

How to... use the Placements tool



The Placements tool aims to make life easy for everyone involved in work experience / work shadowing / T-level placements and internships. Here's how it works.

If you're a teacher / adviser / counselor and don't have the Placements tool live at your school or college, talk to The Unifrog team on info@unifrog.org.

In a nutshell

The placements tool aims to help manage the admin behind the placements process, making it easy:

- For students to get the ball rolling, then reflect on the placement afterwards;
- For the employer to follow and confirm that they follow best practices in:
 - Safeguarding;
 - Health and safety;
 - Covid safety guidelines;
 - Risk Assessment;
 - Insurance;
 - GDPR;
- For the parent / guardian to stay informed of what's happening;
- For the teacher to have an overview of the whole process, including knowing at any time the status of each student's placement.

Essentially the tool is a series of forms which need to be completed by specific people at specific times. We've woven through it explanations of technical terms, plus best practice

guidance. As soon as one person fills in a form, the next person gets notified, so the whole process runs smoothly and automatically.

At the end of each placement, we ask the employer lead if they are up for hosting another student in the future. This creates for your school a searchable database of employers who are up for hosting placements.

Pro tip: Teachers get to the contacts database by going to the Manage page, then selecting the view 'Placement contacts'; for day to day placements managing, go to the Manage page, select the view 'Advanced', then sort by Placements.

Become an expert in using the tool by reading the below, or get started quickly with this 4 min video:

What is a placement?

We consider a placement to be where a student has work experience with an employer. They need to be in direct contact with the employer, and they'll likely be doing a bit of work shadowing, and their own project work that relates to what the employer does.

Other names for placements are work experience, WEX, work shadowing, internships. They can be paid or unpaid.

They should have more of an educational aspect to them than a normal job, but the student can be doing real work for the employer (though if that's the case to a significant degree then the student should be paid!)

If the student doesn't have direct contact with the employer - eg the employer is putting on a course or event for lots of students and there's not much direct interaction between the student and the employer - then we consider that a course / event / webinar, and not a placement. In this case students can record on Unifrog on the Activities tool that they've done the course, but it's not appropriate to use the Placements tool for this.

Two types of placements

As far as the tool is concerned there are two types of placement: In person and Virtual.

For virtual placements:

- There's no need for the parent / guardian agreement, the school permission, or the school check-in forms;
- Some of the questions are different, for example in the employer initial form we don't ask about employer's liability insurance;
- After the student has added the virtual placement, and the employer has filled in their initial form, the system sends the school / college placement

coordinator an email letting them know that the virtual placement is taking place, allowing them to intervene if necessary.

This table shows the forms that make up the placements tool, including which forms are used only for in person placements (and if you really want to get into it, at the very bottom of this help guide we list the questions in each form).

Form name	In person or Virtual?	What is it?
Student initial form	Both	Student gets the ball rolling with basic info about the placement
Employer initial form	Both	Employer details what the placement will consist of, and (for In-person placements) confirms Risk Assessment, Health & Safety, GDPR compliance, covid safety compliance, and Insurance.
Parent / guardian agreement	In person only	Parent agrees for the placement to go ahead.
School permission	In person only	Teacher agrees for the placement to go ahead.
School during-placement check-in	In person only	Teacher records check-in on the placement. NB: this form is optional! If a teacher never completes it, the form stays amber, without stopping anything else from happening.
Employer review form	Both	Employer reviews how the placement went, and gives students advice for the future. For placements with no end date, we send the form one month after the start date; for placements with an end date, we send it the morning after the end date.
Student reflection form	Both	Student reflects on what they've learnt. For placements with no end date, we send the form one month after the start date; for placements with an end date, we send it the morning after the end date.

I'm concerned about Insurance, Health & Safety, Risk Assessment, and Safeguarding!

We are too, and in fact this is the main reason why we have built the Placements tool. The tool is designed to make it easy for the placement host to get all the relevant paperwork together, and - on the other side of the table - for the school / college to satisfy themselves that everything is in place.

Find everything you need to know about placements and Insurance, Health & Safety, Risk Assessment and Safeguarding [here](#).

