


Quick Note

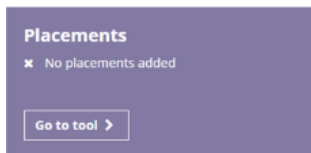
Adding a Year 12 Summer Work Placement to Unifrog

In order to approve and secure your **Summer Work Experience** Placement, it will need to be added on the Unifrog destination platform, as a 'new placement'.

- Log into **unifrog** (www.unifrog.org)

 For those who experience difficulty please see the Careers Department for assistance.

- On the **home page** scroll down to find the placement icon





- Click the '**go to tool**' to add a your new placement information



When entering the placement information:

- Make Sure you complete all questions asked in the application form.
- Select **Mrs Gribbins as your Placement Co-ordinator**
- Add the start date of your placement to **23rd June 2025**
- Set the end date of your placement to **27th June 2025**
- The Placement lead will be the name of the person who you will be reporting to throughout your work experience
- Ensure you enter the correct email addresses as without this information, the application will not proceed.

 Always read through what you have entered to check for errors before submitting your application

-  boxes at the end of the form and press **Add placement**

Now you can sit back and let the process begin...

