

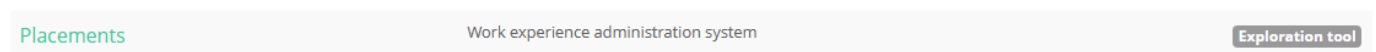
How to set up your Work Experience Placement on Unifrog:

Step 1 – Sign into your Unifrog account (if you have not logged in before or have forgotten your password please select ‘Reset password / Resend welcome email’ on the sign in page)

Step 2 – click on the search bar at the top of the page and type in ‘Work placement’

Step 3 – Under ‘Tools’ it says ‘Placements’ please click on this

Tools Dive straight into a Unifrog tool



Step 4 – Click ‘+ 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](#)

Step 5 – Fill in the necessary questions and then select ‘Add placement’ (when you get to the ‘Placement coordinator’ question, please select Mrs da Vighi).

* Placement coordinator

Mrs da Vighi

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

This will then be sent to the employer conducting your placement to fill in their section. Once they have done this, it will then be sent back to Stewards Academy where Mrs da Vighi will then approve the placement.

No work experience placements can take place without this being done.