Lots of emails

The Placement tool is essentially a series of forms that have to be filled in one after another. Each time one is done, the person who filled in the form gets a confirmation that they've done it, and the next person who needs to fill in a form gets an email notification.

It's really important that everyone involved has the right email entered for them, and that everyone checks their email. To help avoid issues:

- We show each person involved everyone else's email addresses;
- If anyone involved says they aren't getting the automated emails that the system generates, they should check their junk folders, and add noreply@unifrog.org to their safe sender list / whitelist.
- Just in case emails aren't getting through, we give teachers the hyperlinks to each form, so if necessary teachers can send the forms to people in some other way;
- If one of the automated emails the system sends bounces back, we show this to students and teachers with a big warning at the top of their dashboards.

When (and how) should a student add a placement?

Before adding a placement to the placements tool (which they can find just like any other student tool, via a tile on their homepage), students should **first** agree with an employer that the employer is up for hosting them, for example by email or over the phone.

After the student fills in the 'Student initial form' to get the ball rolling, the system automatically emails the employer inviting them to fill in the 'Employer initial form'. If the employer isn't expecting this email they probably won't be best pleased.

Show me how it works

After students have added placements, they can see the status of their placements by going to the Placements tool via the tile on their homepage.

Teachers can see the status of any placement by going to their Manage page, viewing by 'Advanced', and then sorting by 'Placements'. From here you can click into any of the

Manage your students
Advanced

Search for a student
Go

School leaving year:
2022 (Y13)
2023 (Y12)
2024 (Y11)
2025 (Y10)
2026 (Y9)
2027 (Y8)
2030 (Y5)
2040
2050

Alumni hidden

Sort by: Placements
Filter
+ new student

Placements

Student tags

Simran Pooni

Bakery
Dates: 10 Jan 22 - 10 Feb 22
Placement address: 1 zoo lane e14 8px
Employer placement lead: +44 07904347354
School coordinator: Samar Zahra Shah Type: In-person

Student initial
Employer initial
P/G agreement
School permission
School check-in
Employer review
Student reflection

early applicant
medic
no competencies
oxbridge
psychology

Kai Feltham

Unifrog
Dates: 8 Jan 22 - 9 Jan 22
School coordinator: Mr Kai Feltham Type: Virtual

Student initial
Employer initial
Employer review
Student reflection

Facebook (META)
Dates: 13 Jan 22 - 19 Jan 22
School coordinator: Mr Kai Feltham Type: Virtual

80 students:
edit
delete
tag
characteristic
interaction
locker
comment
email
match
download

Pro tip: Like any other view on the Advanced page, you can use the filters to drill down and find the students you want. There is a 'Placements' set of filters which allows you to filter for, eg 'No placements added' or 'Some added but not finished'.

Simran Pooni

simran@unifrog.org + comment + interaction summary v

< >

< Manage

Overview v

Locker v

Applications v

Recording v

App materials v

References v

Academics v

Edit v

[Search tools](#)
[Library tools](#)
[UK Clearing](#)
[Personality](#)
[Interests](#)
[WE Quiz](#)
[Events](#)
[**Placements**](#)

Simran's Placements

Simran has added the following 1 placement.

So far 0 general comments have been added. [Add / View comments?](#)

Bakery

Scheduled for: **10 January 22 - 10 February 22** Type: **In person**

[Comment +](#)
[Convert to Interaction >](#)
(disabled until Employer review form complete)

- ① Student initial form

Completed on 7 January 2022

more v
- ② Employer initial form

Completed on 7 January 2022

more v
- ③ Parent / Guardian agreement

Completed on 7 January 2022

more v
- ④ School permission

Completed on 18 January 2022

more v
- ⑤ School during-placement check-in

Completed on 20 January 2022

more v
- ⑥ Employer review form

more ^

We have asked **Gordon Ramsey** to fill in a short review of Simran's placement. When this form is complete the details will appear here.

