



Arranging your Work Experience

Work Hard

Aim High

Be Kind

Show GRIT

**Your #1 tool for logging
your work experience
placement**

*“Only practical work, and experience,
lead the young to maturity.”
- Maria Montessori*

V2

workexperience@ecclesfield-mlt.co.uk



An Introduction to Work Experience.

This year, Ecclesfield students will be changing the way they apply for, and process Work Experience.



Students complete Student Initial Form, on Unifrog by the 31st January 2025.

Unifrog generates email to host employer to request details needed to secure placement.

On receipt of the employers' details, email generated to parents/guardians, containing the information provided.

Parents/guardians consent to the link in the email to ensure work placement can go ahead

Please follow the step-by-step guide overleaf, to log your work experience placement successfully.

Please note that work placements will not be able to go ahead, unless they are recorded on Unifrog, and the school has a valid risk assessment and employer liability insurance for the employer.

Logging your Work Experience.

Step 1:

Find an employer that is happy for you to complete your work experience with them.

The dates are: **Monday 7th – Friday 11th July 2025**

Confirm this with them verbally.

Complete?



Step 2:

Take the following details from the employer that you would like to complete your work experience with:

First name:

Surname:

Address:

Postcode:

Email Address:

Contact Telephone Number:

Name of business:

Type of Business:

Complete?



Step 3:

Log into: www.unifrog.org

Username: School email address

Password: All Y10 passwords have been reset, so you will need to change your password

Complete?

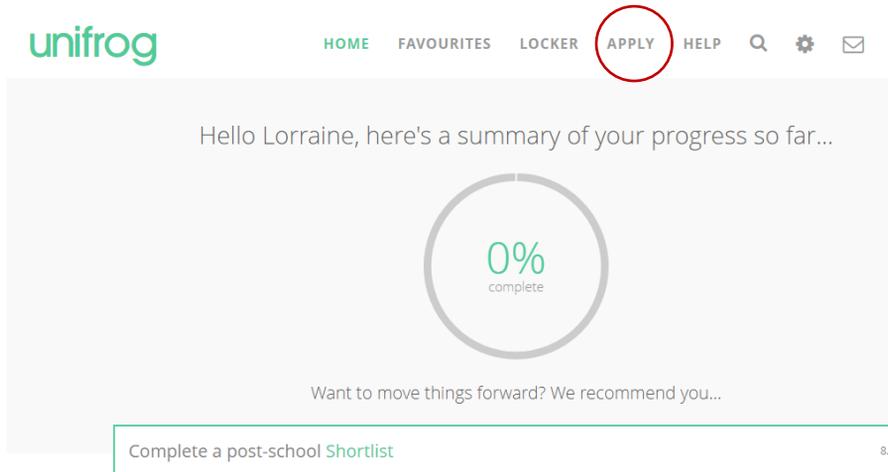


Logging your Work Experience.

Step 4:

a) Once you are logged into Unifrog, you can add your placement under the Apply heading:

Complete?



b) In the Apply tab, click the +Add an application icon:

Applications

Add your applications and monitor progress. 0 applications added so far.

+ Add an application

c) Then select “get started here”:

Add applications to your list

You haven't made any shortlists yet! [Get started here >](#)

You can also add opportunities manually, but only do this if you're sure that the opportunity does not appear on any Unifrog search tool. [Add applications manually >](#)

Logging your Work Experience.

Step 5:

- a) Scroll down to “Exploring Pathways”, and select the grey “placements box:

Complete?



Exploring pathways

The 'Exploring pathways' section contains a grid of nine colored boxes, each representing a different tool or resource. The 'Placements' box is highlighted with a red circle. Each box includes a title, a status indicator (e.g., 'x Careers favourited'), and a 'Go to tool' or 'Start' button.

- Careers library** (Yellow-Green): x Careers favourited. Go to tool >
- Subjects library** (Purple): x Subjects favourited. Go to tool >
- Know-how library** (Dark Red): x Guides favourited. Go to tool >
- Courses** (Red): x No courses added. Go to tool >
- MOOC** (Teal): Make your first shortlist. Start >
- Unifrog events** (Orange): Interact directly with experts. Go to tool >
- Read, Watch, Listen** (Blue): x Profiles favourited. Start >
- Placements** (Grey): x No placements added. Go to tool >

- b) Select the “Add new placement icon:

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](#)

Logging your Work Experience.

