**Example placement letter to student (please alter as appropriate)**

**To:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Course Title |  | | | |
| Attended health and safety briefing |  | | Date |  |
| Received health and safety pack |  | | Date |  |
| Received placement pack |  | | Date |  |
| Supervised placement | From |  | To |  |

**Authority to Start a Placement**

This letter of 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 |  | | |
| Authorised by (Placement Officer) |  | Date |  |

***Before starting work you should have read the information provided in the health and safety pack, particularly the section "Health and Safety Guidance for Students on Placements”***