



Adding a placement to Unifrog

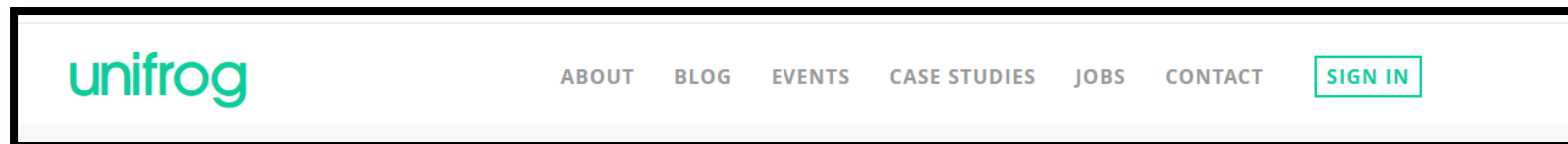
All info on our website. Check the presentation

[Work Experience – St Bede's Catholic School and Sixth Form College, Lanchester](#)

Year 10 Important Information Work Experience 25/26	
 <p>Information Required to complete Unifrog Placement Details</p> <p>IN-PERSON PLACEMENT DATES- Monday 13th Friday 17th July 2026 Full Time Placement Co-ordinator Mrs A Jukes</p> 	
Student Name:	
Student Form Class:	
Company/Organisation Details	
Name Of Company	
Company Address	
Postcode	
Telephone/mobile Number	
Name of person supervising young person	
Email Address	
Please double check this before adding to Unifrog	
Please check- Does the company have	
If the organisation does not have any of the documents below, they need to state why on Unifrog and a Parent/ Carer needs to decide if they are happy for that placement to go ahead	
<ul style="list-style-type: none">• Employer Liability Insurance If an organisation is a limited company, even if they only have 1 employee, they must have Employers Liability Insurance, if they are a sole trader, even when having work experience, they are not obliged to have Employers Liability Insurance (though they might want to get it for the duration of the work experience).	
<ul style="list-style-type: none">• A Risk Assessment for young employees If an employer has 5 or more employees, they must write down a Risk Assessment, if they have fewer than 5 employees, the law does not oblige them to write anything down, though they must still have done a Risk Assessment.	
<ul style="list-style-type: none">• A Fire Risk Assessment All workplaces and business premises, regardless of the number of employees, must have a written fire risk assessment.	
<ul style="list-style-type: none">• A Health & Safety Policy If an organisation has 5 or more employees, they must write down their Health & Safety policy, if they have fewer than 5 employees the law does not oblige them to write anything down, though they must still have a health & safety policy.	
Parent/Carer Contact details	
Parent/Carer name	
Parent/ Carer e-mail address- double check before adding to Unifrog	
Parent /Carer Tel Number	
Travel Arrangements	
How will you get to your placement (walk/Bus/Car/Train/Cycle)	
Student Needs	
Do you have any of the following that your employer needs to know about? <ul style="list-style-type: none">• Special Educational Needs/Requirements• Medical conditions/Allergies	
What's next?	
The information above needs adding to Unifrog – This is the student's responsibility.	
Students access the WELCOME link from their school e-mail account and create a password to allow them to log-in. They will be given training on how to do this during a registration slot.	
Parents/Carers do not have direct access to this system- only students	
Additional support	
Mrs Jukes is available in her office at break and lunchtimes when on-site. Please check each week as she is shared between St Bede's & St Leonards Mrs Jukes can be reached through e-mail or the school office ajukes@sb.bwcat.com You will also find information on the Careers /Work Experience section of St Bede's Website https://stbedeslanchester.bwcat.com/students/careers/work-experience/	