Simran's Placements

Simran has added the following 1 placement.
So far 0 general comments have been added. [Add / View comments?](#)

Bakery

Scheduled for: **10 January 22 - 10 February 22** Type: **In person**

[Comment +](#) [Convert to interaction >](#) (disabled until Employer review form complete)

- | | | | |
|---|----------------------------------|------------------------------|--------|
| 1 | Student initial form | Completed on 7 January 2022 | more ^ |
| 2 | Employer initial form | Completed on 7 January 2022 | more ^ |
| 3 | Parent / Guardian agreement | Completed on 7 January 2022 | more ^ |
| 4 | School permission | Completed on 18 January 2022 | more ^ |
| 5 | School during-placement check-in | Completed on 20 January 2022 | more ^ |
| 6 | Employer review form | | more ^ |

We have asked **Gordon Ramsey** to fill in a short review of Simran's placement. When this form is complete the details will appear here.

Parents and employers don't have their own Unifrog accounts. To help them stay on top of what's going on with a placement: we send them email notifications when they've successfully completed a form, when they need to fill in a new form, when all the forms to set up a placement have been completed, and also one to remind them that a placement is happening imminently.

All of the automated emails, whoever they are going to, look quite similar. Here's an example

Thank you for completing your Employer initial form for an **In-person Placement** for Alex

The next stages are for Alex's parent/guardian to agree for the placement to go ahead, then the school coordinator will confirm that everything is in order, and then we're all set.

Start and End date:

6 March 2022 - 7 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Your phone number:

+44 07789870113

Need to make changes? This link will still work for a little while: <https://www.unifrog.org/placement/employer-initial/i296d6k41c70ee16gar9u4c4o6mb3e>

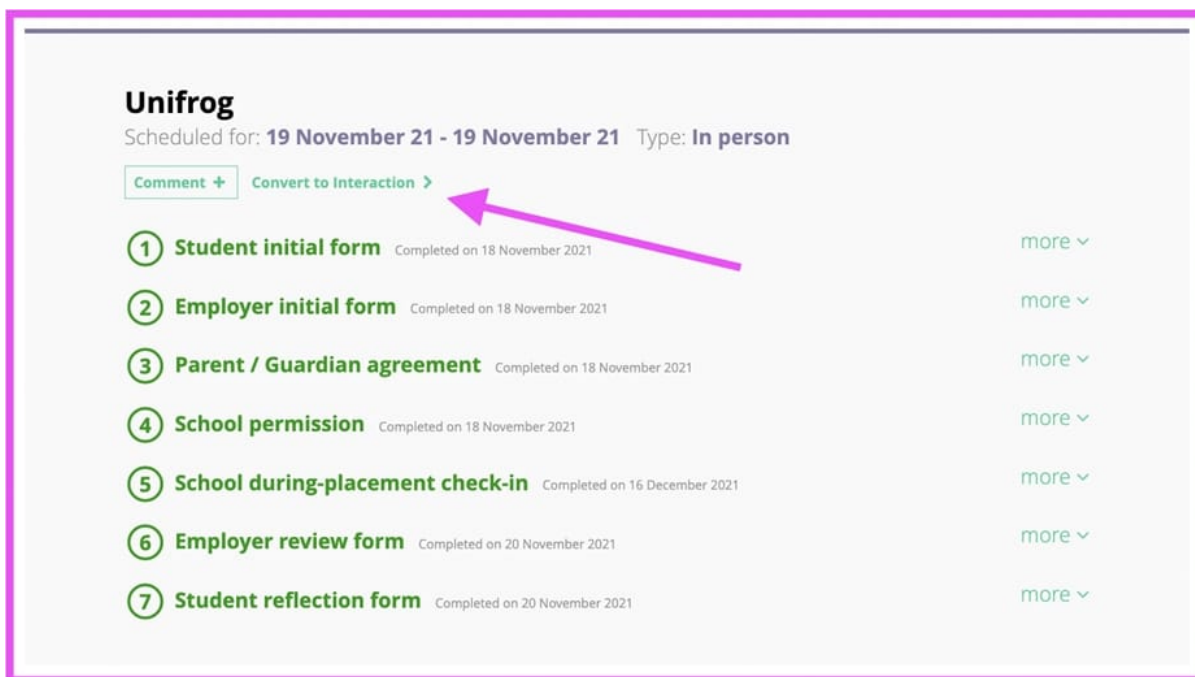
Contacting people

The student: Alex alex@unifrog.org

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)



Guides on every aspect of the placements process

We have put together best practice guidance for students, employers, parents and teachers. On the basis that it's good for everyone to be clued up, we show everyone everything. [Here's the link to the guides](#) (right click to open it in a new tab); we put this on many of the automated emails, at the bottom of the employer and parent forms, and at the bottom of the placement tool for students and teachers.

