

How to log your placement in unifrog

1. Log into Unifrog

You were sent a welcome email to register. Look for this in your school (e-act.org) email.

If you can't find the email or have forgotten your password, please go to <https://www.unifrog.org/reset-password>

If you have any problems accessing or using Unifrog, please contact Careers

2. Complete the 'Student Initial Form'

Once you have created your account, visit Unifrog - <https://www.unifrog.org> and sign in at the top right corner.



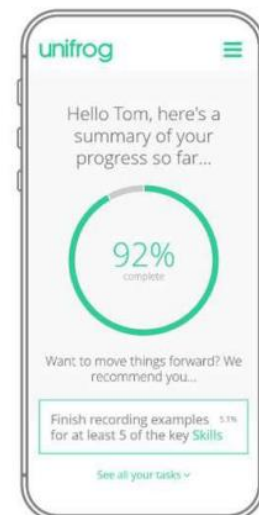
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The **universal** destinations platform.

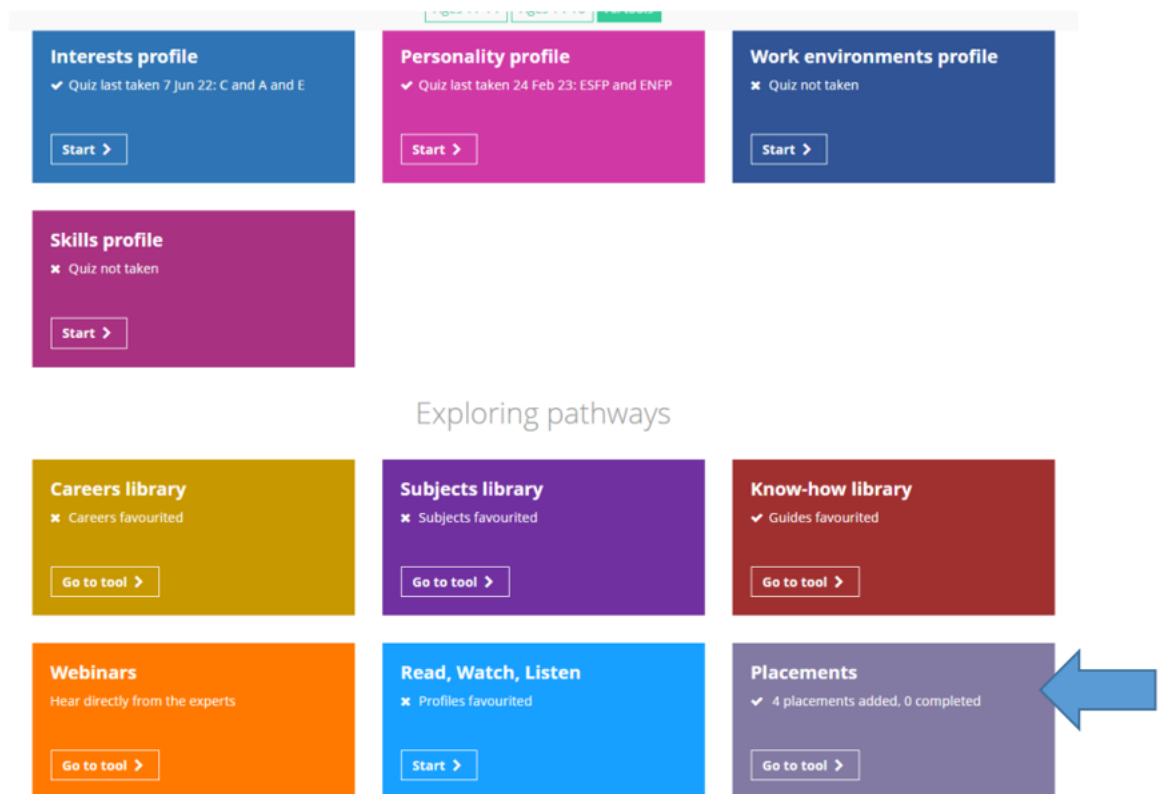
We help students compare every university course, every apprenticeship, and Further Education courses - then apply successfully.

We also empower teachers and counselors to manage the progression process effectively.

[Request demo](#)



Scroll down the home page to the 'Exploring pathways' section where you will see a collection of coloured boxes. Click on the PLACEMENTS purple box and go to tool.



Click on **Add new placement**

Complete the **Student Initial Form** and click add placement at the end to send it off. That will then trigger the next series of forms to the Employer, your parents/guardian and to me (Mrs Durand).



HOME FAVOURITES LOCKER APPLY HELP  

Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinators. Want an overview of how organising a placement works? [See the whole process](#)



2 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)



Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.

Afterwards we'll ask the placement lead at the employer to fill in the next form.

* In person or Virtual	<input type="text" value="---- select ----"/>		
* Placement coordinator	<input type="text" value="---- pick one ----"/>		
	This is the school / college staff member who will be coordinating the placement from your school's / college's side.		
* Name of placement business / organisation	<input type="text" value="eg Lottie's little bakery"/>		
* Placement start date	<input type="text" value="-- day --"/>	<input type="text" value="-- month --"/>	<input type="text" value="-- year --"/>
Placement end date	<input type="text" value="-- leave blank"/>	<input type="text" value="-- leave blank if ongoing"/>	<input type="text" value="-- leave blank if ongoing"/>
* Describe the time	<input type="text" value="eg Full time"/>		

3. Submit the form

Make sure you tick the box at the end to mark it as finished – so that it will be sent off.

It would be great if you can tell the Employer and your parent/carer that they should look out for an email from Unifrog. They will each receive an email asking them to approve or give permission for the placement. This can go into Spam. So, please tell them to expect it.

Finished? ☐ mark as finished and notify employer to fill in their initial form?

or [cancel changes](#)

That's all you have to do - Good Luck!

We can't wait to hear about:

- All the exciting placements you will find..!
- The experience you will gain..!
- The Employability Skills you will develop...!
- And the confidence that it will build...!

Work Experience Contacts

Mrs Austen – Careers Manager Nicola.austen@ousedale.org.uk

Miss Stevens – Careers and Work experience officer kim.stevens@ousedale.org.uk

Careers@ousedale.org.uk If you have any questions or concerns about work experience, now or at any time before July 2025, please contact Careers or please ask your form tutor.