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The Placements Tool

Year 12: WEX 2027

Task: watch a video (slide 5) & understand the process
Approx 5-10 mins

Student Work Experience Journey

DEADLINE

Work Experience Dates: **12-16th July 2026**
(but there is flexibility with dates in Year 12)

Placement Forms to be completed by:
Monday 12th April
(first day back after Easter break)

Step 1

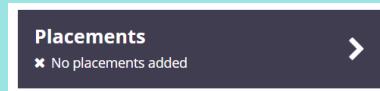
Finding a placement

Students contact **employers** via email, phone or in person.



Step 2

Once you've got a place, complete the **Placement Form** on Unifrog.



Step 3

Your **employer** and **parents/carers** will confirm the placement via an **online form**.



Step 4

Mrs Gardyj
(WEX administrator)
approves your placement* and you are all set to go!



please note: while students can record their placements on Unifrog throughout the autumn term, the school's approval and processing of forms will **begin in Term 3 (after Christmas).*

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Logging in to Unifrog

Logging in for the FIRST time:

1. Use the link in your **welcome email** from **Unifrog**
2. All students have a **username** and **password**

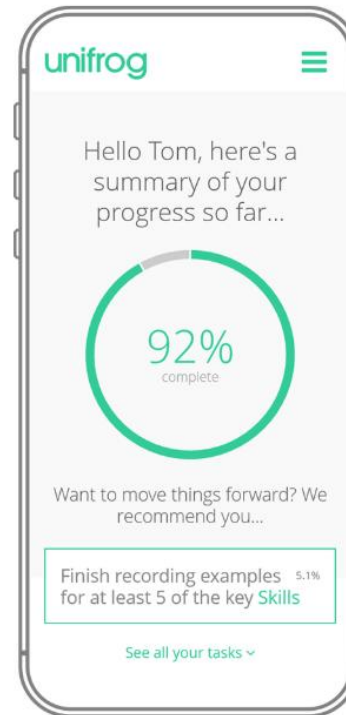
Username = your school **email address**

Password = you **create** a password

Year 12 – your email address is **name@hardenhuish** (your surname+3 letters of your first name)
eg *silvertonnao@hardenhuish...*

Please note: 6th Form students who have joined from another school, will have a **number@hardenhuish...**
eg *12345@hardenhuish.wilts.sch.uk*

Use your phones for this...



Logging in Next Time...

www.unifrog.org

Username = your school **email address**

Password = your password

Use the **sign in button** at the top right of the screen.



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Using the Unifrog Placements Tool

Locate the **Placements Tool**

Once you are Logged In...

1. **Scroll down** to find the 'Tools' (coloured boxes)
2. Select the **Placements Tool** under the 'Recording Section' of Tools
3. This is where you will **add** your **placement details**.

Placements

✓ 2 placements added, 1 completed



Y7 Y8 Y9 Y10 Y11 Y12 Y13 All tools

Quizzes

Skills profile

✕ Quiz not taken



Quiz profile

✕ 0 of 4 quizzes complete



Exploring

Careers library

✕ Careers favoured



Subjects library

✕ Subjects favoured



Know-how library

✕ Guides favoured



Recording

Activities

✕ Recorded at least 10



Skills

✕ Completed all 12



Interactions

✕ Missing 6 Interaction types



Academics

✕ No Classes selected



Placements

✕ No placements added



Materials

Searching

UK universities

0 shortlists



European universities

0 shortlists



Oxbridge

0 shortlists



Apprenticeships

0 shortlists



College / Sixth Form

0 shortlists



Irish universities

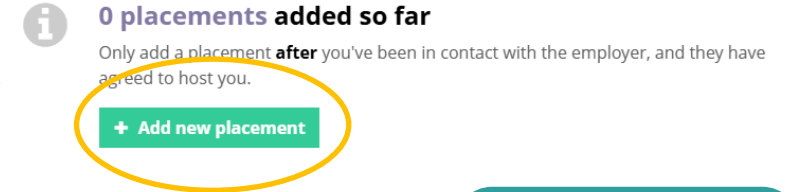
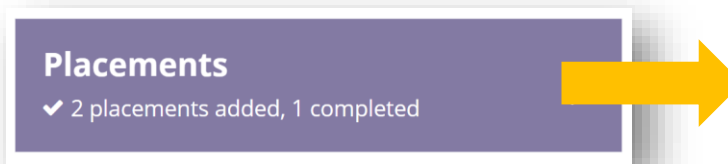
0 shortlists



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How do you fill in the Placement Form?

TASK: Open the **Placement Form** and **watch a video** (5mins)



**Double check
your spellings
for email
addresses!**

1. On the Placements tool, click '**Add New Placement**' to access the 'Student initial form'
2. Confirm that you've **agreed your placement** with your employer.

Agree the placement with the employer (eg by email) **before** adding it on this tool.

3. When asked for the 'Placement Coordinator', select **Mrs Gardyj**

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

Key Details you will need:

Employer:

- ✓ Name & Company
- ✓ Email address
- ✓ Phone number
- ✓ Postal address

Parent/Carer:

- ✓ Email address

This video will show you how to complete your form



URL if needed: cdn.unifrog.org/video/g6k0b9a2zb/720.mp4

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