A database of people who will host placements

To help schools build a database of people who have hosted placements, using the tool automatically creates a 'Placement contacts' database:

- Teachers get to the database by going to the Manage page, and viewing by 'Placement contacts';

Manage Placement contacts ▾

School leaving year:

2019 2020 2021 2022 (Y13) 2023 (Y12) 2024 (Y11) 2025 (Y10) 2026 (Y9) 2027 (Y8) 2030 (Y5) 2040 2050

Sort by: Basics Filter

Select a filter category:

Sector Consider again Keyword search

cancel ✕

	Email	Organisation	Postcode	Sector
Anita Irving	airving@hillsroad.ac.uk	Hills Road Sixth Form College	CB2 8PE	Education and Training
Alex Int Couns	alexintcouns@gmail.co	Alex's bike shop	E2 8HD	Maintenance, Service and Repair
Int Couns	alexintcouns@gmail.co	Google	E2 9DQ	Business and Finance
Elon Musk	alexintcouns@gmail.co	Lottie's little bakery	E2 8HD	Hospitality, Food and Sport

Manage Placement contacts ▾

School leaving year:

2019 2020 2021 2022 (Y13) 2023 (Y12) 2024 (Y11) 2025 (Y10) 2026 (Y9) 2027 (Y8) 2030 (Y5) 2040 2050

Sort by: Review Filter

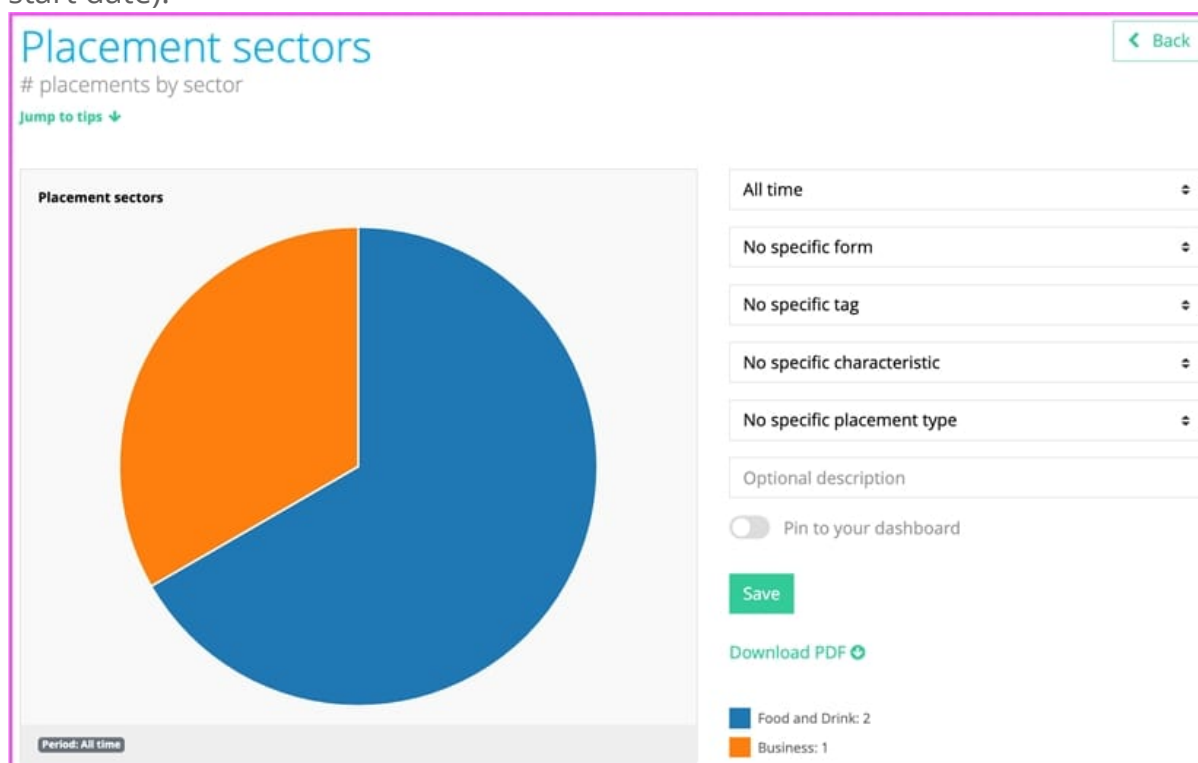
	Email	Organisation	Student recommends	Employer consider again
Jeffrey Lent	stu@sav.co.uk	SAV London Ltd	9	Yes, but only online
John Jones	victorbama50@gmail.c	Woolworths		Yes, but only In-person
Mrs P Jones	matt-bis@hotmail.co.uk	Gas & Heating	10	Yes, both Virtual and In-person
Jack Sparrow	christopher.edwards01	University of Southampton	10	Yes, both Virtual and In-person
Kelly Lake	nedthekelly@hotmail.c	The Cobblers Needle	8	Yes, both Virtual and In-person
Kai Feltham	kai.feltham@gmail.com	Unifrog	10	Yes, both Virtual and In-person
Jeremy Irons	alexintcouns@gmail.co	Unifrog	7	No
Mr Nice Buns	kim@unifrog.org	Mama's Little Bakery		
Alex Int Couns	alexintcouns@gmail.co	Alex's bike shop		
Paul	paulosbiston@hotmail.	Pauls Pub		

