

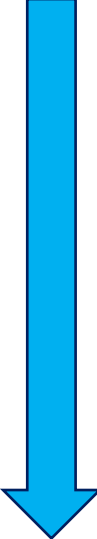
Guide for Employers

Thank you for agreeing to host a student from Ash Green School for their work placement. **At this point, the placement has been secured but not yet fully approved.**

All placements will need to go through the school's 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. It also confirms 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 outlined below.

The Unifrog placements tool is **essentially a series of forms**, which need to be completed by specific people, at certain times (sequentially). Woven through the forms are explanations of terms, key information and 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 organisation hosting them. The name and email address of the designated contact at the work placement organisation are essential to the student form. ***Please ensure students have the 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. 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 the information from the student and employer forms and give their consent for participation. They can add any additional information, too.
 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. **The placement will only be formally confirmed and allowed to proceed once this email has been received.**

Providing all parties complete their forms comprehensively and responsively, then the vetting process can occur very quickly.

Please note: Occasionally, automatic emails from Unifrog hit junk email 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

For a placement to be approved, the company must have the following:

1. Employers' Liability Insurance (public liability is not sufficient)
2. Written down risk assessments & health & safety policies (or willingness to complete, support available)

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**. Only some employers will be asked to share copies of risk assessments and health & safety policies. These requests depend on whether the organisation has hosted students before, the placement risks, and any medical or educational needs the student may have.

Employer Form Questions:

- Organisation name, placement lead name, job title, email address, phone number
- Confirmation of:
 - Start date and end dates
 - Time commitment
 - Address
 - Whether this workplace is where the student will be based during 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 summary of the activities to be undertaken, induction processes and accommodation of any needs*
- Is the student likely to be on their own with only one adult, for significant periods of time?
 - If yes, can you ensure that the relevant adult(s) are not barred from working with children?
- Does the student need a criminal record (e.g. DBS) check?
- Are there any additional risks associated with this placement and its environment, beyond those of a typical low-risk workplace?
- Dress code
- Is PPE or other special safety equipment required?
- Working hours
- Eating and refreshment arrangements
- Confirm the organisation has Employers' Liability Insurance, and the policy covers work placements
- Insurance provider, policy number & expiry date (upload of a copy may be required).
- Confirm the organisation follows Fire Risk Assessment rules
- Confirm the organisation has a written, up-to-date & appropriate Risk Assessment and Health & Safety Policy (Upload of documents may be required)
- Confirm your organisation will abide by data protection and privacy law
- Confirm you will follow the safeguarding policy- information on raising a concern and a short video shared here
- Confirm if you want to be part of the Unifrog placements database
- Finished? - *Checking the box and selecting 'Update' will progress the process to the next stage (Parent Form)*

Providing the documentation needed is easily available; the form **should only take 10 minutes**.

You can save information and return later, if needed.

Thank you for agreeing to support our students with work experience. This 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 **student feedback**. This is not compulsory, but it will be valuable 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.

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/b9fada4fc3a8dfu6d30cd254ra037b>

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.