

Work Shadowing Templates

Email for students to send to their work shadowing provider:

Dear XXXX,

Thank you for agreeing to allow me to undertake a work shadowing opportunity with your company.

As part of my course requirements my tutor has asked me to confirm if your company has public liability insurance which will cover me while I am undertaking this work shadowing.

Are you able to confirm this in writing or by reply email so I can pass these details on to my tutor.

Please also see the details from Southampton Solent University about the work shadowing best practice.

Southampton Solent University is delighted that you're able to offer a work shadowing opportunity to one of our students.

Thank you for your commitment to this.

As part of this work shadowing, we wanted to confirm that is agreeing to allow the student to join you for this opportunity you will:

- Provide the student with any health and safety arrangements they are expected to follow while with your organisation.
- Comply with applicable local health and safety legislation.
- Ensure your company has appropriate public liability insurance in place.
- Ensure that the student is supervised while undertaking the work shadowing opportunity.
- In cases of serious accidents or incidents involving the student or breaches of discipline by the student, to advise and consult with specified contacts at Southampton Solent University.

Thank you for your help with this.

Kind Regards

XXXXXX

Email for Work shadowing Tutor to send if needed to provider:

Dear XXXX

I am following up regarding the work shadowing opportunity you have agreed to for XXXXX.

Thank you for agreeing to support XXX with this element of their course.

To meet our requirements, we do need to check XXX will be covered by your company's public liability insurance. Can you please confirm that this will be the case?

Please also see the details from Southampton Solent University about the work shadowing best practice.

Southampton Solent University is delighted that you're able to offer a work shadowing opportunity to one of our students.

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Kind Regards

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