72 placements: email download

How many placements have been added for different sectors

If you have the Placements tool live at your school / college, a 'Placements sectors' chart appears within Charts.

This chart only includes placements that the system thinks have actually started (for in person placements: the school/college have given permission and it's on or after the start date; for virtual placements: the employer initial form is complete, and it's on or after the start date):



I want to become an expert

This video is for teachers who are administering placements at their school; first it goes through each of the Placement tool forms in detail, and then it shows how you can administer the placements process, for example how you can see at a glance the status of multiple students' placement forms, and how you can use the Placements contacts view on the Manage page:

Tweaking is okay, up to a point

We know that in the real world things can change (eg the way a student might travel to a placement might change), so after a form is completed, some information can be tweaked.

However, because some of the information is super important and there could be problems if it were changed without everyone involved realising, there are some bits of information

that get locked forever as soon as the person filling in the form clicks 'Finished', or when the next person in the chain starts their form.

In these cases, if the details have changed, the placement has to be deleted and the whole process started again. So everyone needs to be careful when filling in the forms!

- **What information can be changed?**

- The Employer placement lead + Teacher with editing permissions can edit this information until the Parent / guardian agreement is completed:
 - Name of placement business / organisation
 - Placement start date
 - Placement end date
 - Describe the time commitment
 - Employer placement lead: name
 - Employer placement lead: email
 - Placement address
 - Placement postcode / zip code
 - Is this the workplace where you'll be based throughout the placement
- The Parent/guardian + Teacher with editing permissions can edit this info up until the school consent form is completed:
 - Parent/guardian name
 - Parent/guardian email

- **Bringing back a placement that's been deleted by accident**

Teachers with editing permissions can delete a placement at any point. Students can delete a placement up until the point that it starts. If someone deletes a placement by accident (despite the warning interfaces!) and you want to bring it back rather than start again, we can do this for you - but as it is complicated we will charge you £30 / \$30 to do it.

What does each form consist of?

Here are all the questions we ask in each of the forms. Bear in mind that there are some differences in the questions for in person and virtual placements (for example for virtual placements we don't ask how the student is going to travel to get there!), and some questions

lead on to further questions (eg 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**

- School placement coordinator name
- Name of business / organisation
- Start and End dates
- Employer placement lead name and email address
- 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?
- 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
- Do you agree to abide by confidentiality, safety, and absence rules?

