

***Saint Anne's Community College
Killaloe
Co. Clare***

Phone 061 376257

Dear Employer,

Thank you for taking our Leaving Certificate Vocational Programme student on Work Experience. The LCVP is an extra Leaving Certificate subject and is designed to help students make connections between school and community, study and future career, enterprise and the business of making a living.

The programme requires students to go on work experience for one week. Work-Experience placement will take place from Monday 24th February to Friday 28th February 2020. The placement will be covered by school insurance and students are expected to comply with conditions you lay down regarding activities, safety and confidentiality. We would be grateful if you could complete a risk assessment form **prior** to our student commencing work with you. Students will provide you with the following:

- Risk Assessment Form (students will return this to the school)
- Insurance Letter (for your information)
- General employer letter (for your information)
- Attendance form/Employers report form (to be returned at the end of placement)

St. Anne's Community College greatly appreciates the opportunity you are giving our student to experience the world of work. Students will provide you with an Employer's Report Form and we would be very grateful if you could take the time to return this form to the school on completion of the work experience.

If you have any queries or concerns please do not hesitate to get in touch with me,

Yours faithfully,

Beverley Hartigan
Programme Coordinator
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