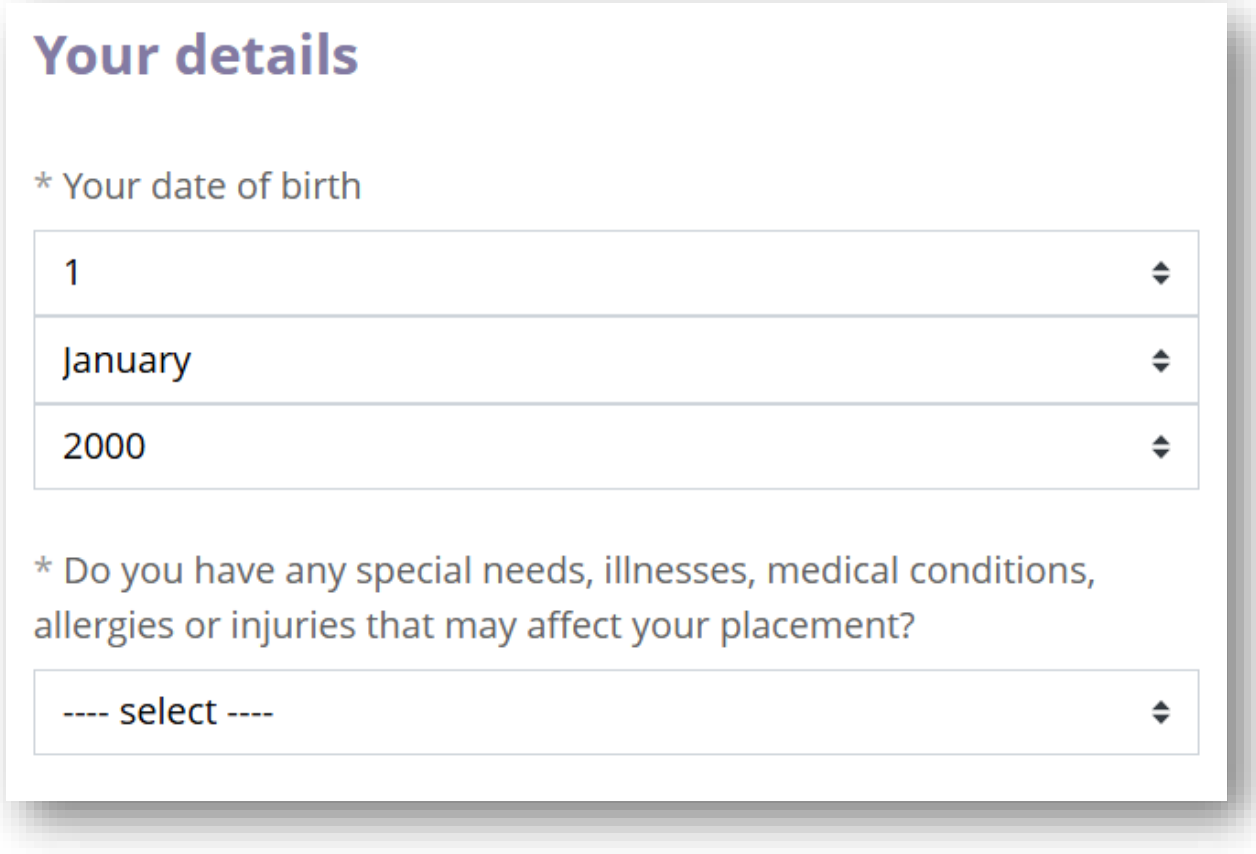
Enter the employer placement lead's name, email address, and phone number.

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

unifrog

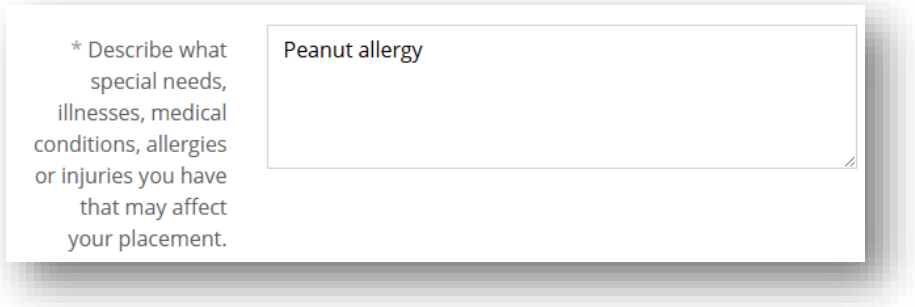
Using the Unifrog Placements tool: Your details