- **Employer initial form**

- Employer placement lead name, job title, email address, phone number
- Company's sector and number of employees
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Will the student ever be with an adult without another adult being present?
- Overview of the placement
- Does the placement and its environment carry any specific health risks additional to a low risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm that your Employers' Liability Insurance policy covers work placements
- Insurance provider, policy number, expiry date
- Confirm that your company has a written, up to date and appropriate Risk Assessment
- Confirm that your company has a written, up to date and appropriate Health & Safety policy
- Confirm that your company will abide by data protection and privacy law

- **Parent / guardian agreement**

- Name, email address and phone number

- Does the student have any special needs, illnesses or injuries that may affect your placement? (the answer to this question is kept confidential from the student)
- Confirm you're aware that the placement provider will have primary responsibility for the health and safety of the student
- Agreement for the student to take part in the placement
- **School permission**
 - Name of school staff
 - Permission for the placement to happen
- **School check-in**
 - Name of school staff
 - Check-in type (phone, in person, email)
 - Check-in date
 - Check-in notes
- **Employer review form**
 - Employer placement lead name
 - Did the placement happen?
 - Punctuality and reliability rating
 - Overall attitude rating
 - Communication rating
 - Problem solving rating
 - Teamwork rating
 - Independence rating
 - Strongest competency, and example
 - What you think the student should work on
 - Would you be happy to host another placement student?
- **Student reflection**
 - One thing you learnt through doing the placement
 - What you did during the placement of which you're most proud
 - How doing the placement impacted on your plans for the future
 - How likely is it that you would recommend this placement to a friend?

All the Placement tool emails

Here are all the emails we send for in-person placements:

Kaboom! You've got the ball rolling for an **In-person Placement**

Student initial form complete

The next stages are for: **Elon Musk** the employer placement lead to fill in the Employer initial form, then your **parent / guardian** needs to agree for it to happen, and lastly **Mr Alex Kelly** the school placement coordinator needs to give permission for it to happen.

Start and End date:

1 April 2022 - Ongoing

Location:

8 The High Street, London, United Kingdom, E2 8HD

School coordinator:

Mr Alex Kelly

Employer lead:

alexintcouns@gmail.com

Parent / guardian:

alexintcouns@gmail.com

Important: if the school coordinator, employer lead, or parent / guardian info here is incorrect, or the placement is Virtual not In-person, you need to delete this placement and start again.

Hello! You've been invited to host an **In-person Placement** for Alex

Let's make it happen

Alex has invited you to be a employer placement lead. **The next stage is for you to fill in a short form**, giving information about the placement you will very excellently host.

Start and End date:

1 April 2022 - Ongoing

Location:

8 The High Street, London, United Kingdom, E2 8HD

What now?

Complete the Employer initial form

Complete it now

Button not working? Here's the link: <https://www.unifrog.org/placement/employer-initial/b9hade4fc3s8dfu5d0xcd254ra037b>

Note: this form will expire.

Contacting people

The student: Alex alex@unifrog.org

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

What's this all about?

Alex Kelly, a student at Secondary Example, has added you as the employer placement lead for an in person placement, that Alex has said will start on 1 April 2022. Alex should have agreed this with you before you got this email - hopefully all this is not a surprise!

We are Unifrog, an online platform that helps students find and apply for their best next step after school, and the Placements tool is one of the tools that make up our platform - it helps schools with the administration behind running work experience, work shadowing, T-level placements, internships. Secondary Example subscribes to our service. If you want to find out more about us, please [check out our site](#). Ps thank you for hosting a placement - it's really awesome of you to do so.

Thank you for completing your Employer initial form for an **In-person Placement** for Alex

The next stages are for Alex's parent/guardian to agree for the placement to go ahead, then the school coordinator will confirm that everything is in order, and then we're all set.

Start and End date:

6 March 2022 - 7 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Your phone number:

+44 07789870113

Need to make changes? This link will still work for a little while: <https://www.unifrog.org/placement/employer-initial/i296d6k41c70ee16gar9u4c4o6mb3e>

Contacting people

The student: Alex alex@unifrog.org

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

4. To the parent/guardian: *You've been invited to agree*

Oh yes! You've been invited to agree to an **In-person Placement** for Alex

Let's make it happen

Alex has invited you to do the Parent / Guardian agreement for an in-person placement. This will only take a few moments; **the placement process can't continue until you've done it.**

Start and End date:

1 March 2022 - 2 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Placement overview:

ads asd asd asd asd asd asd

What now?

**Complete the Parent /
Guardian agreement**

Complete it now

Button not working? Here's the link: <https://www.unifrog.org/placement/parent-agreement/va978ac6ofs9qf67zdoen744m9q7h3>

Contacting people

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

What's this all about?

