**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. Students must make sure they have used their school email to login to Unifrog. If they forget their password, they should press ‘lost password’ and check their school email for instructions on how to reset it.

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).
* Reminder – please set the Work Experience Coordinator as A. Stokes
* 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)