

STUDENT PLACEMENT INDUCTION CHECKLIST

Student Name:	Lisa Bennett
Name of Placement Provider organisation:	Home Career.
Placement Site Address:	11 Glascoed, Llandysul.

As a minimum, the topics listed below should be included within the induction that you provide for the student on placement, preferably on their first day. Please check off the subjects as they are covered.

Health & Safety Issues	No	Yes	Date
1. Introduction to key staff members and their roles explained			
2. Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.)			
3. Emergency procedures			
4. Copy of safety policy received or location known			
5. Location of first aid facilities and contact for first aiders			
6. Fire procedures and location of fire-fighting equipment			
7. Accident/incident reporting and location of accident book			
8. Use/control measures for hazardous substances in the workplace (e.g. COSHH) – if applicable			
9. Display Screen Equipment Regulations and associated procedures – if applicable			
10. Manual handling procedures – if applicable			
11. Protective clothing/equipment arrangements – if applicable			
12. Instruction on equipment you will be using (list equipment)			
13. Specific training for tasks to be undertaken			
14. Specific information relating to risk assessments covering tasks to be undertaken			
15. Location of health and safety information and advice			
16. Specific disability related induction issues			
17. Other issues covered/to be covered please state:			

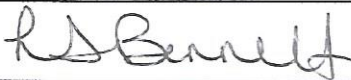
PLACEMENT PROVIDER CONFIRMATION

I confirm that the student has been provided with the induction specified above:

Signed:			
Print Name:	Kathleen Paskin		
Position:		Date:	4/4/19.

STUDENT CONFIRMATION

I confirm that I have been provided with an appropriate induction as specified above:

Signed:			
Print Name:	Lisa Bennett		
Position:	Career	Date:	4/4/19

Thank you! Please return the completed checklist to the Placement Organiser within one week of the student starting placement.

Tania Davies
 Cyfarwyddwraig y Portffolio Iechyd / Health Portfolio Director
 Ysgol Chwaraeon, Iechyd ac Addysg Awyr Agored / School of Sport, Health and Outdoor Education
 Cyfadran Busnes a Rheolaeth / Faculty of Business and Management
 Prifysgol Cymru Y Drindod Dewi Sant / University of Wales Trinity Saint David
 Stryd Fawr / High Street
 Abertawe / Swansea
 SA1 1NE

Ffôn / Tel: 01792 481196 (Swansea)
Estyniad/ Extension: 4196
Ffôn / Tel: 01267 225117 (Carmarthen)
ebost/email: tanja.davies@uwtsd.ac.uk

For office use only

PLACEMENT COORDINATOR RECEIPT

Signed:			
Print Name:			
Position:		Date of receipt:	
Action required?			



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

PLACEMENT PROVIDER AGREEMENT

PLACEMENT PROVIDER CONTACT

INFORMATION

Name of organisation:	Kathleen Paskin
Placement Site Address:	11 Glascoed, Llandysul.
Workplace Supervisor Name (or other provider contact):	
Workplace Supervisor (or contact) Position:	
Telephone:	
E-mail:	

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	TANIA DAVIES
Address:	UWTSD, SBC, HIGH STREET SA1 1NE
Telephone:	01792 481196
E-mail:	Tania.davies@uwtSD.ac.uk

STUDENT AND PLACEMENT DETAILS

Name of student(s):	Lisa Bennett.		
Start Date:	2009	End date:	on going
Duration of Placement:		Normal Working Hours:	35 per week.
Outline of Placement Activity/Duties:	General Career.		

Dear Placement Provider**Re: Work Experience Placement**

Thank you for agreeing to accept our student on the work experience placement at your organisation. Quality work experience is vital to equip our students for their future careers and the University is grateful for your offer of this placement opportunity. We hope our student will learn from this placement the skills and competencies specific to their discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please check that the Placement Provider information and placement details on page 1 are complete and correct, amending if necessary?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

During the placement, we expect the student to prove to be an effective, safe and reliable individual. However, you will appreciate that during this period the student is under your control and therefore the primary duty of care and consequent liabilities must rest with you. As the student's Placement Provider the University requests you to treat him or her in the same way as your employees.

The University therefore requests that you as Placement Provider will:

- a) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1A Placement Provider Agreement.
- b) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Appendix PL1B Placement Provider Health and Safety Questionnaire.
- c) Provide a designated Workplace Supervisor who will:
 - a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
 - b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
 - c. provide the University with student attendance data, where required.
- d) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Appendix PL1F Induction Checklist.
- e) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- f) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.
- g) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).
- h) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- i) Ensure that the student is treated with respect.