Alex Kelly has added you as their Parent / Guardian for an in person placement, that Alex has said will start on 1 March 2022.

We are Unifrog, an online platform that helps students find and apply for their best next step after school, and the Placements tool is one of the tools that make up our platform - it helps schools with the administration behind running work experience, work shadowing, T-level placements, internships. Secondary Example subscribes to our service. If you want to find out more about us, please [check out our site](#).

5. To the parent/guardian: *Thank you for completing the Parent agreement*

Thank you for completing the Parent / Guardian agreement for an **In-person Placement** for Alex

The next stage is for the school placement coordinator Mr Alex Kelly to give permission for the placement to happen - then we're all set!

Start and End date:

1 March 2022 - 2 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Contacting people

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

6. To the school/college placement coordinator: *Your permission is needed*

Cooee! There's an **In-person Placement** for Alex that needs your permission to go ahead

Let's make it happen

Alex Kelly has put you down as the school placement coordinator for a placement, and already Alex, Elon Musk the employer and Salvador Dali the parent / guardian have filled in their respective forms. **The last stage is for you to give your permission for it to go ahead.**

Start and End date:

6 March 2022 - 7 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Placement overview:

There will be a great deal of helping to make bread. No sour dough though, this is a non trendy bakery. Mostly traditional white bread loaves, plus buns. If you do well we might put you in charge of icing buns - be careful not to eat too much of the icing.

What now?

**Complete the School
permission form**

Complete it now

Contacting people

The student: Alex alex@unifrog.org

The employer placement lead: Elon Musk alexintcouns@gmail.com

The parent / guardian: Salvador Dali alexintcouns@gmail.com



In person Placement start date: Lotti...

When Sun 6 Mar 2022 (CST)
Where 8 The High Street, London, United Kingdom, E2 8HD
Who Unifrog*

[Add to calendar »](#)

Agenda

Sun 6 Mar 2022

Prev day [Stay at Casa Mexico 6](#)

All day In person Placement start date: Lotti...

12:00 [Alex/ Cyan P I](#)

14:00 [Running](#)



Ace! It's going ahead.

Nice one - you, Elon Musk the employer placement lead, your parent / guardian, and Mr Alex Kelly the school placement coordinator have all done their bits to make this **In-person Placement** happen.

Start and End date:

6 March 2022 - 7 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Placement overview:

There will be a great deal of helping to make bread. No sour dough though, this is a non trendy bakery. Mostly traditional white bread loaves, plus buns. If you do well we might put you in charge of icing buns - be careful not to eat too much of the icing.

Contacting people

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

The employer placement lead: Elon Musk alexintcouns@gmail.com



In person Placement start date: Alex ...

When Mon 4 Jul 2022 (GMT-06:00)
Where 8 The High Street, London, United Kingdom, E2 8DQ
Who Unifrog*

[Sign up for calendar »](#)

Agenda

Mon 4 Jul 2022

No earlier events

All day In person Placement start date: Alex ...

No later events



Ikaragarria! It's going ahead.

Nice one - Alex the student, you, Alex's parent / guardian, and Mr Alex Kelly the school placement coordinator have all done your bits to make this **In-person Placement** happen.

Start and End date:

4 July 2022 - 8 July 2022

Location:

8 The High Street, London, United Kingdom, E2 8DQ

Placement overview:

Assisting taking customer orders, making sure we have the right supplies. They won't be anywhere near the ovens, or any other dangerous things.

Contacting people

The student: Alex alex@unifrog.org

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

9. To the parent/guardian: *It's going ahead*

It's going ahead.

Good news - Alex, Elon Musk the employer placement lead, you, and Mr Alex Kelly the school placement coordinator have all done your bits to make this **In-person Placement** happen.

Start and End date:

6 March 2022 - 7 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Placement overview:

There will be a great deal of helping to make bread. No sour dough though, this is a non trendy bakery. Mostly traditional white bread loaves, plus buns. If you do well we might put you in charge of icing buns - be careful not to eat too much of the icing.

