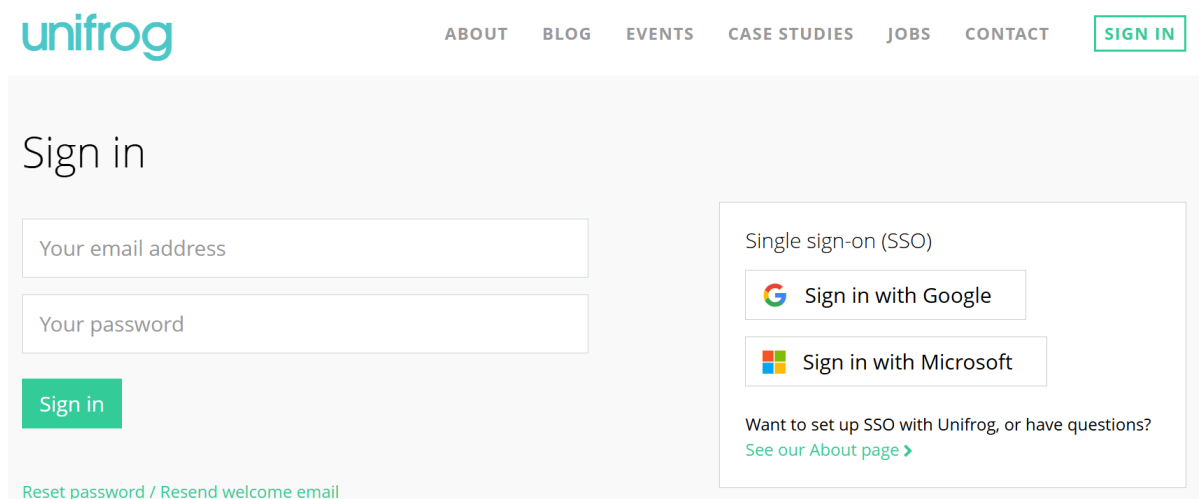


How to add placements onto Unifrog

1. Log in to your Unifrog account: <https://www.unifrog.org/sign-in>

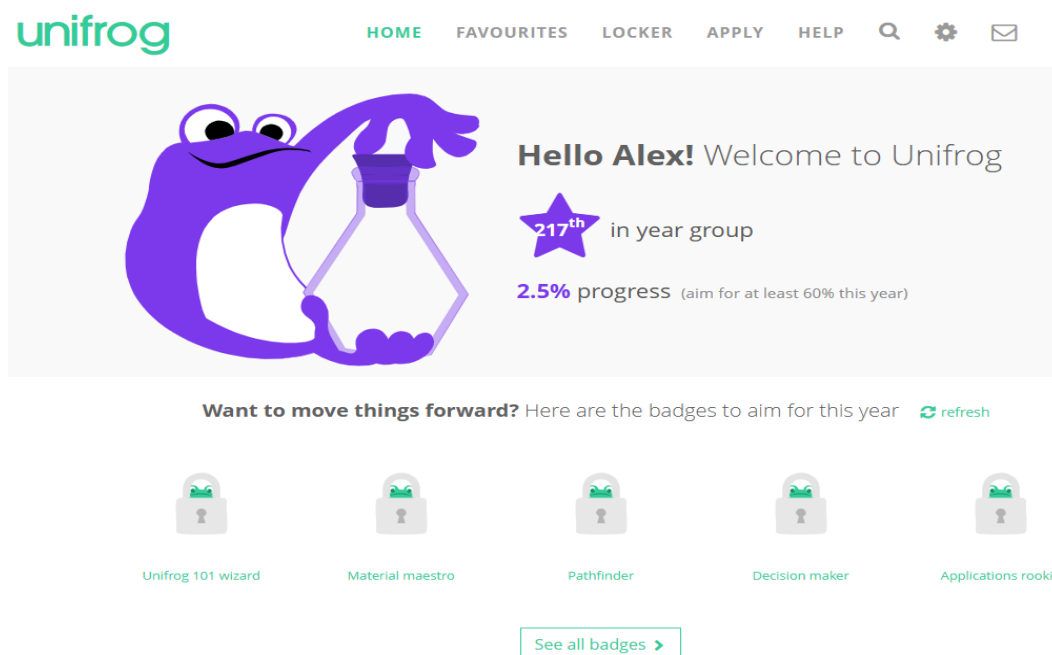


The image shows the Unifrog sign-in page. At the top, there is a navigation bar with links: ABOUT, BLOG, EVENTS, CASE STUDIES, JOBS, CONTACT, and a SIGN IN button. The main heading is "Sign in". Below it are two input fields: "Your email address" and "Your password". A green "Sign in" button is positioned below the password field. To the right, there is a section for "Single sign-on (SSO)" with buttons for "Sign in with Google" and "Sign in with Microsoft". Below these buttons, a link says "Want to set up SSO with Unifrog, or have questions? See our About page >". At the bottom left, there is a link: "Reset password / Resend welcome email".

Your username is your Bristol Cathedral Choir School email address. You can also use Google to sign in if you prefer.

