

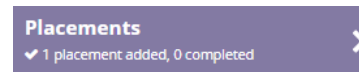


- Discuss at home where you would like to go, this should ideally relate to something you are interested in for a future career.
- Research local companies and then contact them and ask if they can accommodate you. **Ideally phone them, if you email always follow up the next day with a phone call!** You will need to give them the following information:-
  - Name/ School/ Year
  - Dates of Placement
  - Tell them to **expect an email from Unifrog** which will allow them to confirm the placement and input relevant information that you will need to know.
- Once the placement has been confirmed that they can take you, you will need to get the following information:-
  - Contact Name/ Email. Phone No./ Address inc postcode
- You will need to input the following information into Unifrog:-
  - 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 if you would like any support or ideas where you could go.
- You can find guides on helping you to choose a work placement on Unifrog, when you are logged in type in 'work placements' into the search field.

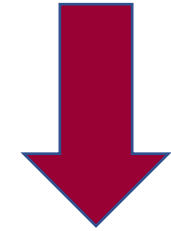
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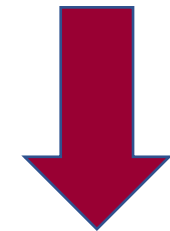
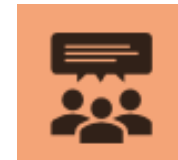
- Log into your Unifrog account ([www.unifrog.org/signin](http://www.unifrog.org/signin))– if you can't remember your password, click on 'forgotten password'. Your login name is your school email address (you will then need to log into your school emails to reset the password).
- Scroll down and click on the purple 'Placement' box



- Click + Add new placement
- Agreed with the employer – select Yes
- You can then start adding in all of the information required.
- When asked if you will meet the employer in person at any point during the placement – select Yes
- When you have completed all of the fields and agreed the criteria, mark the form as complete. Unifrog will then email the employer for them to confirm the placement and add relevant information. When confirmed by the employer, parents/carers will then be emailed to approve the placement.
- You can check for updates at any time by logging into your Unifrog account and checking the Placements tool.



- Make sure that you are on time every day, polite respectful and dressed appropriately.
- If you are unable to attend your placement on any day, you must ensure that you contact your placement contact and the school.



- Complete your placement diary, which you will be sent before you go. You can then upload this to your Unifrog locker.
- Complete the student reflection form on the Unifrog system