**Using Unifrog to process the work experience applications.**

We use Unifrog ([www.unifrog.org](http://www.unifrog.org)) to manage the administration of the work experience programme – for example collecting information from the employer about their Risk Assessment and Health & Safety policy, as well as getting agreement from yourselves for the placement to go ahead.

Some important logistics:

* Students need to agree the placement with the employer **first**, and then students will add the placement to their Unifrog account (they’ll find the **Placements tool** on their Unifrog homepage).
* The Unifrog system will then email the employer, the parent / guardian, and the school, to collect the necessary information and permissions. For the process to work, **it’s essential that students add the initial information about the placement accurately**.

Finding out more:

* Unifrog have created a set of guides about placements which you can find <https://www.unifrog.org/placement/parent-guides>.
* Within this set of guides, <https://www.unifrog.org/placement/parent-guides/how-to-use-the-placements-tool> is the best one to start with (it includes a short animation of how the whole process works).
* Next we recommend looking at <https://www.unifrog.org/placement/parent-guides/for-students-a-guide-to-placements-work-experience>, because it includes advice on how to find a placement.

Next steps:

* Please read the placement guides on Unifrog, and then start contacting possible hosts for the placement
* If you have any questions, contact Mr Stokes [workexperience@walton.staffs.sch.uk](mailto:workexperience@walton.staffs.sch.uk)