

**King George Avenue  
Ilkeston  
Derbyshire  
DE7 5HS**

**0115 9303724**

January 2024

Dear Parent/Carer,

**Work Experience - Unifrog Login**

Your child will have been sent login details through their school email, prompting them to create a memorable password and get logged onto the system. It should be mentioned that these emails can get stored in the junk/spam folders.

Please see below a quick step by step on how to enter confirmed work experience details.

**Step 1** - If your child hasn't received login emails, visit: [www.unifrog.org/sign-in](http://www.unifrog.org/sign-in) and click on '**Reset password/Resend welcome email**'.

**Step 2** – When entering placement details, on the homepage scroll down till you see the heading **Exploring Pathway**, click on Placements.

**Step 3** - Under the Placement Heading - Click on '**+ Add New Placement**'. Carefully fill in the '**Student Initial Form**' with your confirmed work experience placement details. When you're done tick '**finished**' at the bottom of the form.

All done! the form will now be sent to the employer to fill in the next form.

If you would like any further information, please don't hesitate to get in touch.

Yours faithfully,



**Mrs Pape**

Assistant Principal - Responsible for Careers/CEAIG