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**Letter of understanding between St John’s Central College and the Employer providing work experience**

[Title & Name]

[Company]

[Address]

[Date]

Dear

Thank you for accommodating our learner, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for a work experience placement of \_\_\_hours duration. Work experience is a requirement for the QQI Level \_\_\_\_\_ award in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As you can appreciate, it is of great benefit for the learners to gain useful and relevant work experience in this sector. Without the help and cooperation of employers it would not be possible for us to incorporate this learning experience into our courses.

(*If relevant* -------- has applied for Garda vetting and has been approved.)

The enclosed *Work Experience Guidelines for Employers* outlines requirements and expectations for the placement.

Note that all learners are covered under Cork ETB insurance liability while on work experience placements. You should note the contents of this policy carefully in relation to areas of activity that are not covered by the policy.

I will forward you a Work Experience Supervisor’s Report form, which should be completed at the end of the placement by the learner’s supervisor and returned to St John’s Central College.

Please confirm that this letter of understanding is acceptable to you by completing the employer section of the work experience agreement form.

If you have any queries on the work experience programme please contact me on [number] or at [email]

Yours sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name]

[Title]