

YEAR 10

WORK EXPERIENCE

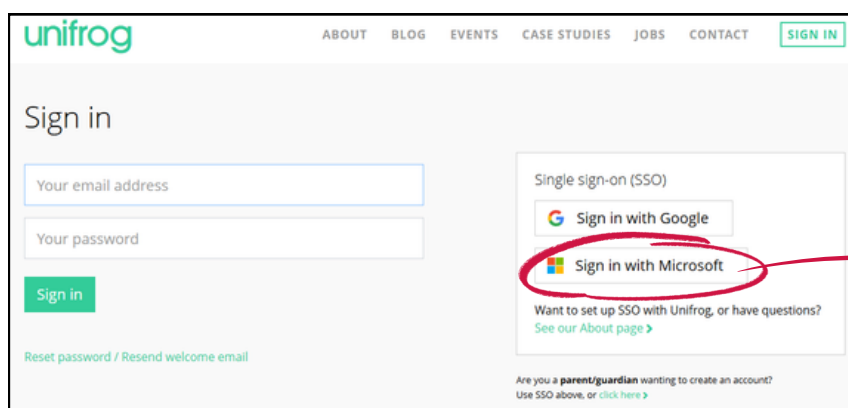
A Guide to Completing Your Student Initial Form

You will need the following information to hand:

Name of Placement business (the name of the company where you will be doing your placement)	
Employer placement lead name (the name of the person who has offered you the placement)	
Company address and postcode	
Your parent or guardians email address	

Login to your Unifrog account at
<https://www.unifrog.org/>

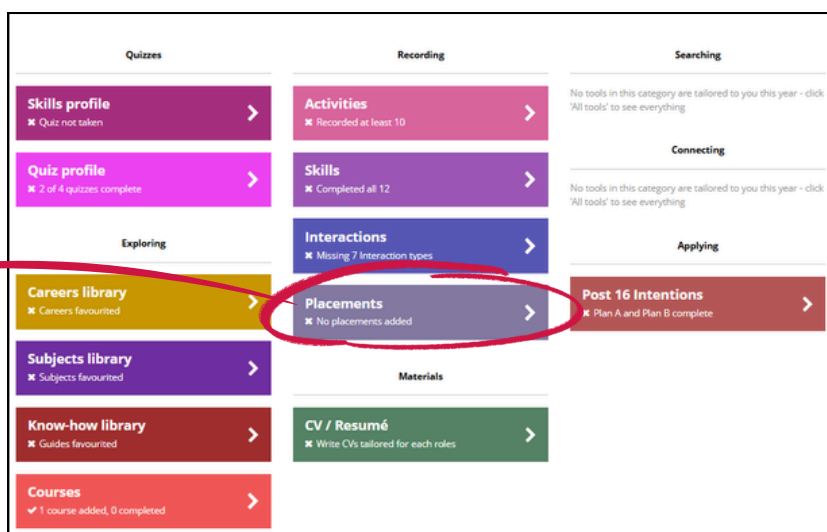
The first step is getting your Work Experience Placement approved is to upload the details into Unifrog, please follow the instructions below:



