

How to complete the online form:

Log on to your unifrog account: you will need to use your school email and the password you used when you first set up the account. If you have forgotten select **RESEND**

Select the **placement** tab towards the bottom of the screen

Select **add new placement**

Select **Yes** to already agreed with employer

Basic details for you to complete:

- Placement coordinator- select **Mrs Rawsthorne**

Logistics for you to complete

Your objectives: these don't need to be extensive e.g

1. To find out about careers in this industry
2. To see if I have the necessary skills and abilities to do this type of work

(you only need one but can add as many as you like)

Employer contact details for you to complete

Select **Agreed**

Tick **Form finished**

Select **Add placement**

Your employer and parent will now receive a copy of the form They will **both** need to agree to the placement.

You will then receive a final confirmation.

When you receive the confirmation you are sorted!! **Congratulations!!!**

You are now going on work experience!!