

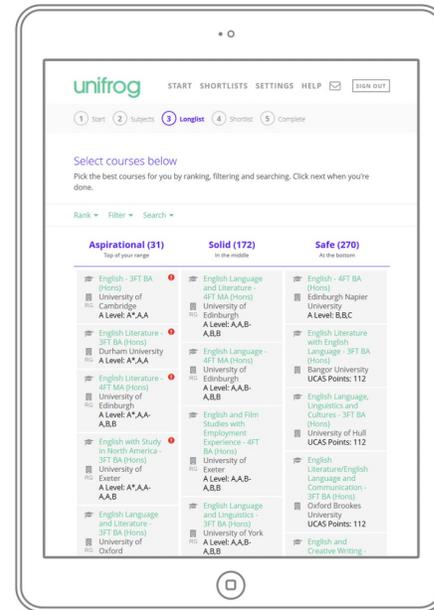
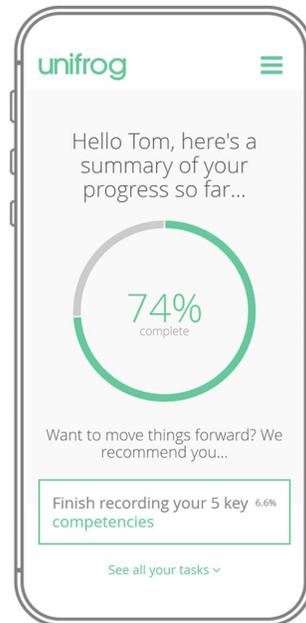
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Part 2

Student sign in and using
the placement tool

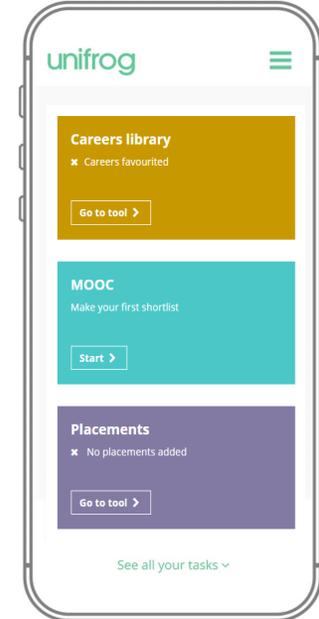
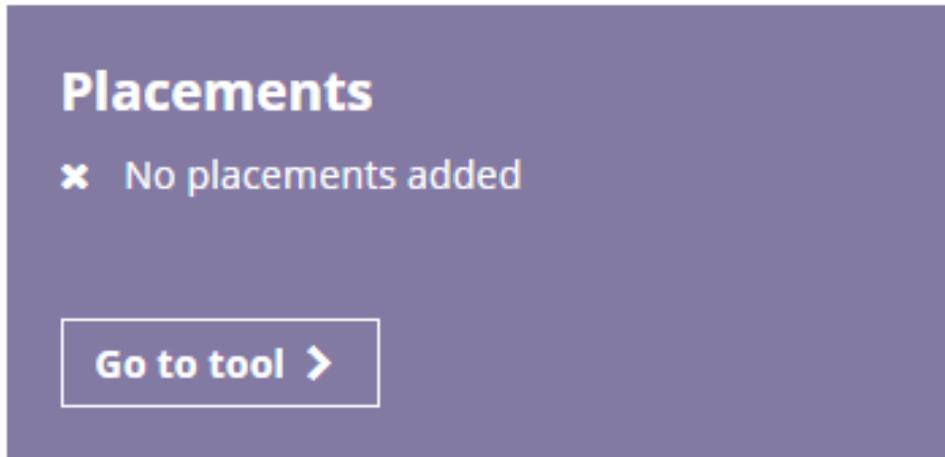
Reminder: Smartphone & Tablet Sign In

Go to **unifrog.org/student** and sign in with your email address & password. If you haven't created an account yet, go to **'Sign in for the first time'** and use the instructions in the welcome email you received last Wednesday.



What does the Unifrog placement tool do?