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



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

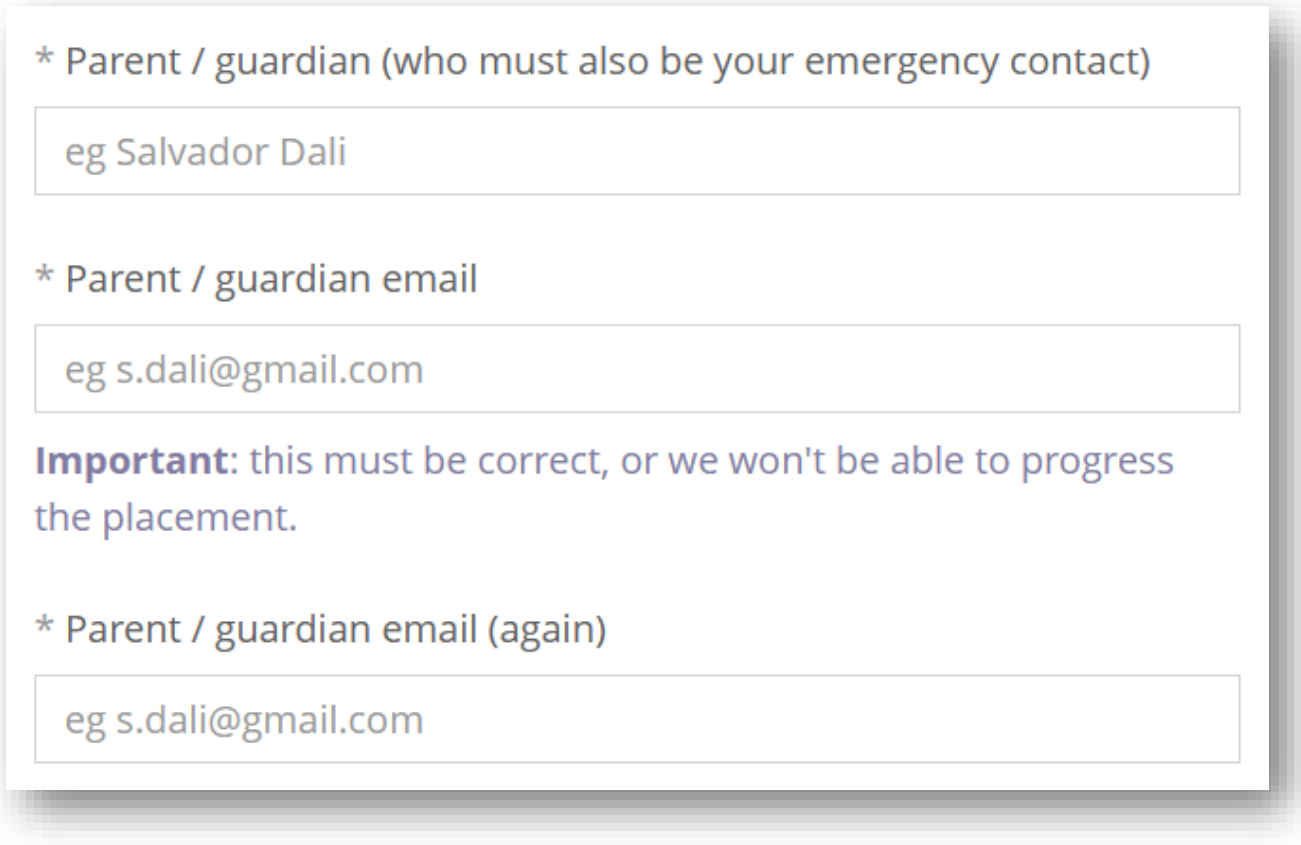
If you select 'yes' then you'll need to add details.