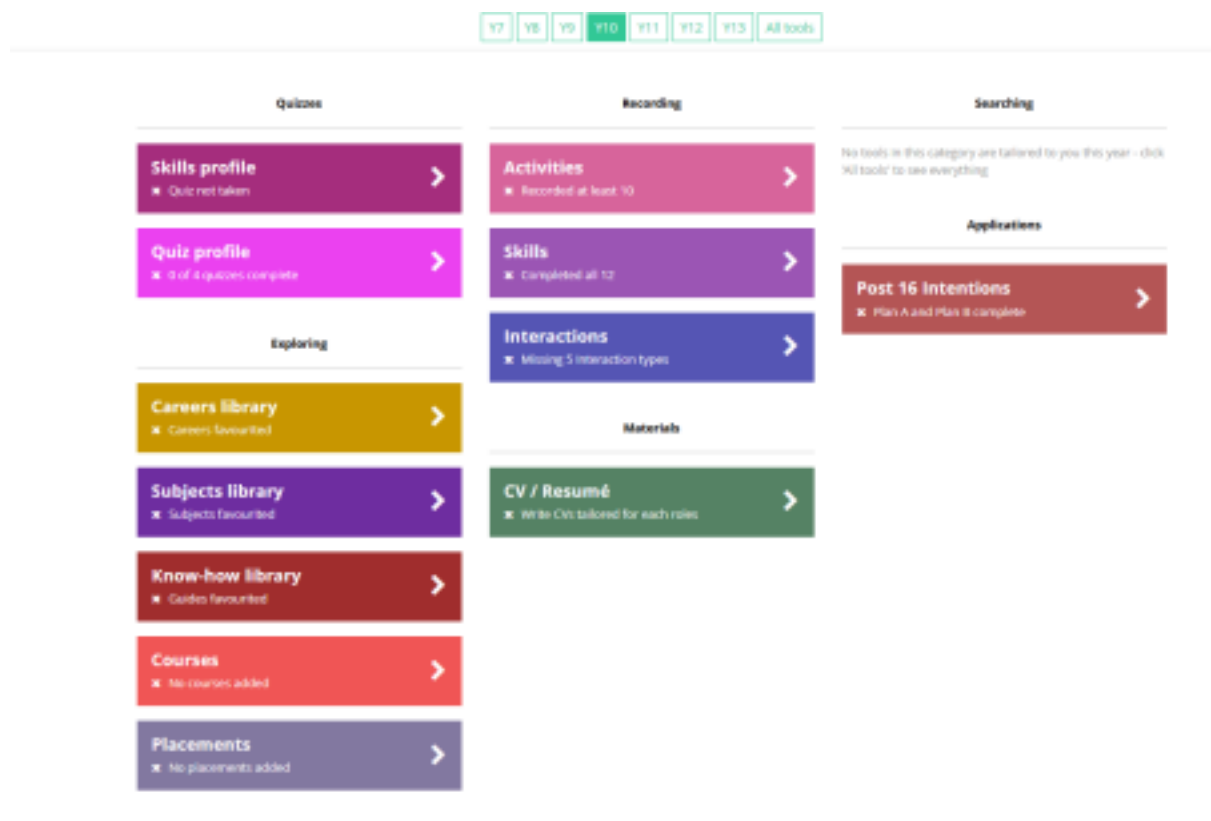
(If you have forgotten your password, click on [reset password/resend welcome email](#) to reset. The email will go to your Bristol Cathedral Choir School email address)

2. You will then be presented with the welcome screen:

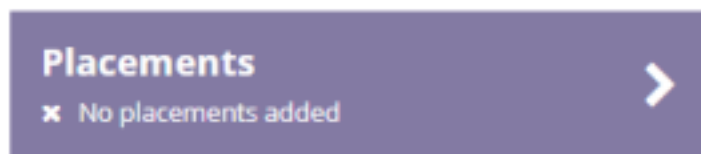


The image shows the Unifrog welcome screen. At the top, there is a navigation bar with links: HOME, FAVOURITES, LOCKER, APPLY, HELP, a search icon, a settings icon, and an email icon. The main heading is "Hello Alex! Welcome to Unifrog". Below this, it says "217th in year group" and "2.5% progress (aim for at least 60% this year)". Below this, it says "Want to move things forward? Here are the badges to aim for this year" with a "refresh" button. Below this, there are five badges, each with a lock icon and a name: "Unifrog 101 wizard", "Material maestro", "Pathfinder", "Decision maker", and "Applications rookie". At the bottom, there is a button: "See all badges >".