<https://cdn.unifrog.org/video/hfxcu5f6a6/360.mp4>



Using the placement tool

Enter your placement details. You need to know:

- The name of the business
- Name of the placement lead (who is organising the placement)
- Their email address

The start date: Monday 19th June 2023

The end date: Friday 23rd June 2023

Your placement will be 'full time' unless agreed otherwise

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.

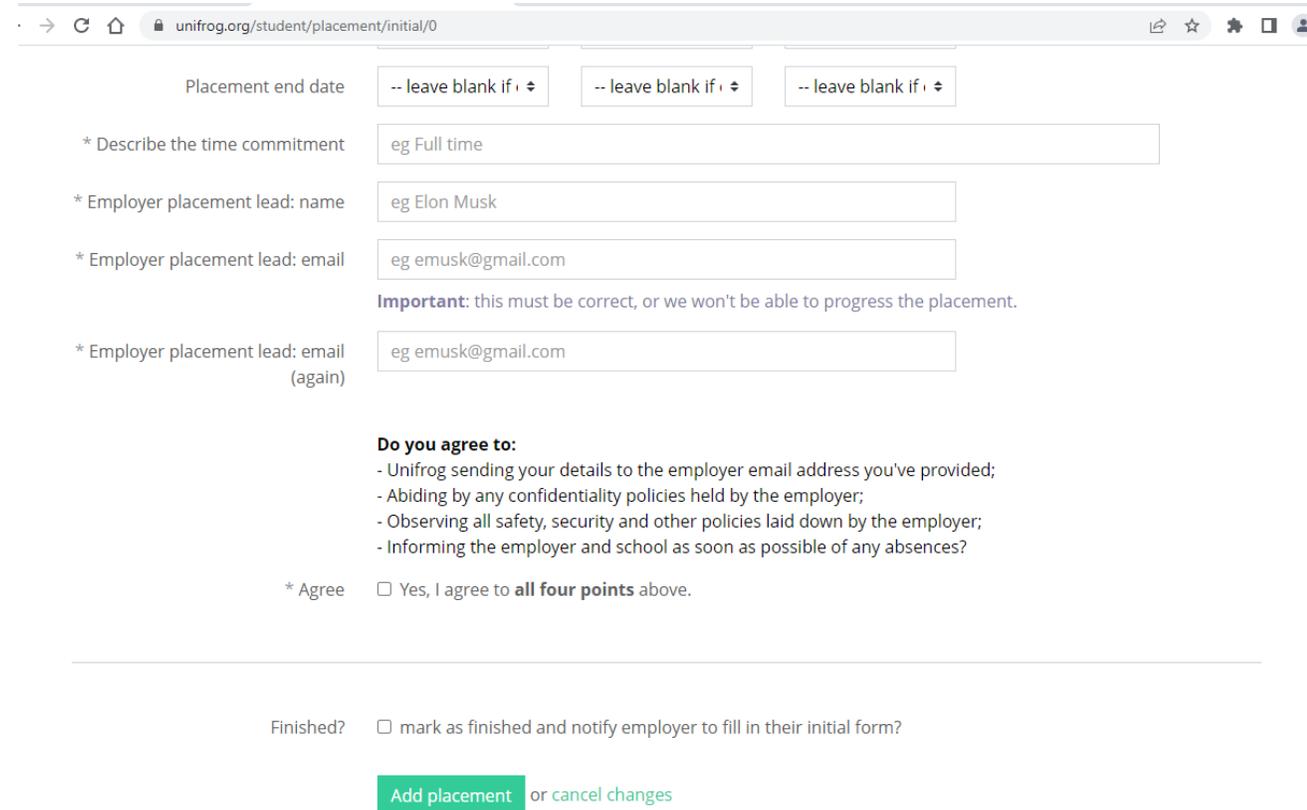
* In person or Virtual	<input type="text" value="---- select ----"/>
* Placement coordinator	<input type="text" value="---- pick one ----"/>
	<small>This is the school / college staff member who will be coordinating the placement from your school's / college's side.</small>
* Name of placement business / organisation	<input type="text" value="eg Lottie's little bakery"/>
* Placement start date	<input type="text" value="-- day --"/> <input type="text" value="-- month --"/> <input type="text" value="-- year --"/>
Placement end date	<input type="text" value="-- leave blank if --"/> <input type="text" value="-- leave blank if --"/> <input type="text" value="-- leave blank if --"/>
* Describe the time commitment	<input type="text" value="eg Full time"/>
* Employer placement lead: name	<input type="text" value="eg Elon Musk"/>
* Employer placement lead: email	<input type="text" value="eg emusk@gmail.com"/>
	<small>Important: this must be correct, or we won't be able to progress the placement.</small>
* Employer placement lead: email (again)	<input type="text" value="eg emusk@gmail.com"/>

