

16<sup>th</sup> September 2024

Dear Parent/Carer

### Year 10 Work Experience Unifrog Guide (10<sup>th</sup> – 14<sup>th</sup> February 2025)

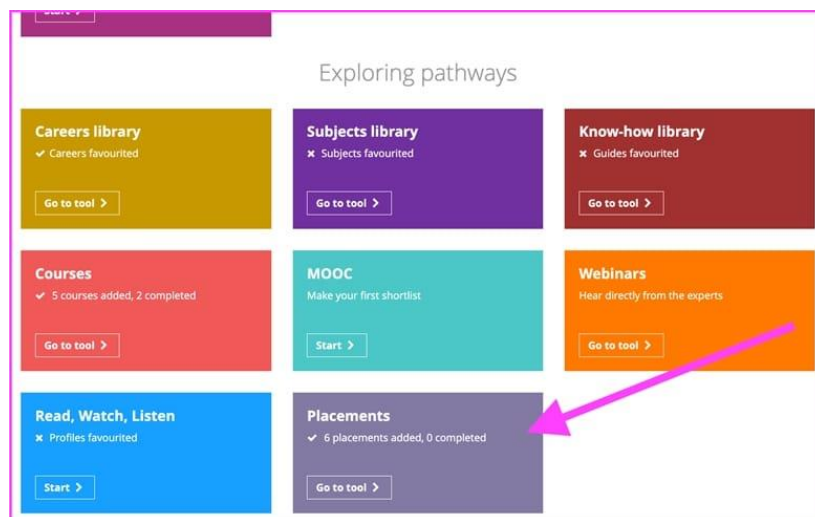
#### How Does The Placements Tool Work?

The Placements tool is essentially a series of forms that have to be filled in one after another. Each time one is completed, the person who filled in the form gets a confirmation that they've done it, and the next person who needs to fill in a form gets an email notification.

#### When (and how) should a student add a placement?

To start the process on the Placements tool, the first step is for the student to add the placement to the tool. **However, before** adding a placement to the placements tool, the student should **first** agree their placement with the employer, for example by email or over the phone.

When the student is ready to add the placement, they can find the Placements tool just like any other student tool, via a tile on their homepage:



After the student fills in the **'Student initial form'** to get the ball rolling, the system automatically emails the employer inviting them to fill in the **'Employer initial form'**. The employer **must** have agreed to the placement before this is filled in.

The employer details what the placement will consist of, and confirms Risk Assessment, Health & Safety, GDPR compliance, safeguarding, and insurance.



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Lieutenant Ellis Way, Cheshunt, Hertfordshire EN7 5FB t: 01992 629124  
e: admin@st-maryshigh.herts.sch.uk w: www.st-maryshigh.herts.sch.uk  
Headteacher: Mr Richard Vaughan B.A.(Hons)

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As soon as the employer marks the Employer initial form as complete, this form is emailed to the parent / carer. The Parent/carer agrees for the placement to go ahead.

### **Some email tips**

All the forms are sent by email, so it's really important that everyone involved in a placement has the right email entered for them, and that everyone checks their email. To help avoid issues:

- Unifrog shows each person involved everyone else's email addresses;
- If anyone involved says they aren't getting the automated emails that the system generates, they should check their junk folders, and add [noreply@unifrog.org](mailto:noreply@unifrog.org) to their safe sender list

For further information and FAQ please have a look at the Placements Tool Guide in the Unifrog know how library. <https://www.unifrog.org/student/know-how/keywords/how-to-use-the-placements-tool>

If you have any queries concerning any of the above, please do not hesitate to contact me.

Yours faithfully

*K Gaulton*

Mrs K Gaulton  
Careers Lead & Careers Adviser



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