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| Title | Work Placement Cover Letter Template – Health Service Skills Programme |
| Description | This is a template for a cover letter to employers for use by teachers/VET providers when trying to secure work placements for Health Service Skills students |
| User | Teacher/VET Provider |
| Goal | To provide the teacher and the college (the VET provider) with a consistent method of communicating with employers regarding the securing of work placements for students |
| Objective | To secure work placements for students and to allow potential employers know that learners have been successfully vetted by the police and that insurance is covered by the college/VET provider |
| Method | This can be completed electronically |
| Recommended Use | For use by all teachers within a VET providers when approaching employers in order to secure work placements for students. |
| When | To be used by teachers when planning and collaborating with potential employers |
| Language | English |
| Further links | |

Work Placement Cover Letter from Teacher/Tutor/Trainer Template

VET Provider Name

VET Provider Address

Employer Name

Employer Address

Date

To whom it may concern,

This is to certify that (student name) is currently a student in (college/provider name)

He/she has been studying (course/programme name) in the college since (month, year) on a full-time programme. This course leads to certification in (name of award).

(Student name) has just completed Patient Handling in the college and will be completing Occupational First Aid in the next few weeks. (Student name's) Garda Vetting Application has come back with no Convictions/Prosecutions.

(Student name) is required to complete a work placement as part of his/her programme of study, and therefore requires a minimum of 120 hours work placement/job shadowing. We would be delighted if you could facilitate (Student name) with any of the hours required.

If you can facilitate this student, you can find attached a copy of the Insurance Policy that covers the student while on work placement.

If you require any further information, please do not hesitate to contact me.

Yours sincerely,

Teacher/Tutor/Trainer Name

Teacher/Tutor/Trainer Role

Email Address

Work Contact Number