



SCOIL MHUIRE

TRIM
CO. MEATH



Give this letter to your employer when your placement is confirmed

Date:

For the attention of

Dear _____

Thank you for cooperating with our work experience programme. The student is expected to work the employer's hours up to a maximum of six hours.

- The student who will be working with you is: _____
- The dates of this placement are: _____

Please ensure that suitable arrangements for induction into your safety procedures are in place before the student starts this work experience placement.

Students have assessment forms which they will present to be filled out at the end of the session. You should have already received a copy of our insurance policy with the student's details – if not please contact me and I will forward a copy.

If you have any queries, please do not hesitate to contact me at the number below. I hope everything goes well.

Yours faithfully

Mary O' Reilly

Programmes Coordinator