Example of letter to student

Name:

Course Title:

Supervised placement 2006/2007: Authority to start placement

This authority enables you to begin your placement immediately, or on the date agreed with your employer, whichever is the later.

It is valid for the whole of your employment with the employer named below, unless circumstances change sufficiently to warrant its withdrawal.

This authority is valid for employment with:

Employer's name:

You have:

- Attended health and safety briefing Date:
- Received health and safety pack Date:
- Received placement pack Date:

Authorised by:

Placement Organiser/Tutor: Date:

University Safety Officer (where appropriate): Date:

Before starting work you should have read the information provided in the health and safety pack.