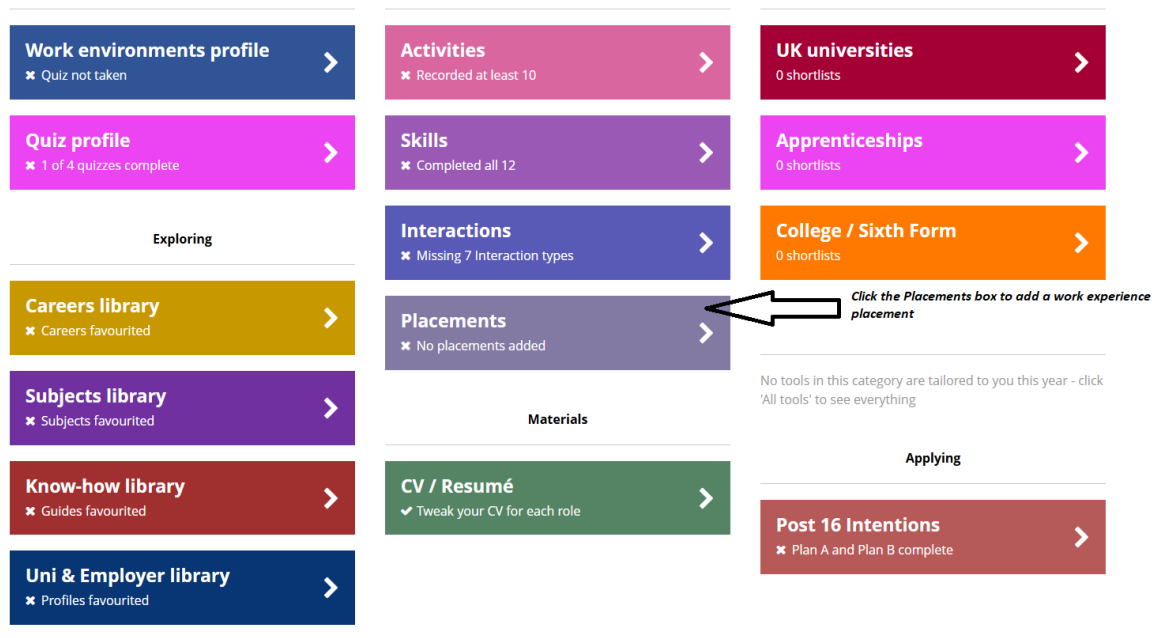


A step-by-step guide to adding a placement on Unifrog:

To add a placement, a student should first go to the [Placements tool](#), which can be found on the student homepage. [Add a work experience placement to the Placements tool : Help library](#)



In the tool, click on the 'Add new placement' button to start the Student initial form.

It's important to note that the Placements tool is for organising a placement that is in the future and one where the student will be having direct contact with the employer.

Before submitting anything on the Student initial form, a student should make sure that the employer has already agreed to host them on work experience. We have a screening question at the top of the Student initial form to ask whether the student has already agreed it with the employer.

If the employer *has* agreed to hosting the student on work experience, the student should click 'Yes, I have agreed it with the employer'. If the employer has not agreed yet, the student should get this confirmation first. When a student selects 'Yes, I have agreed it with the employer', the rest of the Student initial form will appear.

The Student initial form asks questions about the logistics of the placement, the student's details, the employer's details and the parent's details. All the field in the form have to be completed.

When the form is filled in, go over it again to double check all of the answers. It's **super important** to get the email addresses for the employer and parent / guardian correct, as the subsequent placement forms will be sent to these email addresses. If the student gets the email addresses wrong and saves the form, a teacher can edit them.

Once ready, click 'Add placement' to submit the form, and this will start the next step in the process.

If a student has any questions about completing the Student initial form or other aspects of organising a placement, they should speak to the Head of Careers or Work Experience coordinator at their school or college.

Some tips about emails

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

- We show each person involved in a placement everyone else's email addresses (so people can spot if an email address is written incorrectly!)
- 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 to their safe sender list / whitelist.
- If one of the automated emails the system sends bounces back:
 - We show the student a big warning at the top of the Placements tool landing page
 - We show teachers a warning when they look at the placement from the teacher side