



# BROOKFIELD WORK PLACEMENT



## @ HOME

- Discuss at home where you would like to go, this should ideally relate to something you are interested in for a future career.
- Research local companies and then contact them and ask them if they can accommodate you, you will need to give them the following information:-
  - Name / school / year
  - Dates of the placement:
- Once the placement has been confirmed they can take you, you will need to get the following information:-
  - Contact name / email / contact no. / address inc. postcode
- You will need the following information:-
  - How you are travelling to your placement.
  - Details of any special needs / illnesses / medical conditions or injuries that may affect your placement
  - Parent / carer name / email address
- Speak to Mrs Morse or Mrs Mason if you would like any support or ideas where students have visited before.
- Log into your Unifrog account and type in work placements - there are guides on helping you choose your placement.



- Sign into UNIFROG - if you can't remember your password - [www.unifrog.org/signin](http://www.unifrog.org/signin) and click 'forgotten password'.
- Scroll down and click on the purple 'placement' box.
- Click + add new placement
- Click 'In person'
- Click placement coordinator - Mrs Morse

You can then start adding all the information you have collected from your placement and home.

You can click then click 'form finished' which will start the automated system with the employer, your parents and the school.

You can check for updates at anytime by going back to this website.



## PLACEMENT

- Make sure that you are on time everyday and are dressed appropriately
- If you are unable to attend your placement on any day, please make sure that you contact your placement contact and the school



## REVIEW

- Complete your placement diary on the Unifrog system.
- Complete the student reflection form on the Unifrog system.

**WEX Workshops**  
**Thursday 3pm - 4pm**  
**Sixth Form Study**

**DEADLINE FEBRUARY HALF TERM**