

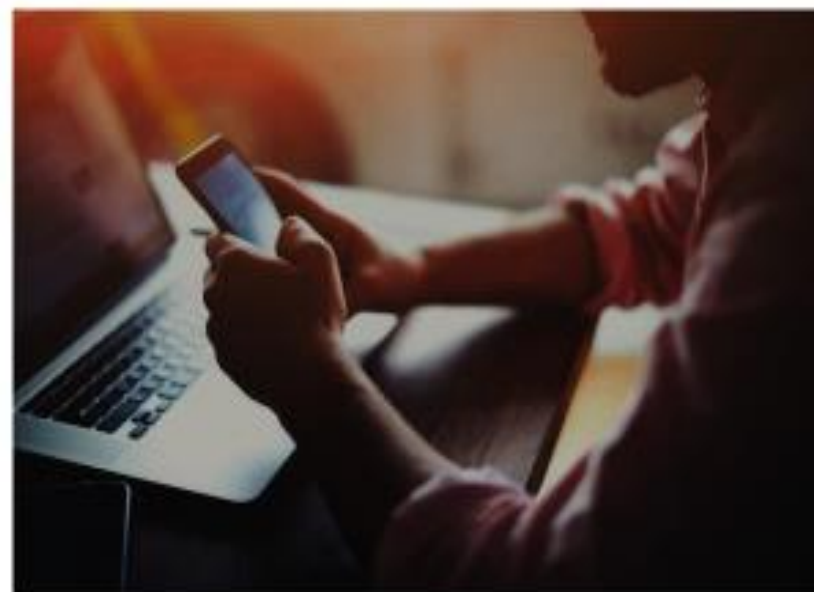
# unifrog

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## Student launch – KS4

# Creating your account

- A link has been sent to your school email address (please check your junk/spam mailboxes).
- Click the link and follow the instructions.
- Create a memorable password.
- Make a note of your password.



# Every time you login to Unifrog from now on, sign in here

If you forget your password, hit the link to reset (remember to check your junk/spam just in case!)

Sign in

Your email address

Your password

Sign in

Forgotten your password?

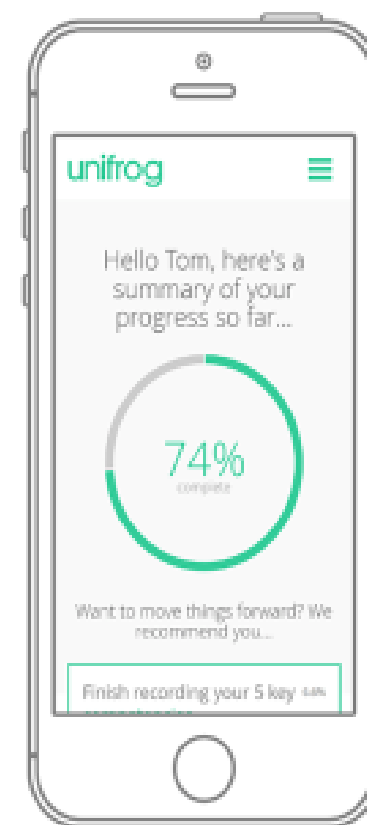
Been given a Form Code?  
[Sign in for the first time](#)

Teacher or Referee?  
We've combined the sign-in pages! Please use this page to log in as normal.

## In summary

- Unifrog can help you make decisions now about your college and sixth form choices and what you want to study.
- Later, it will help you choose the university or apprenticeship that's right for you.
- Be smart. Get ahead of the game!

**Sign in now at [unifrog.org/sign-in](https://unifrog.org/sign-in)**



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# Help Sheet – Securing Your Placement

## Students; what you need to do:

1. Think about a realistic placement that you would like to do.
2. Contact employers to arrange your placement – see the guidance notes below.  
(Remember to gather all information needed).
3. Register your placement details on 'Unifrog' using the Placements Tool.
4. Please see Mr Foreman, Ms Price or your Form Tutor for help if required.

## EMAIL

To whom it may concern (or name if known).

My name is ... and I am a Year 10 student at Elfed High School. I am currently studying for my GCSE qualifications in .... (subjects).

I am .... (note down some of your personal qualities/skills, e.g. reliable, hard-working, friendly).

In my spare time, I enjoy .... (note down some of your hobbies/interests, e.g. Cadets/babysitting/football).