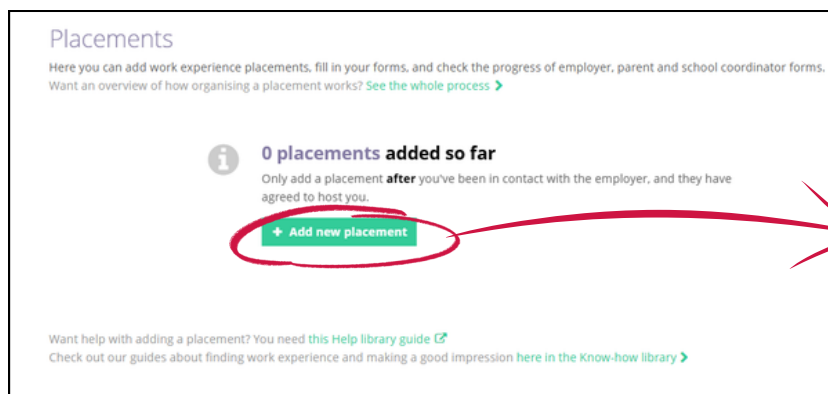
The image shows the Unifrog sign-in page. At the top, there is a navigation bar with links: ABOUT, BLOG, EVENTS, CASE STUDIES, JOBS, CONTACT, and a SIGN IN button. Below the navigation bar, the page is titled 'Sign in'. There are two input fields: 'Your email address' and 'Your password'. A green 'Sign in' button is below these fields. To the right of the input fields, there is a 'Single sign-on (SSO)' section. It contains two buttons: 'Sign in with Google' and 'Sign in with Microsoft'. The 'Sign in with Microsoft' button is circled in red. Below these buttons, there is a link: 'Want to set up SSO with Unifrog, or have questions? See our About page >'. At the bottom, there is a link: 'Reset password / Resend welcome email'.

You can now 'Log in with Microsoft' to Unifrog, meaning no more forgotten passwords!

Once you're logged in, scroll down the page until you see this grid of Unifrog tools. Select the 'Placements' tool.



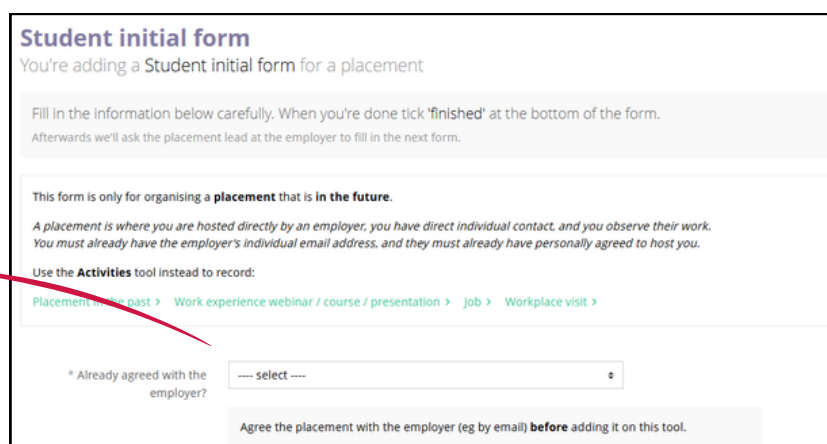
The image shows a grid of Unifrog tools. The grid is organized into three columns: Quizzes, Recording, and Searching. The 'Quizzes' column includes 'Skills profile' (Quiz not taken), 'Quiz profile' (2 of 4 quizzes complete), 'Exploring' (Careers library, Subjects library, Know-how library, Courses), and 'Materials' (CV / Resumé). The 'Recording' column includes 'Activities' (Recorded at least 10), 'Skills' (Completed all 12), 'Interactions' (Missing 7 Interaction types), 'Placements' (No placements added), and 'CV / Resumé' (Write CVs tailored for each roles). The 'Searching' column includes 'Connecting' (No tools in this category are tailored to you this year - click 'All tools' to see everything) and 'Applying' (Post 16 Intentions, Plan A and Plan B complete). The 'Placements' tool is circled in red.



The image shows the 'Placements' page. At the top, it says 'Placements' and '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 >'. Below this, there is a section titled '0 placements added so far'. It says 'Only add a placement after you've been in contact with the employer, and they have agreed to host you.' Below this, there is a green button with a plus sign and the text 'Add new placement'. The button is circled in red. At the bottom, there is a link: 'Want help with adding a placement? You need this Help library guide >' and another link: 'Check out our guides about finding work experience and making a good impression here in the Know-how library >'.

Then select 'Add new placement'.

You cannot complete this form unless you have already spoken and agreed the work experience with the employer.



