

EXAMPLE OF LETTER TO PLACEMENT PROVIDER

Our Ref:

Date:

Dear Sirs

Supervised Placement 2011/2012

We are very pleased that you have been able to offer a placement for 2011/2012. We regard the "placement period" as a three-way partnership between the placement provider, the student and the University. Although we are not a party to the contract of employment, students on placements are enrolled as our students and we would expect to take any action necessary to ensure that a student is proving to be an effective, safe and reliable worker. Please do not hesitate to let us know if there are any problems with which you think we could help.

The Health and Safety Executive has recommended that we ask formally for assurances on health and safety so, as part of the approval process, we should be grateful if you would complete and return the enclosed **Work Based Placement Health and Safety Checklist**. We are sorry to burden you with yet another piece of paper but hope that you will not find the questions too onerous and will understand our reasons for asking them. We have told students that they must not start work before the placement is approved. If there is a change in location or working practice which would cause you to amend your answers as indicated in the enclosed "Health and Safety Checklist", we would be grateful if you could notify the University accordingly.

Thank you once again for offering a placement. The vast majority of previous placements have worked very well and proved to be of great benefit to both student and placement provider. We trust that this placement will be no exception.

Yours faithfully