As part of my studies, I am required to undertake a work experience placement. I was wondering if I might be able to do this within your organisation. The dates of my placement are ....

I would be grateful if you could advise me of the outcome of my application as soon as possible.

Thank you  
(Your name)  
Telephone number: (Your telephone number)

Do not use your Elfed High School email address to contact organisations, as the mailbox will not allow external emails to be sent or received.

## TELEPHONE CALL

Ask to speak to the person responsible for organising work experience placements for students.

Introduce yourself:

- My name is ....
- I am a Year 10 student at Elfed High School
- I am organising my work experience placement and was wondering if you would be able to help me
- The dates of my placement are ....
- Await a response

Ensure you ask who you have spoken to and write down the person's name (contact names are really important).

Hand the information into your form tutor.

You may be asked to deliver a letter or send an email to confirm your intention.

Some placements may ask you to attend an interview before confirming a placement.

## LETTER

Your name  
Your full address  
Your telephone number  
Date

Name of person at placement  
Name of company  
Their full address

To whom it may concern (or name if known).

I am a Year 10 student at Elfed High School and am studying for my GCSE qualifications in .... (subjects).

I am .... (note down some of your personal qualities/skills, e.g. reliable, hard-working, friendly).

In my spare time I enjoy .... (note down some of your hobbies/interests, e.g. Cadets/babysitting/football).

As part of my studies, I am required to undertake a work experience placement. I was wondering if I might be able to do this within your organisation. The dates of my placement are ....

I would be grateful if you could advise me of the outcome of my application as soon as possible.

Yours Sincerely (Your name)

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Here are all the questions we ask in each of the forms that make up the Placements tool. Make sure that you get this information from the employer when they agree to the placement.

Bear in mind that:

- Some questions lead on to further questions (e.g. if a student says they won't live at home as normal during the placement, they have to explain where they are going to live).

## STUDENT INITIAL FORM

- **In person** or virtual?
- School/college placement coordinator name **Mrs Peters (EHS Office)**
- Name of business / organisation
- Start and End dates
- Describe the time commitment
- What are your learning objectives for the placement?
- Employer placement lead name and email address
- Business / organisation phone number
- Placement address
- Is this the workplace where you'll be based throughout the placement?
- Will you live at home as normal during the placement?
- How will you travel to and from the placement?
- Your date of birth
- Do you have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the parent / guardian)
- Parent / guardian (who must also be your emergency contact) name and email address
- Are you happy to share your details and feedback on the employer's portal on Unifrog?
- Do you agree to abide by confidentiality, safety, and absence rules

# Unifrog

## Unifrog Quick Tasks: KS4

### *How do I get logged in?*

- Open the welcome email in your school inbox and follow the instructions to create your account.

### *I can't find a welcome email?*

- Check your spam/junk folder
- If you still can't find it, head to <https://www.unifrog.org/sign-in> and click 'Reset password / Resend welcome email'

**Here are some quick tasks you can complete in Unifrog! Once you're logged in, these will help you to see what options are available to you and understand what your next steps might be.**

### **Task 1:**

Login to Unifrog and complete the **Personality Profile**. This is a fun task that will allow you to learn a little about yourself and the different careers which you might enjoy in the future. (This takes 12-15 minutes).

Here is a short video that explains how the Personality Profile works: [Student- Using the Personality Profiling tool](#)

### **Task 2:**

Once you've completed the Personality Profile check out your results! Here you will find a link to the careers that you might be interested in.

Using the link, explore the suggested careers and favourite at least one career profile in the **Careers Library**.

This short video explains how the Careers Library works: [Student- Using the Careers library](#)

### **Task 3:**

Once you've found a career that you are interested in, read the career's profile. Here you will find lots of useful information relating to that career.

Make a note of any of the following:

- What are the entry requirements for this career, are there any specific subjects/qualifications you will need?
- Will you need a university degree? If so, make a note of the subject you will need to study.
- Could you access this career through any other route (i.e an apprenticeship or internship)? If so, make a note of the sector you should look for opportunities in.

Now go to the **Post 16 Intentions tool** and record your dream career and two pathways to reach your chosen career. This video explains how the Post 16 intentions tool works: [Student- Using the P16 Intentions tool](#)

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Sign in at:

[unifrog.org/sign-in](https://unifrog.org/sign-in)