Castle View School

Pursue Excellence | Be The Best

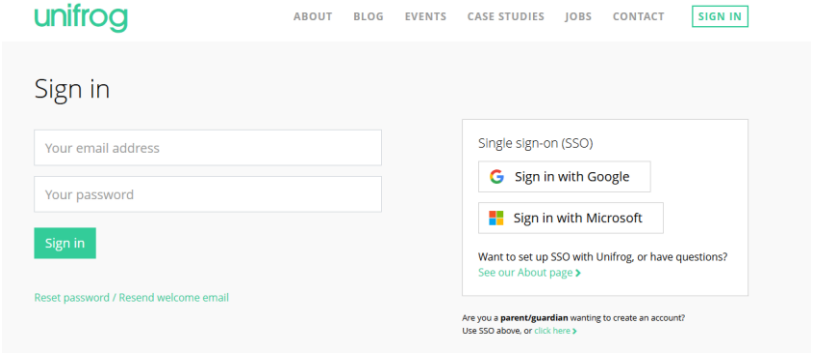
# CASTLE VIEW SCHOOL

# GUIDE TO LOGGING WORK EXPERIENCE ON UNIFROG

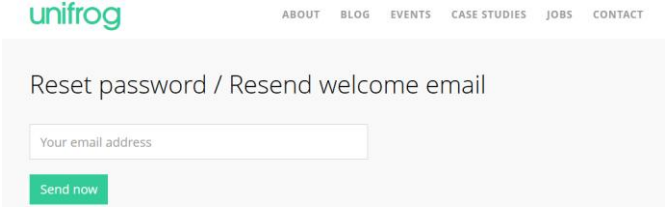
First things first....

Log in to Unifrog

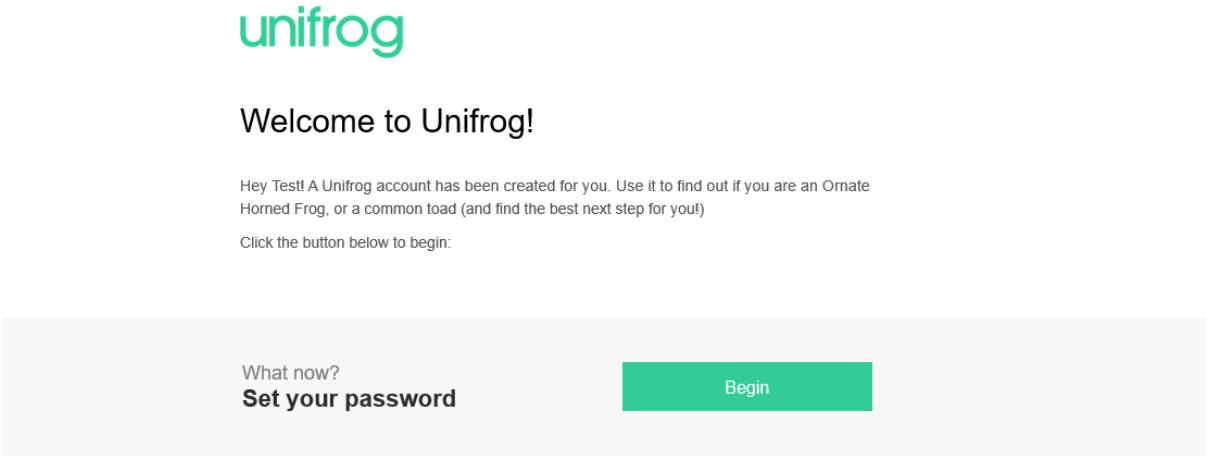
www.unifrog.org/sign-in




For forgotten passwords clink the Reset Password Link and an email will be sent to your school email address – firstname.surname@castleviewschool.co.uk.



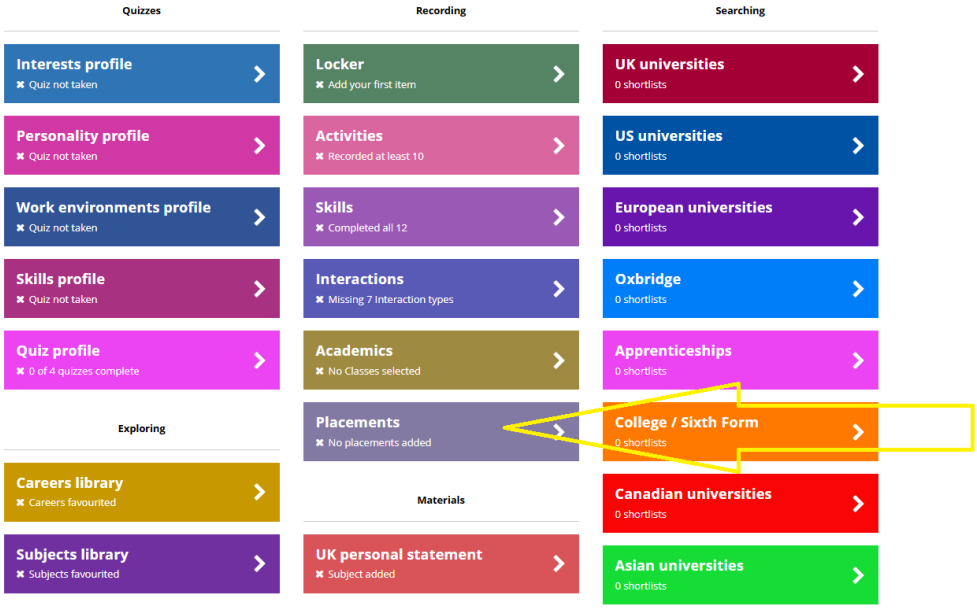
If you haven't used Unifrog before, don't worry, you will have an email waiting for you in your inbox – you can then create a password following the link in the email. Just follow the instructions as they come up on the screen.



