

**Supporting letter to employers
[to be included with your letters to employers]**



North East Futures UTC
Stephenson Square
Stephenson Quarter
Newcastle upon Tyne
NE1 3AS

Date: January 2019

Dear Employer,

Re: Experiencing the World of Work

At North East Futures UTC we encourage students to demonstrate initiative to find and arrange their own Work Placements. We try to make sure students find themselves work placements which they feel will be of interest and benefit to them.

Within this process, support is offered to employers who accept students on a work experience placement. This may be as simple as suggesting appropriate activities.

If you were able to offer a placement to a North East Futures UTC student we would be most appreciative. We would strongly advise you meet with the student before the placement to discuss your mutual expectations and organise a timetable and brief job description for the placement.

Of course students undertaking any experience of the world of work must be covered by appropriate Employer's Liability Insurance and we would need to conduct an onsite risk assessment for the placement. If you were able to offer a student a placement then I will follow this up at a later date.

Thank you for taking the time to read this and we hope any placement you arrange will be a mutually beneficial experience. If you require any further information before offering a placement please do not hesitate to contact me at North East Futures UTC on (0191) 9179888 or email at sarah.hughes@nefuturesutc.co.uk.

Yours sincerely

Sarah Hughes
Business Liaison Manager