unifrog

Using the Unifrog Placements tool: Your details

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

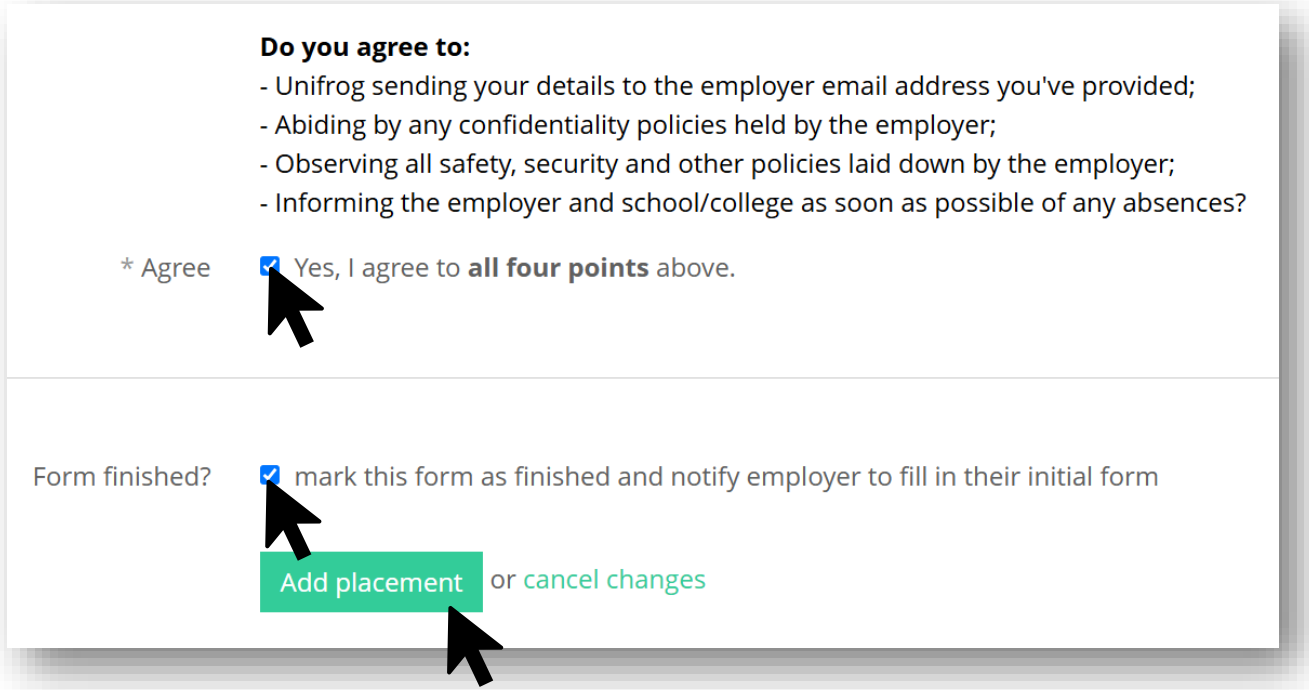


Enter your parent/guardian's name and email address.