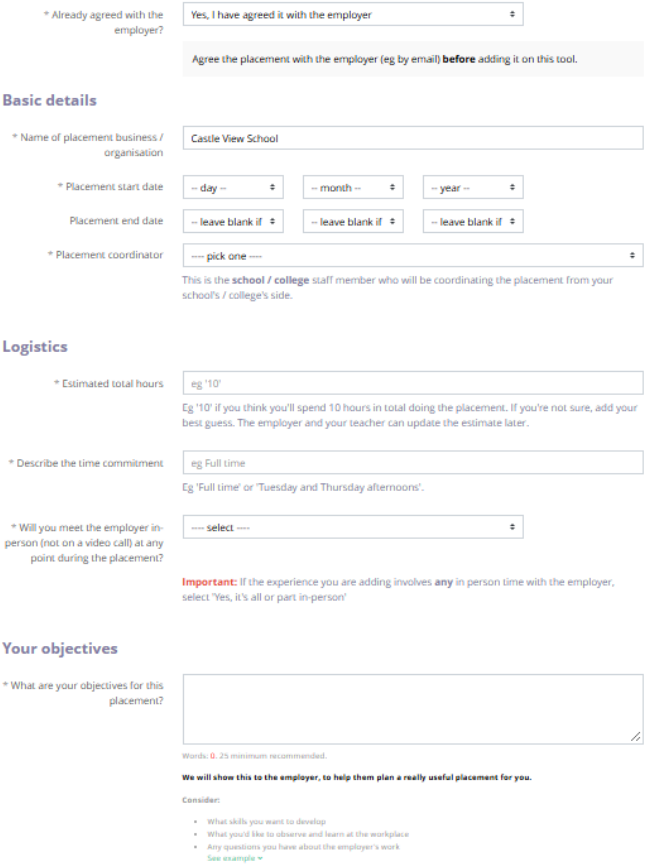
## ADDING A PLACEMENT TO UNIFROG

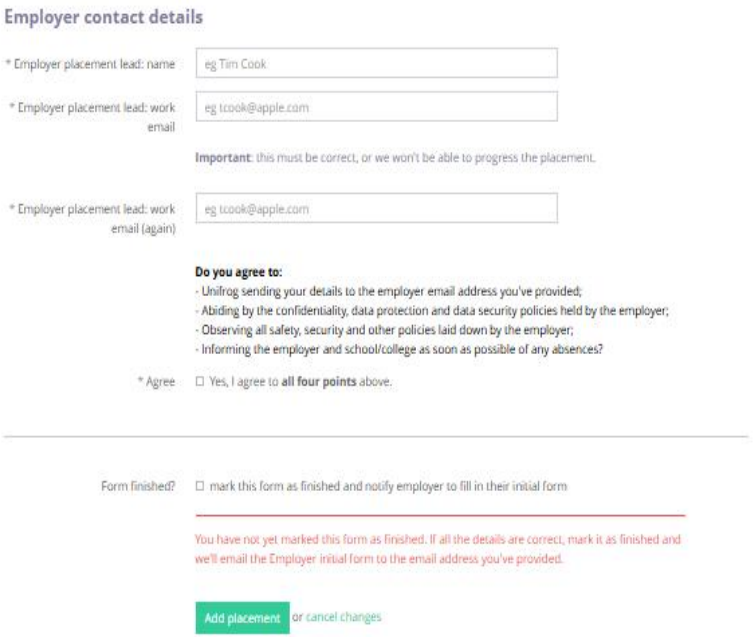
At the bottom of the Home Page you will find all the tools available to you when adding your work experience placement you need to click on “Placements”

## THIS SHOULD ONLY BE DONE ONCE YOU HAVE VERBAL OR WRITTEN CONFIRMATION FROM YOUR PROPOSED PLACEMENT



Follow the form through to the end and complete all the details as you go.






The click the green button to add your placement.

You will receive an email confirming that your form has been completed.

# ALL YEAR 10 STUDENTS TAKE PART IN A ONE WEEK WORK EXPERIENCE PROGRAMME

## 12 – 16 JULY 2026