



Finding work experience  
and signing in to Unifrog

# Find a placement



<https://cdn.unifrog.org/video/taq635lcdb/360.mp4> watch up to 56secs

Be realistic. Look for local businesses or people with whom you already have a connection - like the parent/carer of a fellow pupil, a family member, a friend, etc.

If you don't have any contacts speak to Mrs Witting; she will be able to suggest organisations where pupils have previously worked and made such a good impression that they're keen to have another student.

- Don't rely on a parent or your school to contact your placement. You need to show that you can be confident and professional, even if you are nervous!
- Write either a formal email (from your school email) or letter - even if you know the person you are contacting - and have someone else read it before you send it to check it for errors. Make sure you include:
  - **the date of your work experience** - 19<sup>th</sup> – 23<sup>rd</sup> June 2023
  - **why you would like to complete your experience at this organisation-** *what do you want to learn? What do you want to experience? Some research would help here - maybe they have great customer reviews or are among the top ranked businesses locally? Maybe they have created a new way of doing something and you want to learn how managed this?*
  - **what you can offer them** - *that's right: you can't get something for nothing, so bowl them over with your skills and how your time with them will benefit them, even if that is admin support or helping out busy employees with their workload*

You need  
the  
following  
information  
from your  
employer...

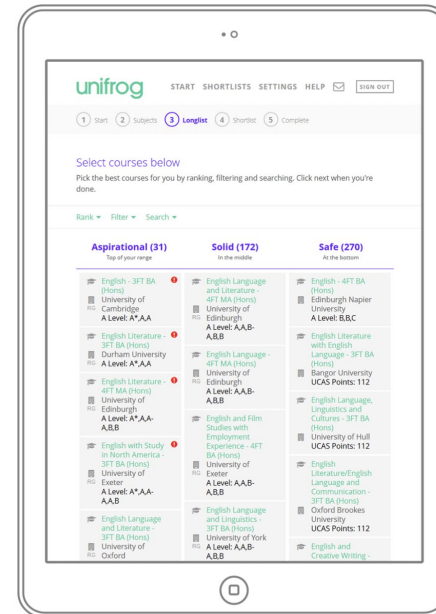
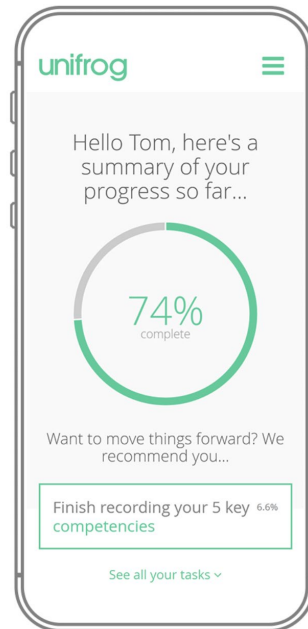
Name of the business

Name of the placement lead  
(the person organising the  
placement)

Their email address

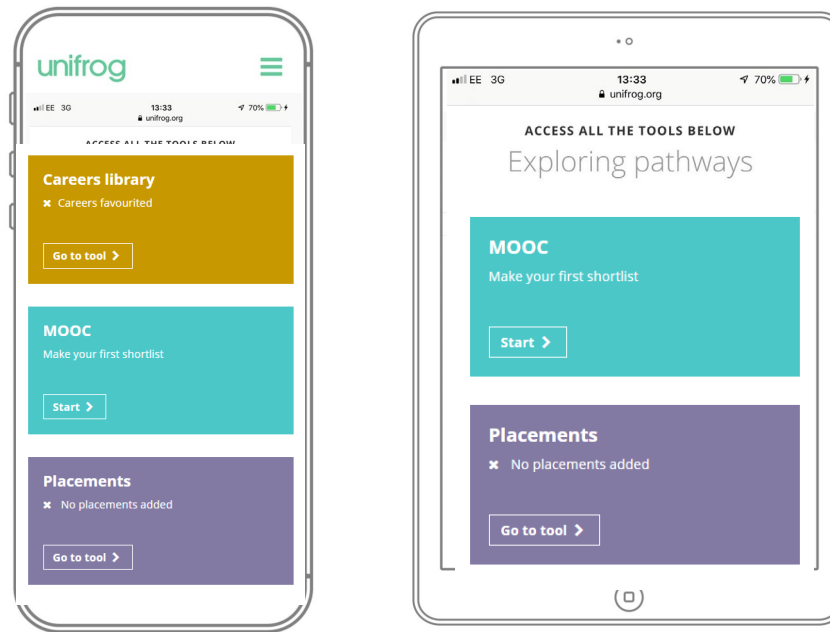
# Smartphone & Tablet Sign In

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 sign up through the instructions in the welcome email you were sent on Wednesday.



