

St Johns Central College

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Cork

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[**www.stjohnscollege.ie**](http://www.stjohnscollege.ie)

October 2017

**WORK EXPERIENCE PROGRAMME**

**REQUEST FOR WORK EXPERIENCE**

To whom it may concern

We have experienced over many years excellent co-operation from employers in the provision of work experience placements. I would like to take this opportunity to thank all past employers for their support in this area.

The bearer of this letter is a student on our Level \_\_\_ programme in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . This year again, as part of this programme, learners are required to complete a mandatory work experience placement of --- hours’ duration in order to gain a full award. A leaflet outlining the full programme is attached. Work experience is of great value to the learner in consolidating their learning and we would greatly appreciate your assistance with this matter.

Learners are covered under Cork ETB insurance liability while on work experience placements.

If you agree to offer a work experience placement to one of our learners, we will supply you with Employer Guidelines for Work Experience, details of our insurance cover for work experience and a supervisor’s report form on the learner’s performance, to be returned to the college/centre by post or email at the end of the placement.

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

Yours sincerely

[Name]

[Title]