

Securing and Logging a Work Experience Placement

Finding a placement?

Ask family & friends, search online for companies you have an interest in or in locations that you could travel to.

There is a list of employers who have previously taken a Meadowhead student on the school website – that might offer a warmer lead, but there is no guarantee that they would offer another place.

Think about how to approach them – phone call, email, in person.

Getting ignored?

Persevere – if you've tried emailing a company, follow up with a phone call or an in-person visit at an appropriate time. Try to find the name of the person you might need to speak to. Make a diary note of any emails you send, so you can follow up 1-2 weeks later.

Nothing in my sector?

If there are limited/no placements available, think about the *core skills* for that sector and where you could develop them in a different area. It's likely to be a sideways move that would still be enjoyable and would look good on your CV.

****Logging a work experience placement on Unifrog****

Once a placement has been secured with an employer, there are various arrangements that need to be made between school, employer and parents/guardians.

This is all done through the online platform www.Unifrog.org (also used for wider Careers Education).

unifrog

ABOUT BLOG EVENTS CASE STUDIES JOBS CONTACT SIGN IN

Sign in

collinsl@meadowhead.sheffield.sch.uk

Sign in

[Reset password / Resend welcome email](#)

Single sign-on (SSO)

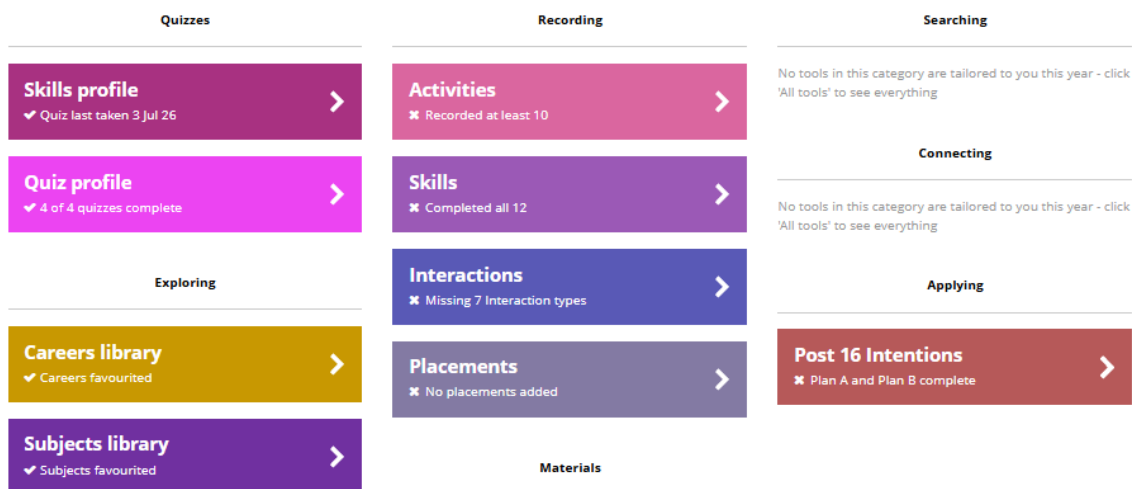
Sign in with Google

Sign in with Microsoft

Want to set up SSO with Unifrog, or have questions?
[See our About page >](#)

Are you a **parent/guardian** wanting to create an account?
Use SSO above, or [click here >](#)

- Use 'Single sign-on' with student school email address and password.
- You can use the reset password function on the left to set a separate Unifrog password.



- Scroll down to the 'Placements' tab under the 'Exploring Pathways' section.
- From there – the system will lead you through adding the information required.
- Follow this form through – completing the details for the 'In-person' placement, the name of the company, the contact details and email etc, the date of placement, any medical needs of the student, parent/guardian info.
- Once you've completed all the details, click the green ADD PLACEMENT button at the bottom of the form.

The platform will now issue an email to the employer requesting approval, as well as insurance details, risk assessments etc. An email will also go to parent/guardian for approval. Once that is all completed, school will approve the placement and you are good to go!

More information will be issued closer to placement dates about how to conduct yourself and make the most of the opportunity out on your placement.

Any problems – come to the careers office for support or the after-school careers drop- in.

Leighton Collins
 Careers Leader
 Meadowhead School Academy Trust
 T: 0114 237 2723