The image shows the 'Student initial form' page. At the top, it says 'Student initial form' and 'You're adding a Student initial form for a placement'. Below this, there is a section titled '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.' Below this, there is a section titled 'This form is only for organising a placement that is in the future.' It says '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.' Below this, there is a section titled 'Use the Activities tool instead to record:' with links: 'Placement in the past >', 'Work experience webinar / course / presentation >', 'Job >', and 'Workplace visit >'. Below this, there is a section titled '* Already agreed with the employer?' with a dropdown menu labeled 'select' and a button labeled 'Agree the placement with the employer (eg by email) before adding it on this tool.'

Basic details

* Name of placement business / organisation

* Placement start date -- day -- -- month -- -- year --

Placement end date -- leave blank if -- -- leave blank if -- -- leave blank if --

* Placement coordinator ---- pick one ----

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

Select 'Mx Careers Team' as your Placement Coordinator

In put all the relevant information about your placement.

The start and end date will be 8th March - 12th March 2026.

Your placement should be full-time and in-person

Basic details

* Name of placement business / organisation

* Placement start date -- day -- -- month -- -- year --

Placement end date -- leave blank if -- -- leave blank if -- -- leave blank if --

* Placement coordinator

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Logistics

* Estimated total hours

Eg '10' if you think you'll spend 10 hours in total doing the placement. If you're not sure, add your best guess. The employer and your teacher can update the estimate later.

* Describe the time commitment

Eg 'Full time' or 'Tuesday and Thursday afternoons'.

* 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'

Employer contact details

* Employer placement lead: name

* Employer placement lead: work email

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

* Employer placement lead: work email (again)

Ensure you enter the employer's details correctly, otherwise they won't receive their form that needs to be completed and the process can't move forwards.

Again, ensure your parent/carer's email is correct, otherwise the process will be halted at a later date.

Your details

* Your date of birth 1 January 2000

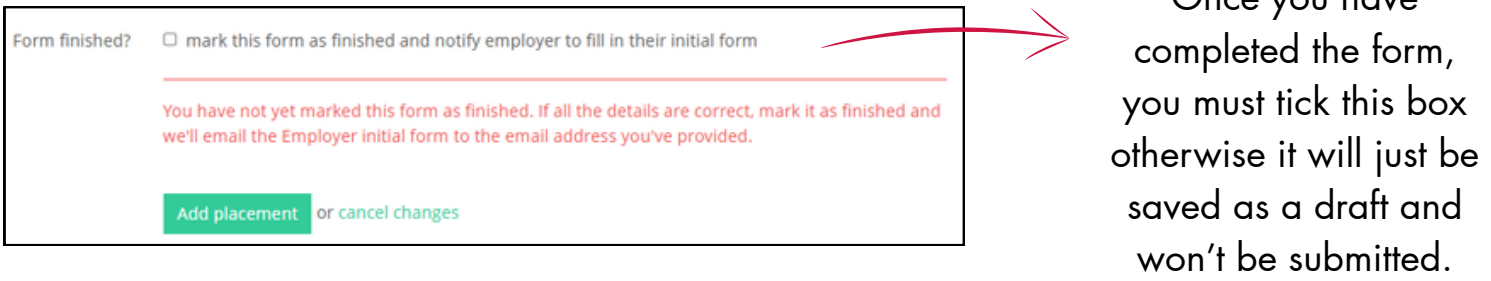
* Do you have any special needs, illnesses, medical conditions, allergies or injuries that may affect your placement? ---- select ----

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

* Parent / guardian email

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

* Parent / guardian email (again)



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](#)

Once you have completed the form, you must tick this box otherwise it will just be saved as a draft and won't be submitted.

Once you have submitted your form, you will not be able to edit it so please make sure the information is all correct.

By ticking the 'Form finished?' box and adding the placement, an email will automatically be sent to your employer with a link to the form that they need to complete.

Once your employer has completed their form, the details will be sent to your parent / guardian for their agreement.

The school will then complete their Health and Safety checks with the aim of approving your placement.

You can track the progress of your placement approval by going back into the placement tool.

If you have any problems uploading the details of your placement, please contact the careers team via workexperience@ivanhoe.co.uk