Step 6:

You now need to fill in the student initial form:

Complete?



Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form. Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the **Activities tool** instead >

Virtual or In person? If the experience you are adding involves **any** in person time with the employer, add it as 'in person' and not 'virtual'.

* Placement coordinator

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

* Name of placement business / organisation

* Placement start date

Placement end date

* Describe the time commitment

[see example >](#)

* Employer placement lead: name

* Employer placement lead: email

Important: this must be correct, or we won't be able to progress the placement.

* Employer placement lead: email (again)

Do you agree to:

- Unifrog sending your details to the employer email address you've provided;
- Abiding by any confidentiality policies held by the employer;
- Observing all safety, security and other policies laid down by the employer;
- ~~Informing the employer and school/college~~ as soon as possible of any absences?

* Agree Yes, I agree to **all four points** above.

Form finished? mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

or cancel changes

Ensuring you have selected the *Agree check box, you can now add your placement

Finally.....

Once your **Student Initial form has been submitted**, the employer will receive an email link to Unifrog to **authorise the placement and upload their documentation**.

Once all employers' documentation has been received, Unifrog will generate an email to parents/carers containing placement details and a link to consent to the placement, as below:

has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

Start and End date:
4 June 2024 - 14 June 2024

Location:
Ecclesfield school, chapeltown road, chapeltown, United Kingdom, S35 9wd

Placement overview:
will be working alongside the Physics Lab Technician preparing practical resources and equipment for lessons

What now?
Complete the Parent / Guardian agreement

Complete it now

Please note:

Your employer and Parent/guardian does not need a Unifrog login to access the system. The system can be accessed through the link sent via email.

If the employer cannot upload their documentation as requested, they can either email it to:

workexperience@ecclesfield-mlt.co.uk

Or post a hard copy to the school for the attention of the careers department.

For extra information around arranging your work experience, please visit:

[For students: a guide to placements/work experience : Unifrog Placement Guides](#)
[Placements: the legals explained : Unifrog Placement Guides](#)

Key Dates

Date:	Action / Deadline:
4 th October 2024	Launch to Students in Assembly.
7 th November 2024	Launch to Parents/Carers at Year 10 Information/Meet the Tutor Evening (4-7pm at Ecclesfield School, Lady Mabel Hall).
20 th December 2024	<ul style="list-style-type: none"> Step 1 Student to research and find an employer. Step 2 Student to complete verbal agreement information.
Friday 10 th January 2025	<ul style="list-style-type: none"> Step 3 Student to log into Unifrog Step 4 and 5 Student to add placement to Unifrog <p>*at this point employers will be automatically sent an email with the link to complete their section.</p>
Friday 31 st January 2025	<p>Employer to have completed the following via an email from Unifrog:</p> <ul style="list-style-type: none"> Confirmed placement Submitted Risk Assessment and Health and Safety Policy Submitted Employer Liability Insurance <p>*at this point parents/carers will be automatically sent an email with the link to complete their section. Contact workexperience@ecclesfield-mlt.co.uk if you need help.</p>
Friday 14 th February 2025	<p>Parent/Carers to have completed the following via the link on Unifrog:</p> <ul style="list-style-type: none"> Check that placement details are correct Consent to the work experience taking place <p>*At this point, school will be notified that all documentation is complete. The placement will go ahead if the employer meets the legal safety requirements for the student.</p> <ul style="list-style-type: none"> All parties will then receive a confirmation email. Contact workexperience@ecclesfield-mlt.co.uk for help.
May - July 2025	<p>School will deliver a series of sessions to prepare students for work experience. This will include Health and Safety and Safeguarding briefings, in addition to general workplace etiquette and tips for success.</p>
7 th – 11 th July	<ul style="list-style-type: none"> Work Experience takes place. Student to complete journal on Unifrog throughout the week.

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