Contacting people

The school placement coordinator: Mr Alex Kelly alex@unifrog.org

Alex has Elon Musk's email address

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

10.To the school/college placement coordinator: *It's going ahead*

It's going ahead.

Nice one - Alex, Elon Musk the employer placement lead, Salvador Dali the parent / guardian, and you, have all done your bits to make this **In-person Placement** happen.

Start and End date:

6 March 2022 - 7 March 2022

Location:

8 The High Street, London, United Kingdom, E2 8HD

Placement overview:

There will be a great deal of helping to make bread. No sour dough though, this is a non trendy bakery. Mostly traditional white bread loaves, plus buns. If you do well we might put you in charge of icing buns - be careful not to eat too much of the icing.

Contacting people

The student: Alex alex@unifrog.org

The employer placement lead: Elon Musk alexintcouns@gmail.com

The parent / guardian: Salvador Dali alexintcouns@gmail.com

Employers' Liability Insurance expiry?

It appears that your Employers' Liability Insurance has expired. You have committed to renewing this insurance ahead of time, and updating the insurance information in this form.

Start and End date:

1 June 2022 - Ongoing

Placement overview:

Test

What now?

**Update your Employers'
Liability Insurance policy
details**

[Update it now](#)

Contacting people

The student: Tom admin@sav.co.uk

The school placement coordinator: Mr Jim O'Teacher stu@sav.co.uk

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

Whoop! 7 days to go.

Not long to go now until this **In-person Placement**.

Start and End date:

19 October 2021 - 17 November 2021

Location:

16 Kidare Gardens, United Kingdom, W2 5LU

Placement overview:

This is the interesting overview

What now?

- If you haven't already, send an email to Bob smith the employer placement lead to confirm you're coming
- Make sure you know how you'll get there and back each time
- Figure out other logistics like what you'll wear and what you'll eat!

Contacting people

The student: Tom admin@sav.co.uk

The school placement coordinator: Mr Jim O'Teacher stu@sav.co.uk

Some expert guidance

Here's an overview [of how Placements work on Unifrog](#)

Whoop! 7 days to go.

Not long to go now until this **In-person Placement**.

Start and End date:

1 June 2022 - Ongoing

Location:

16 Kidare Gardens, United Kingdom, W2 5LU

Placement overview:

Test

What now?

- If they haven't been in touch already, send an email to Tom to confirm they're coming
- Make sure Tom is clear on logistics like how they'll get to you and back each time
- Make sure you have a good plan in place for what Tom will do on the placement

Contacting people

The student: Tom admin@sav.co.uk

The school placement coordinator: Mr Jim O'Teacher stu@sav.co.uk

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

14. To the parent/guardian: *7 days to go*

Whoop! 7 days to go.

Not long to go now until this **In-person Placement**.

Start and End date:

1 June 2022 - Ongoing

Location:

16 Kidare Gardens, United Kingdom, W2 5LU

Placement overview:

Test

What now?

- If they haven't been in touch already, encourage Tom to email Bob smith to confirm they're coming
- Make sure Tom is clear on logistics like how they'll get to and from Bob smith's workplace each day

Contacting people

The school placement coordinator: Mr Jim O'Teacher stu@sav.co.uk

Tom has Bob smith's email address

Some expert guidance

Here's an overview [of how placements work on Unifrog](#)

Time to reflect on your In-person Placement

Take a moment to record what you've learnt on the placement, say thanks, and give the employer a rating.

What now?

Complete the Student reflection form

[Complete it now](#)

Button not working? Here's the link: <https://www.unifrog.org/student/placement/reflection/3957>

Note: this form will expire.

Contacting people

The school placement coordinator: Mr Jim O'Teacher stu@sav.co.uk

The employer placement lead: Bob smith stu@sav.co.uk

Time to reflect on the In-person Placement you hosted

Take a moment to confirm it happened, review how Tom did, and say whether or not you'd consider hosting another student in the future.

What now?

Complete the Employer review form

[Complete it now](#)

Button not working? Here's the link: <https://www.unifrog.org/placement/employer-review/m2w5g1o5iel2m4n3secc40z41ebcpd>

Note: this form will expire.

Contacting people

The student: Tom admin@sav.co.uk

The school placement coordinator: Mr Jim O'Teacher stu@sav.co.uk