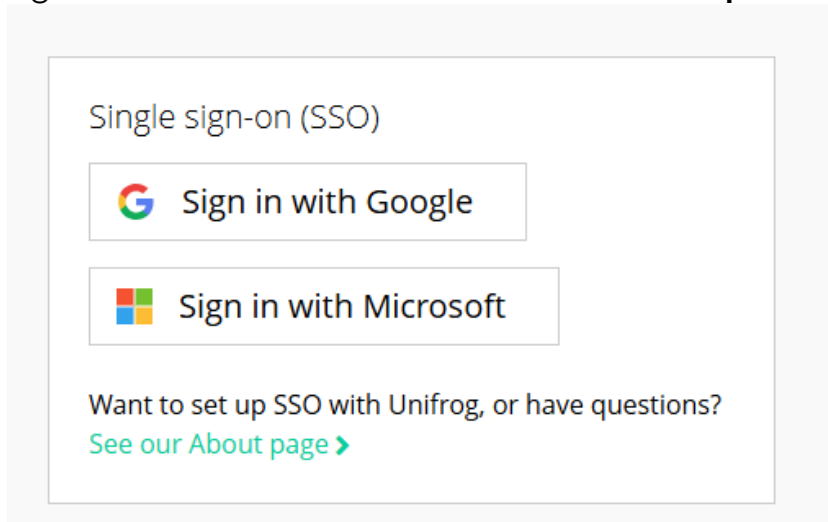
1. Once you have a placement that has been **agreed by the employer**- Complete the placement Form

2. Students can go onto the unifrog website <https://www.unifrog.org/>

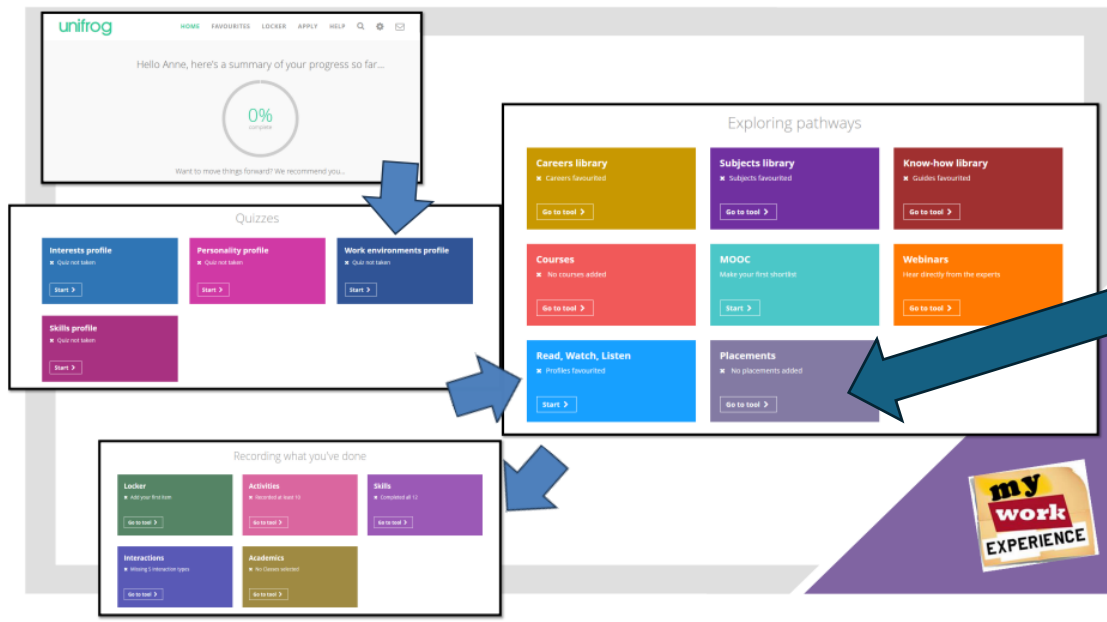


3. Go to SIGN IN button

4. Sign-in with Microsoft and **use school e-mail & password**



5. You then go to placements **add placement**



Click onto placement Box to add your placement

6. You will then get to this form- Once completed SUBMIT & it will go automatically to the employer to add their information then parent/carer for approval and finally Mrs Jukes for overall approval

Student initial form

Basic details

* Name of placement business / organisation

eg Lottie's little bakery

Placements tool or Activities tool? The Placements tool is for administering 'real' work experience, where - whether it's in person or virtual - you have **direct, personal interaction** with the employer. If you're instead looking to record doing a webinar, presentation or online course which has a work theme, use the [Activities tool instead](#) >

* Placement start date

-- day --

-- month --

-- year --

Placement end date

-- leave blank if

-- leave blank if

-- leave blank if

* Placement coordinator

---- pick one ----

This is the **school / college** staff member who will be coordinating the placement from your school's / college's side.