# Smartphone & Tablet Sign In

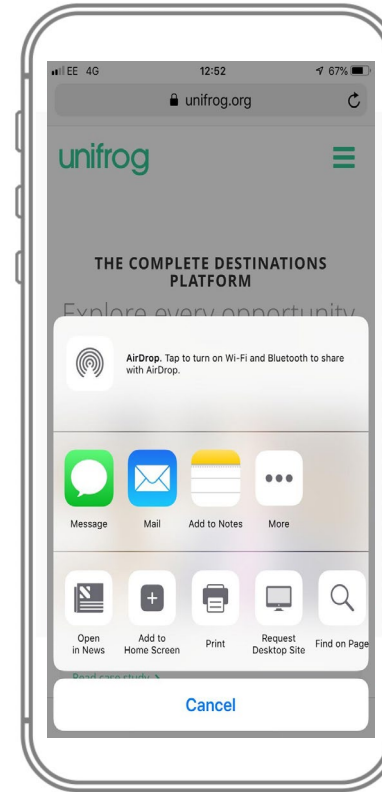
You'll then be able to use Unifrog in exactly the same way you can on a laptop.  
Search for the lavender coloured box called **Placements**



# Unifrog as a home screen icon - iPhone

Go to [unifrog.org/student](https://unifrog.org/student) in your browser.

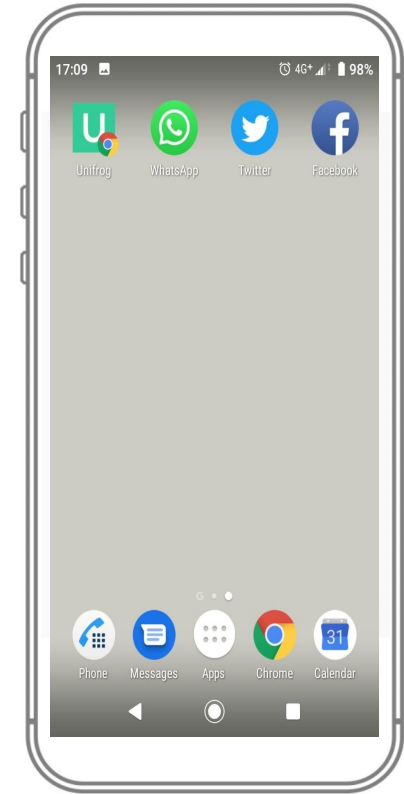
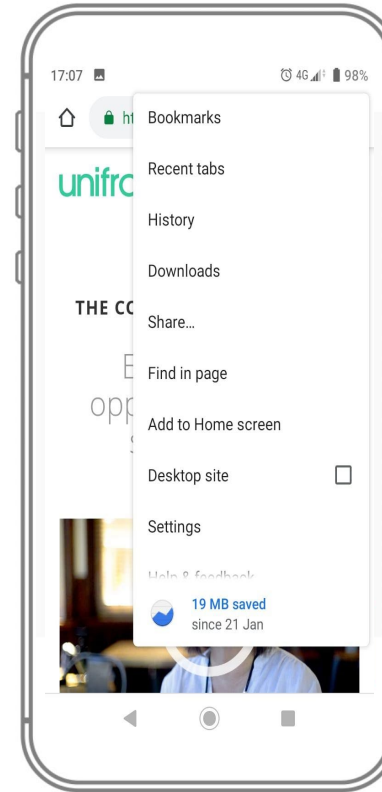
Go to your 'options' button at the bottom of the page (this is a box with an upwards-pointing arrow) and select 'Add to Home Screen'.



# Unifrog as a home screen icon - Android

Go to [unifrog.org/student](https://unifrog.org/student) in your browser.

Go to your 'options' button at top right side of the page (usually 3 horizontal lines) and select 'Add to home screen'.





# Unifrog as a home screen icon - Troubleshooting

If you cannot find the relevant options to add Unifrog to your homescreen, you may need to change your settings to the mobile-friendly version of the site.

To do this, go into your **browser** menu and untick 'Desktop' mode.

# To do

- Log in to Unifrog TODAY.
- If you cannot access your account, contact Mrs Witting immediately, as you will need access to your account tomorrow.
- Mrs Witting [jwitting@copleston.suffolk.sch.uk](mailto:jwitting@copleston.suffolk.sch.uk)
- Contact an employer about a work experience placement by half term October 21<sup>st</sup>.
- You may have to speak to more than one employer to find a placement.
- Speak to Mrs Witting if you have tried and are unable to find a placement.

unifrog

Sign in at:

[unifrog.org/student](https://unifrog.org/student)