

University Hospitals Coventry and Warwickshire  
Apprenticeship and Employability Team  
Learning & Development  
Room 20054, 2nd Floor  
Clinical Sciences Building (CSB)  
Clifford Bridge Road  
COVENTRY  
CV2 2DX

Grace Academy

024 76969170

Tuesday 16<sup>th</sup> September 2025

Dear Parent/Carers,

This is just a reminder that you are booked to attend our Work Experience Taster Event here at University Hospital Coventry and Warwickshire on **Tuesday 23<sup>rd</sup> September 2025**.

The activity programme will be shared with you on your first day.

- Please be aware we may be using Protective Equipment. Therefore, if you have any allergies, especially to latex, please inform us immediately.
- Photographs and social media will also be used during the event. Please inform us if you do not wish to be involved in these activities.
- We would also remind you that this is a Hospital, although you will not be involved in any clinical situations, you will be involved in discussions of a medical nature. Some of these discussions may be distressing at times. Although this is not the intention it is real life training and experience. If at any point you feel uncomfortable/distressed you may leave the room.

The event will predominantly be taking place in the Clinical Science Building (CSB). Please can you arrive at **8.45am in the main entrance to the CSB** where Alana Wileman will meet you on Tuesday 23<sup>rd</sup> September. The event will finish each day at 3pm.

**Please ensure you comply with the following important pre-placement information:**

- Please wear normal school uniform for the event
- Ensure long hair is tied back, your appearance is tidy and you are bare below the elbows
- Please ensure that you have food and drink before arriving to avoid fainting (a common problem with people not used to this environment!)

A 30-minute lunch break will be allocated each day. We do have restaurants and shops on



site where other food and refreshments can be purchased. We strongly advise to bring your own lunch and drinks as the shops can be quite expensive. You do not need to bring anything else to the event.

**Loss/Damage of Personal Effects:** No liability can be accepted for loss or damage to personal property on Health Service premises by burglary, fire, theft, or otherwise. Staff are advised accordingly to provide their own insurance cover. During the period of your placement you will not, at any time, except where the law requires, be regarded as an employee of the Trust, and will not be eligible for remuneration in respect of your work placement with the Trust.

Please can you sign the acceptance form below and return the letter to:

[Alana.Wileman@uhcw.nhs.uk](mailto:Alana.Wileman@uhcw.nhs.uk)

We are looking forward to meeting you and providing you with a day of knowledge, experience and a little fun!

Yours sincerely,

A. Wileman

Alana Wileman

Apprenticeship and Employability Officer

UHCW NHS Trust

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### Form of acceptance

I accept this Taster event placement on the terms and conditions outlined above and have retained a copy.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian \_\_\_\_\_  
(if student is under 18 years)



Chief Executive Officer: Andrew Hardy

Chair: Sue Noyes