



A Quick Guide to Completing the  
Parent /Guardian's Work  
Experience Placement Form.

# Completing the Work Experience Parent/ Guardian Consent Form.

Once the student and the employer have completed their forms you should receive an email from Unifrog with a link to the parent / guardians consent form. Click on the green button at the bottom of the email. If you have any problems please contact Angela Manley [Amanley@stratton.school](mailto:Amanley@stratton.school)

1.

## You've been invited to agree to an In-person Placement for Sophie

### Let's make it happen

\_\_\_\_\_ 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:

10 July 2023 - 14 July 2023

#### Location:

#### Placement overview:

- Helping customers
- Replenishing stock
- Tidying and cleaning shelves
- Helping to order new stock
- Receiving and checking deliveries

What now?

**Complete the Parent / Guardian agreement**

Complete it now

2.

You should then be able to review all the information that the student and the employer have entered.

The screenshot shows the Unifrog 'Parent agreement form' interface. At the top, there's a navigation bar with 'ABOUT', 'BLOG', 'INSIGHTS', 'CASE STUDIES', 'JOBS', 'CONTACT', and a 'SIGN IN' button. The main heading is 'Parent agreement form' with a sub-heading 'You're editing a Parent agreement form for an In person Placement for'. A purple box contains instructions: 'Please read the information below carefully. Give your agreement using the 'finished' button at the bottom of the form. If any of the information seems incorrect, raise with \_\_\_\_\_'. Below this, a purple box states: 'NB: This form link will expire in 324 days, 60 days after the placement is scheduled to start.' The 'Details submitted by student:' section shows: 'Student name, school and email: \_\_\_\_\_', 'Placement start and end dates: 10 July 2023 - 14 July 2023', and 'Student's time commitment for the placement: Full time'. A large text block states: 'You are aware that the placement provider has primary responsibility for the health and safety of the student; the school's legal role is to take reasonable steps to satisfy themselves that the employer is acting responsibly. For placement and health and safety purposes, young people on placements are considered the normal employees of the host organisation. What's this?'. Below this is a confirmation statement: 'I confirm that the placement provider has primary responsibility for the health and safety of the student, and the school's legal role is to satisfy itself that the placement provider is acting responsibly'. A question asks: 'Do you agree to Sophie going on the placement described above? Remember to check all the information above before agreeing.' There are radio buttons for 'No, I do not agree to Sophie going on the placement described above.' and 'Yes, I agree to Sophie going on the placement described above.'. At the bottom, there's a 'finished?' section with a checkbox 'Mark as finished and notify school for their permission for the placement to take place?' and a green 'Update' button.

You can then click on the green update button to confirm that you are happy for your child to undertake this placement.

Details will then be sent back to the school in order for Health and Safety checks to be completed and the placement to be approved.