



How to register a Work Experience Placement

- 1) Log into Unifrog
- 2) Go to the Placements tool, which can be found on your account homepage.
- 3) In the tool, click on the 'Add new placement' button to start the student initial form.

Before you submit anything on the student initial form, you need to make sure that the employer has agreed to host you on work experience. We have an initial screening question to ask whether you have already agreed it with the employer.

If the employer has agreed to hosting you on work experience, you can click 'Yes, I have agreed it with the employer'. If the employer has not agreed yet, you will need to wait for this confirmation. When you select 'Yes, I have agreed it with the employer', the rest of the student initial form will appear for you.

The form will ask you questions about the logistics of the placement, your details, the employer's details and your parent's details. You need to complete every field within the form.

When you have filled in the form, go through the form to double check all your answers. It's **important** to get the email addresses for your employer and parents correct, as the placement forms will be sent to these emails.

Once you're ready, click 'Add placement' to submit your form and this will kick off the Placements process.

If you have any questions, please speak to the Careers Team
email careers@knoleacademy.org