

Our Ref: HM/maw

06 November 2012

Dear Sir/Madam

**Ilfracombe Arts College Work Experience: Monday 1<sup>st</sup> – Friday 5<sup>th</sup> July 2013**

As part of our Work Experience programme our students are encouraged to find their own placements and the bearer of this letter is interested in undertaking their placement with your company. The date of the placement will be Monday 1<sup>st</sup> – Friday 5<sup>th</sup> July.

Whilst we appreciate you may have many requests for work experience, we think it is commendable that our students are mature enough to find a placement of their own, which shows how keen they are to want to work with you.

If you are able to help please complete the Placement Form, which includes the **Health & Safety Questionnaire** (which has already been completed by the parent/guardian)/**Job Description and Risk Assessment**. Please return this form to Mel Walker, Work Experience Administrator, by post or hand back to the student so that, after reading the risk assessment, the parent/guardian can sign the final part of the form giving their consent for the placement to go ahead.

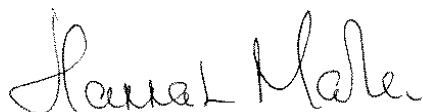
Would you please make a note in your diary of the student's name and the date of the work experience programme.

Please note we **will not** be able to place students in an organisation which does **not** have both **Employer Liability** and **Public Liability Insurance** policies, plus appropriate Insurance if a student will be travelling in the employer's vehicles. It is also necessary for an organisation with five or more employees to have a written Health and Safety policy.

If you are happy for us to contact you by email please provide your email address.

Thank you for your support.

Yours sincerely



Mrs H Marks  
Works Experience Co-ordinator

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