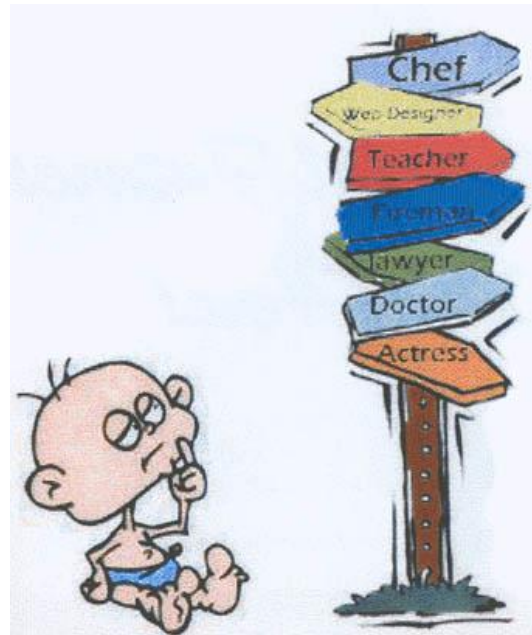


Stanborough

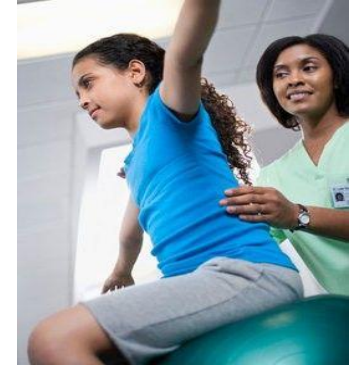


# YEAR 9 WORK SHADOWING DAY



Grow and Succeed

Stanborough



# Monday 14<sup>th</sup> July 2025



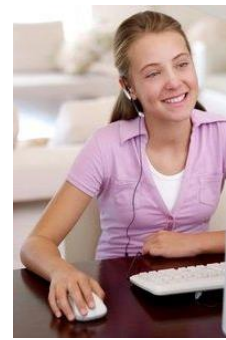
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# What is Work Shadowing day?

Work shadowing day is a work placement lasting 1 day, at a place of work.

You will carry out a range of tasks similar to those of an employee



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# WHY?

Provides valuable and realistic insight into the world of work and up to date practices.

Try out things that you may find interesting and enjoyable

Put what you learn in school into practice & understand the differences between school and work.

Learn about what you like and dislike which will help when choosing your options

Learn new skills & increase confidence

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# WHAT YOU NEED TO DO

1. Start researching/contacting possible places where you could do your work shadowing
2. Once you have found somewhere to do your work shadowing, give the letter that has been sent home to the employer
3. Log in to unifrog and fill in the student initial form in the 'placements tool' **DO NOT DO THIS UNTIL YOU HAVE A YES FROM THE EMPLOYER**
4. Check all the details that you are entering in Unifrog are correct
5. Do the above before Friday April 25<sup>th</sup> 2025.



# USING UNIFROG – Log in

- Log in to your Unifrog Account (check that you can do this, it should be registered under your school email account)
- You can reset your password

Sign in

zarmitage@stanborough.herts.sch.uk

.....

Sign in

[Reset password / Resend welcome email](#)

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# USING UNIFROG - Go to the placements tool

## Placements

✘ No placements added

[Go to tool >](#)

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# USING UNIFROG - Select 'Add new placement'

## Placements

Here you can add work experience placements, fill in your forms, and check the progress of employer, parent and school coordinator forms. Want an overview of how organising a placement works? [See the whole process >](#)



### 0 placements added so far

Only add a placement **after** you've been in contact with the employer, and they have agreed to host you.

[+ Add new placement](#)

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# USING UNIFROG - Fill in the details

## Student initial form

You're adding a Student initial form for a placement

Fill in the information below carefully. When you're done tick 'finished' at the bottom of the form.  
Afterwards we'll ask the placement lead at the employer to fill in the next form.

\* In person or Virtual

\* Placement coordinator

This is the **school / college** side.  
school's / college's side.

\* Name of placement business / organisation

\* Placement start date

Placement end date

Please enter the placement coordinator as Mrs Armitage.

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# USING UNIFROG - Fill in the details

## Student initial form

You're adding a Student initial

Fill in the information below carefully.  
Afterwards we'll ask the placement lead

Please make sure you put the start and end date as 14<sup>th</sup> July.

You MUST put in all the correct details as otherwise your placement cannot be approved.

\* In person or Virtual

\* Placement coordinator

This placement is from your school's / college's side.

\* Name of placement business / organisation

\* Placement start date

Placement end date

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Once everything has been correctly completed, check this box to mark it as finished and it will be sent to your employer.

# FROG - Fill in the details

to the employer email address you've provided;  
policies held by the employer;  
and other policies laid down by the employer;  
ing the employer and school as soon as possible of any absences?

to all four points above.

Form finished?  mark this form as finished and notify employer to fill in their initial form

You have not yet marked this form as finished. If all the details are correct, mark it as finished and we'll email the Employer initial form to the email address you've provided.

Add placement or cancel changes