



### Step 1: Log into Unifrog

1. Go to [www.unifrog.org](http://www.unifrog.org)
  2. Click on 'Sign in'
  3. Enter your school email and password.
- If new, click 'Sign in for the first time' and follow the steps.

### Step 2: Navigate to the Placements Tool

1. From the menu, click 'Placements'
2. This is where you manage work experience opportunities.

### Step 3: Explore Opportunities

1. Look through suggested placements or add your own.
2. Use filters to find placements that interest you.

### Step 4: Submit a Placement Request

- For school-suggested placements: Click 'Apply', fill in details, and submit.
- For self-found placements: Click 'Add placement', fill in details (employer info, dates, role), and submit.

### Step 5: Monitor the Progress

Track approval stages: School approval, Employer agreement, Risk assessment. All are visible in Unifrog.

### Step 6: Upload Required Documents

Upload any necessary documents like consent forms, employer agreements, or health & safety info.

### Step 7: Prepare for Your Placement

Once approved, check details with your employer. Use Unifrog's checklist to prepare for your placement.

### Step 8: Reflect After Your Placement

Log into Unifrog and fill out the Reflection form to record what you learned and skills gained.

### Tips for Success

- Keep your teacher informed.
- Communicate professionally with employers.
- Use the CV and Competency tools to record your achievements.