

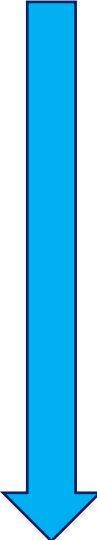
## Guide for Employers

Thank you for agreeing to host a student from Ash Green School for their work placement. The student should be sharing this document with you when they have received confirmation you are willing to host them- **At this point the placement has been secured but not yet fully approved.**

All placements will need to go through the schools recording and vetting process. This system allows the school to capture key information about each student's placement and take reasonable steps to ensure the employer has the appropriate aspects in place to host students. It also ensures you have the necessary information about the student e.g., medical conditions. The vetting process utilises the **Unifrog Placements Tool**. Your part should only take approximately 10-15 minutes to complete. An overview of the vetting process is below.

The Unifrog placements tool is **essentially a series of forms**, which need to be completed by specific people, at specific times (sequentially). Woven through the forms are explanations of technical terms, plus best practice guidance. As soon as one person fills in a form, the next person in the chain is notified, so the whole process hopefully runs smoothly and automatically. You will be notified, via email, when you need to complete your form and of any updates.

The stages of the vetting process are below, with a copy of the questions employers will be asked at the end of this document.

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1. **Student Form-** The student adds a 'new placement' onto the Unifrog platform. They will input key information about themselves and the employer/organisation. The name of a contact within the work placement organisation and their email address is very important to the student form. ***Please ensure students have the best contact details for the most appropriate individual within the company.***
  2. **Employer Form-** This form requests a brief placement overview, as well as information on the employer's insurance, risk assessments and health & safety systems. It will also ask for clarification on a few housekeeping details and the placement set-up/environment. This form has branching and depending on your answers you may/may not be asked for further information. A copy of the main questions is attached to this document.
  3. **Parent/Carer Form-** Parents review all the information from the student and employer form and give their consent for participation.
  4. **School Permission-** The school coordinator reviews all information and decides on final approval. At this stage the school coordinator may contact an employer directly to clarify any information or discuss the placement further, but only if needed.

Once a placement is fully approved all parties are notified via email. ***It is only on receipt of this email will a placement be formally agreed and can be undertaken.***

Providing all parties complete their forms in a comprehensive and responsive manner, then the vetting process can occur very quickly.

***Please note: Occasionally the automatic emails from Unifrog hit spam filters. Once you have verbally agreed to host a student, please look out for these emails.***

**AGS School Work Experience Coordinator**  
**Name: Rebecca Mahloudji**  
**Tel: 024676 366772**  
**Email: [rebecca.mahloudji@ashgreenschool.org.uk](mailto:rebecca.mahloudji@ashgreenschool.org.uk)**

## Unifrog Employers Questions:

**Please note:** the form contains branching. Your answers will determine which questions you receive and if you need to upload any documentation.

All employers are required to **share a copy of their current Employers Liability Insurance certificate** (if legally required for the company). Only some employers will be asked to share copies of risk assessments and health & safety policies. These requests are dependent on whether an organisation has hosted students before, the risks associated with the placement, any medical or special educational needs the student may have and if legally applicable, in writing, to the organisation.

### Employer Form Questions:

- Employer placement lead name, job title, email address, phone number
- Confirmation of:
  - Start date and end dates.
  - Time commitment
  - Address
  - Whether this address is where the student will be based throughout the placement.
- Organisation's sector and number of employees (ranges given).
- What languages do students need to be able to speak?
- Have you hosted a placement before?
- Overview of the placement- *a short summary of the sorts of activities students will likely undertake.*
- Will the student ever be with an adult without another adult being present? (Lone working)
- Does the student need a criminal record (e.g. DBS) check?
- 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.
- Confirmation that your Employers' Liability Insurance policy covers work placements, or that your organisation is exempt from needing ELI (explain, if exempt).
- Insurance provider, policy number, expiry date (if applicable).
- Confirmation that your organisation has a written, up to date and appropriate Risk Assessment (if applicable).
- Confirmation that your organisation will follow Covid safety guidance.
- Confirmation that your organisation has a written, up to date and appropriate Health & Safety policy (if applicable).
- Confirmation that your organisation will abide by data protection and privacy law.
- Confirmation that you will follow the safeguarding policy- information on how to raise a concern will be given here.

Providing any documentation needed is to hand, the form **should only take 10 minutes**.

You can save information and return later, if needed ('save' button at the end of document). To continue the process employers must mark their form as **'finished'** then submit.

***Thank you for agreeing to support our students with work experience. The opportunity is a valuable part of their transition to the working world. Should you have any questions please contact the school placement coordinator, details above.***

Following the placement, you will be invited to leave the student feedback. This is not compulsory but will be invaluable to the student and their learning experience. We would greatly appreciate your support with the completion of this.

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

**Let's make it happen**

Alex has invited you to be an 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.

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**Start and End date:**  
1 April 2022 - Ongoing

**Location:**  
8 The High Street, London, United Kingdom, E2 8HD

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What now?  
**Complete the Employer initial form** Complete it now

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Button not working? Here's the link: <https://www.unifrog.org/placement/employer-initial/b9f8ade4fc3e8dfu5d0xcd254ra037b>

Note: this form will expire.

**Contacting people**  
The student: Alex [alex@unifrog.org](mailto:alex@unifrog.org)  
The school placement coordinator: Mr Alex Kelly [alex@unifrog.org](mailto: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.