

# Department of Digital & Creative Technology

## DETAILS OF WORK PLACEMENT OFFER – 7-11thFebruary 2022

## To be completed by the Work Placement Provider

Students studying BTEC IT Level 3 at Godalming College are expected to undertake a full working week of voluntary work experience linked to the overall award. We send our thanks to you, as we believe you are willing to agree to offer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student’s name) **a placement from 7-11th February 2022.**

We would be very grateful if you could complete the form below and ensure the **form is returned to us by Friday 17th September 2021.** The form can be **returned**, either with the student or direct to **Mr Joe McCarthy-Holland, Head of Digital & Creative Technology, Godalming College, Tuesley Lane, Godalming, Surrey, GU7 1RS.** Questions about the placement offer should be directed to Joe McCarthy-Holland [JoeMcCarthy-Holland@godalming.ac.uk](mailto:JoeMcCarthy-Holland@godalming.ac.uk)

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| **Name of Company** |  |
| **Name of Contact** |  |
| **Company Address**  **and Post Code** |  |
| **Contact Telephone Number** |  |
| **Contact Email Address** |  |
| **Assigned Department and Role** |  |
| **Brief Description of Duties** |  |
| **Expected Hours of Work**  *(minimum 30 hours)* |  |
| **Any Additional Information** |  |

Company Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

During the Autumn Term the College Work Experience Co-ordinator (Tracy Chadwick) will send you documentation giving you details of the student and the placement, together with a returnable Health and Safety Questionnaire.