Do you agree to:

What happens next?

Once you agree to the Unifrog terms and click 'finished', an email will be sent to the employer requesting the information we need from them, such as their employer liability insurance and their workplace risk assessment.

Once the employer provides this information, an email will be sent to your parent or guardian so that they can give the go ahead to the placement.



The screenshot shows a web browser window with the URL `unifrog.org/student/placement/initial/0`. The form contains the following fields and sections:

- Placement end date: Three dropdown menus, each with the text "-- leave blank if".
- * Describe the time commitment: Text input field containing "eg Full time".
- * Employer placement lead: name: Text input field containing "eg Elon Musk".
- * Employer placement lead: email: Text input field containing "eg emusk@gmail.com".
- Important:** this must be correct, or we won't be able to progress the placement.
- * Employer placement lead: email (again): Text input field containing "eg emusk@gmail.com".
- 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 as soon as possible of any absences?
- * Agree: Yes, I agree to **all four points** above.

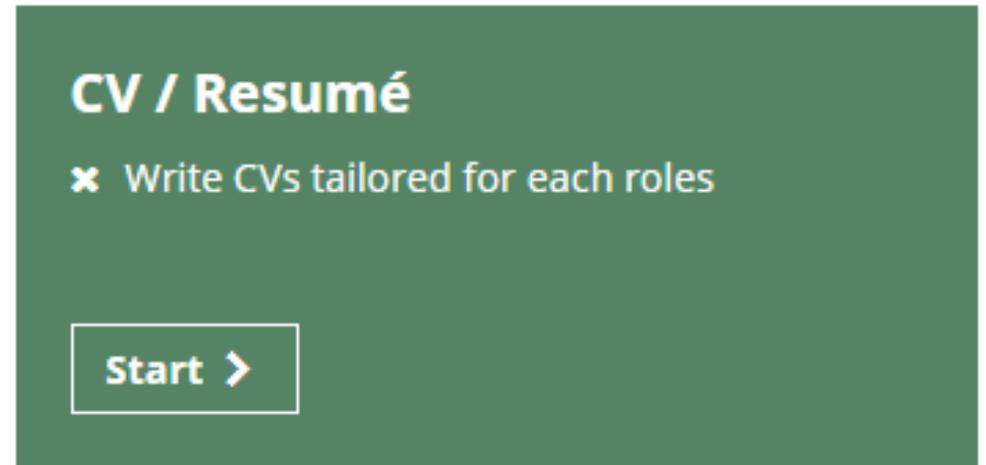
Finished? mark as finished and notify employer to fill in their initial form?

[Add placement](#) or [cancel changes](#)

What else do I need to do?

Your employer might ask you for a CV. A CV is a short, written summary of your skills, achievements and experience which relate to a role you want. You use it in the first stage of applying for jobs. It's your first chance to promote yourself to an employer.

There is a CV/ Resume tool on Unifrog.... Alternatively, there are some great FREE CV builders online, such as <https://cv.icanbea.org.uk/>

A dark green rectangular box containing white text. At the top, it says 'CV / Resumé'. Below that, there is a bullet point with a white 'x' icon followed by the text 'Write CVs tailored for each roles'. At the bottom, there is a white rectangular button with the text 'Start >' inside.

CV / Resumé

✘ Write CVs tailored for each roles

Start >

You will be writing a cover letter to your employer in your English lessons after Christmas.

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Sign in at:

unifrog.org/student