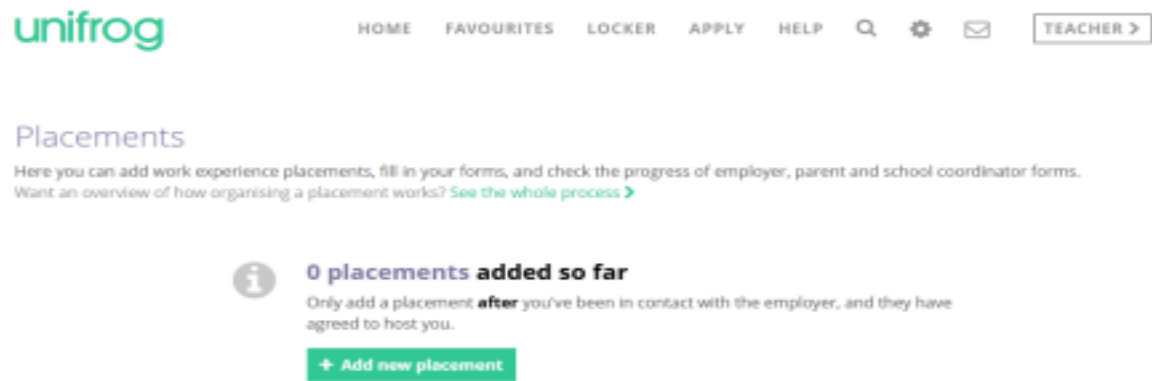
3. Scroll down to the bottom of this page, until you see a series of colourful boxes.



4. Click on the lilac box labeled placements (Left hand side under the Exploring heading)



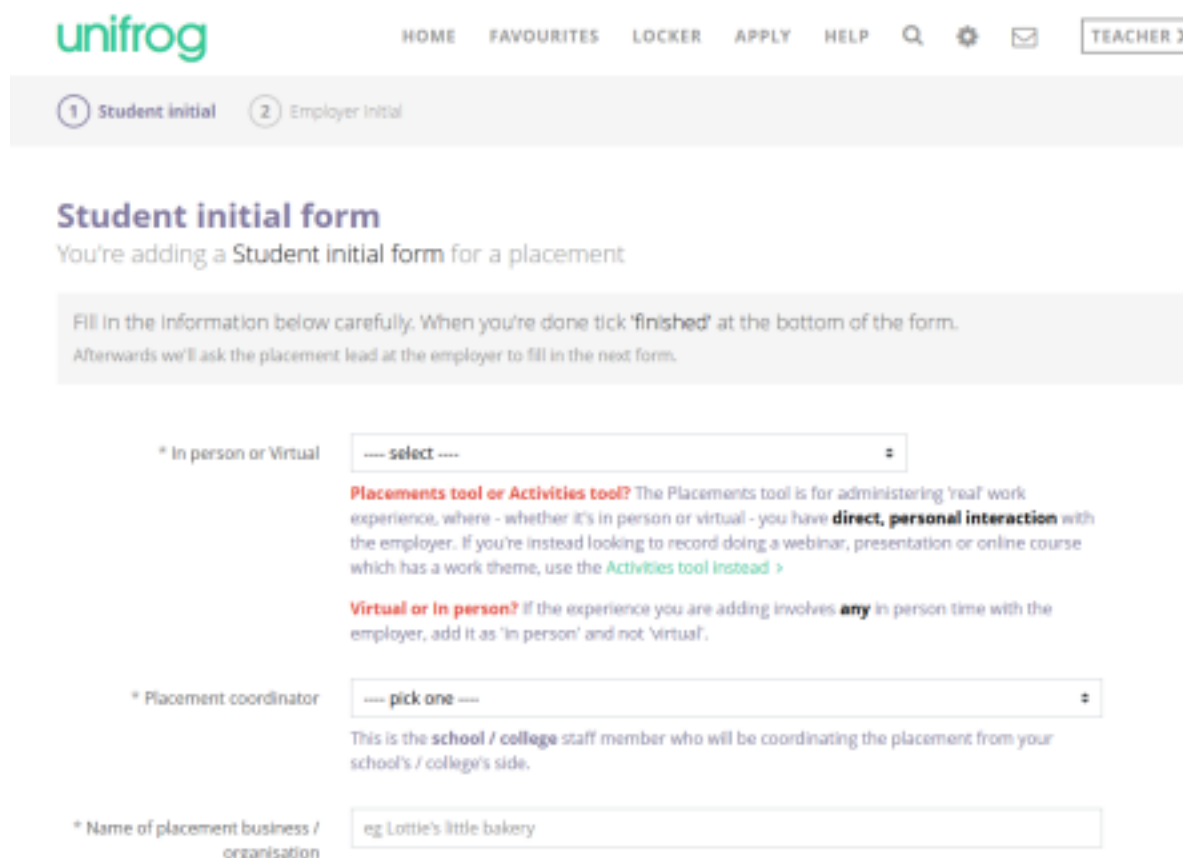
5. This will take you to the Placements page:



Click on the green **+Add new placement box**.

6. You will now be presented with the Student initial form.

7. Here you will fill in details of the secured work experience placement. (only add the placement once the business you have applied to has confirmed they will host you for work experience).



- **In person or Virtual**- select in person

- **Placement coordinator** - select Mrs Fey

- Enter the **start date and end date**- we can only arrange work experience for work experience week (**Yr 10 21st - 25th June 2027**, **Yr 12 26th - 30th April 2027**)

If your placement cannot host you for the full 5 days, you will need to arrange an additional placement for the remaining days.

- Ensure all of the employer details are correct, **especially the email address.**
- Once complete, submit the form. This will automatically send an email to the employer with a form they need to complete. This is all you need to do at this stage.