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

unifrog

Using the Unifrog Placements tool

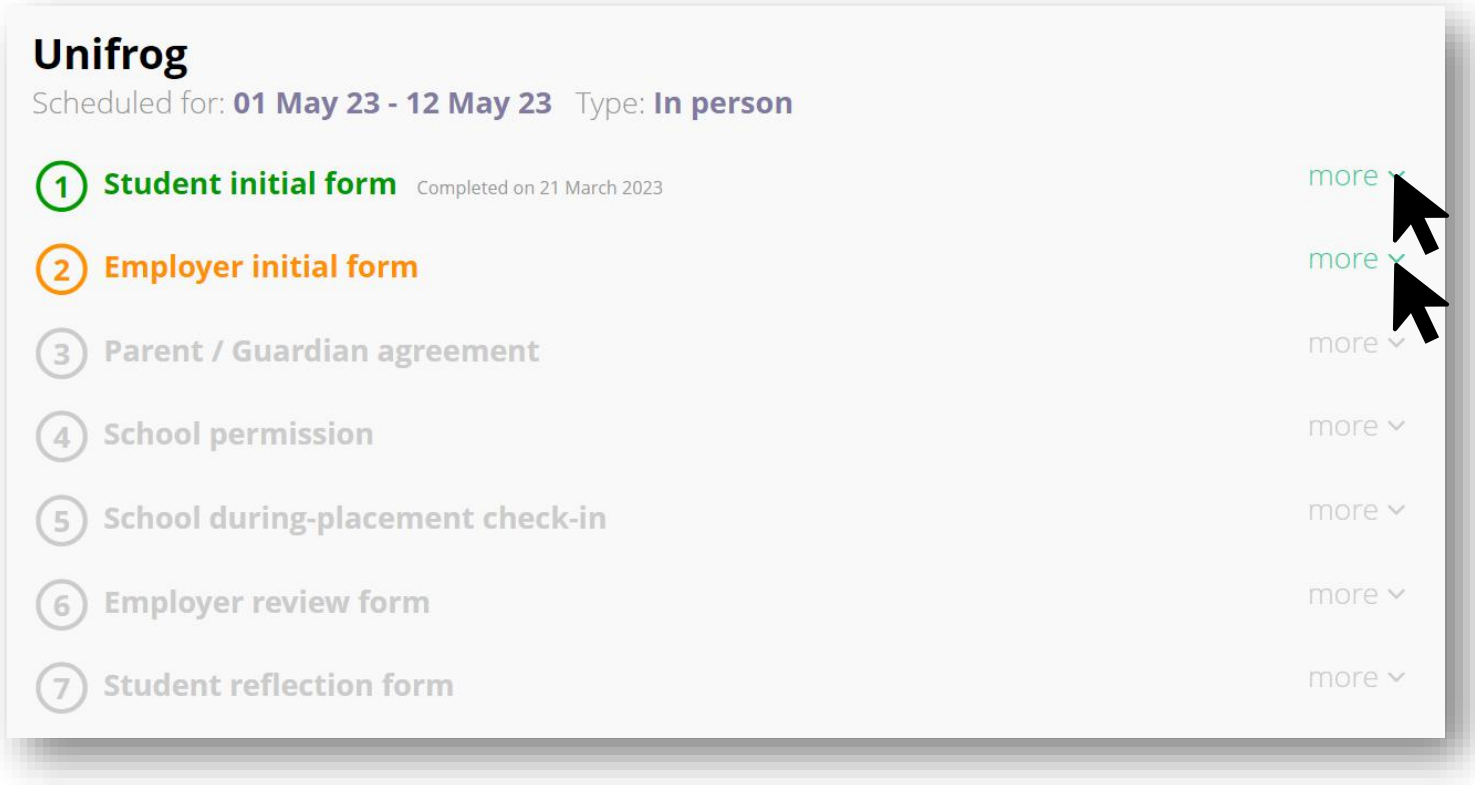


Read the four points and tick ‘Agree’ to acknowledge your agreement.

Once you’ve checked your form, tick ‘Form finished?’ and then click ‘Add placement.’

unifrog

Using the Unifrog Placements tool



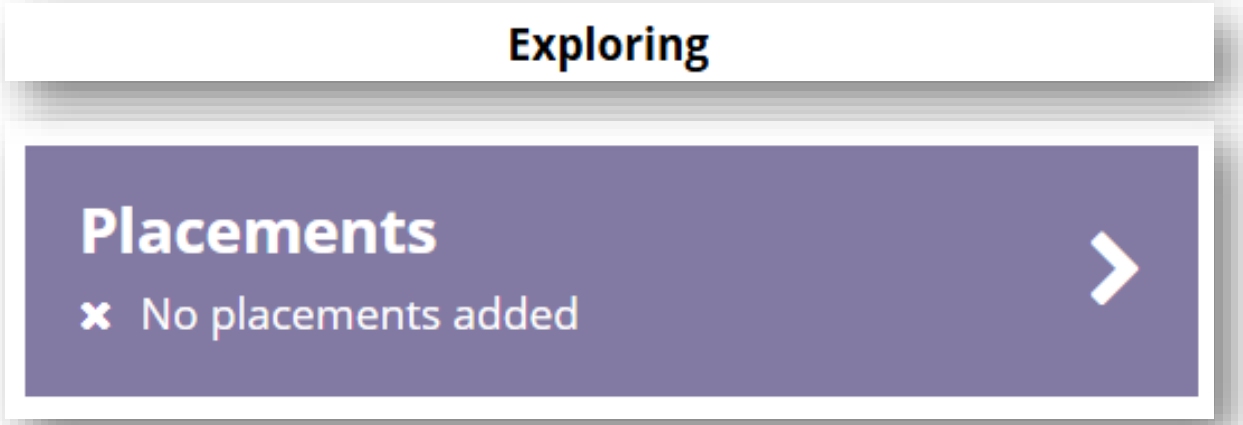
If you need to change anything, click ‘more’ next to ‘Student initial form’ and then ‘Edit.’

You’ll be able to keep track of the next steps by clicking ‘more’ next to the other forms.

unifrog

Adding a placement

Now it’s your turn to add your placement!



Read each section carefully and check the information you’ve entered before clicking ‘Finished.’

Make sure you have the contact details of your employer placement lead to hand.



For students: a guide to finding and completing work placements

Students: how to find it and how to be successful on it

- [A guide to finding and completing work placments]

FUTURES FOR ALL



Work Experience Finder

Search by company, industry or key word

In-person

Remote

All filters

It's easy to get started

1 Discover work experience

Browse, search and filter our opportunities to find what suits you.

2 Register, sign in and apply

To apply, you need an account – it's quick, free and simple to sign up.

3 Application review and decision

Once your application has been submitted your teacher will review it before it's sent to the employer who will let you know if you're successful!

Student page here……

unifrog

Sign in at:
unifrog.org/sign-in