

Dear Sir/Madam

Thank you for offering a Woking College student a work placement with your company.

To enable us to meet Health, Safety and Safeguarding requirements, we will need the attached form to be completed for assessment prior to any work placement being undertaken.

In addition to the return of these completed forms, we also will need:

- A copy of your Employers Liability Insurance document (including the indemnity amount)
- A copy of your Public Liability Insurance document (including the indemnity amount) where this is relevant.

Once you have completed the employer's section of the form, please return it, with the copy of your insurance certificate, to the student who will obtain parental consent before submitting to college.

On receipt of this, we will review the information and if necessary, contact you to arrange a Health and Safety visit.

If you have any questions, please do not hesitate to contact me on 01483 761036 or email <u>hta@woking.ac.uk</u>.

Thank you for supporting our students by offering this valuable opportunity.

Yours faithfully

Helen Taylor Work Experience Co-ordinator