- j) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

- a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
 - are clearly defined;
 - contribute appropriately to the overall aims of the programme;
 - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.
- c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the PL1D Placement Risk Profiling Guidance, and record the outcomes in Appendix PL1E Risk Assessment. This risk assessment activity will include consideration of the information supplied in Appendix PL1A Placement Provider Agreement, Appendix PL1B, Placement Provider Health and Safety Questionnaire and Appendix PL1C Student Placement Agreement.
- d) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- e) Provide specialist advice and guidance for students with additional support needs.
- f) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
 - i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
 - ii. University emergency contact details.
- g) Retain a full and detailed record of each placement.
- h) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.
- i) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- j) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement. See Appendix PL1G.

Students are required to:

Prior to placement: students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator. Students are required to:

- a) Identify a suitable placement (with the exception of students following a professionally accredited programme).
- b) Attend placement preparation briefings, including health and safety.
- c) Complete a Disclosure and Barring Service (DBS) check, if required. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- d) Complete the ethics approval processes, where relevant.
- e) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- f) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- g) Complete the defined placement registration and approval process in full. See Appendix PL1C Student Placement Agreement.
- h) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1C Student Placement Agreement.

During the placement the student is required to:

- a) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- b) Report to the University any incidents in which s/he is involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.
- c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
- d) Keep a log of hours worked.
- e) Monitor his/her progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.
- f) Conduct him/herself in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that he/she is unable to attend their placement due to illness etc.
- h) Respect any other requirements of the workplace such as dress codes.
- i) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- k) Complete all relevant academic coursework relating to the placement experience.

APPENDIX PL1A

Would you please confirm that you accept the above responsibilities by signing below?

Also attached is the PL1B Placement Provider Health and Safety Questionnaire. Please could you arrange to complete the questionnaire with regard to your health and safety and insurance arrangements?

I'd be grateful if you would return the completed versions of this PL1A form and PL1B questionnaire either by postal mail or email to the contact details specified on page 1.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

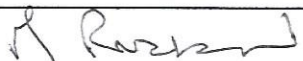


Tania Davies

Placement Coordinator

PLACEMENT PROVIDER AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	Kathleen Paskin
Position:	
Date:	4/4/19

Would you please confirm that you accept the above responsibilities by signing below?

I'd be grateful if you would return the completed version of this PL1C form to the Placement Coordinator using the contact details specified on page 2.

If you have any questions or problems, please don't hesitate to get in touch.

Yours sincerely

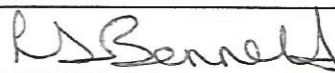


Tania Davies

Placement Coordinator

STUDENT PLACEMENT AGREEMENT

I confirm that I accept the responsibilities as detailed above.

Signed:	
Name in block capitals:	LISA BENNETT
Programme of study:	
Date:	

STUDENT PLACEMENT AGREEMENT

STUDENT CONTACT INFORMATION

Student Name:	Lisa Bennett	Student number:	1811287
Mobile Telephone:	07449 969481		
University e-mail:	1811287@student.uwtsd.ac.uk.		
Personal e-mail:	Lisabennett123@icloud.com		
Emergency contact and relationship:	James Bennett Husband	Tel:	07951 283171

CONFIDENTIAL STUDENT HEALTH INFORMATION:

	YES	NO
1. Do you currently have or have you previously had any form of asthma; diabetes; epilepsy; heart disease; nervous or mental illness; rheumatic fever; stroke; tuberculosis?		✓
2. Do you currently have or have you previously had any other form of serious illness or operation that may affect your or others health and safety whilst on placement?		✓
3. Are you currently receiving medical treatment and/or medication?		✓
4. Are you visually impaired/blind?		✓
5. Are you hard of hearing/deaf?		✓
6. Disability - 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day duties'.		✓
Do you consider yourself to have a disability as defined in the Single Equality Act 2010?		✓
If the answer to any of the questions above is "yes", please give further details as to the nature of your circumstances. Please include dates.		
Name, address and contact details of your doctor (for emergency use): Llynfran Surgery Llyn y Fran, Road, Llandysol SA44 4JX 01559 364000		

To protect your health and safety it is imperative that you notify us of any disability or condition that may impact upon health and safety during work placement. If you fail to disclose this it may place you at a disadvantage and impact upon your own health and safety.

PLACEMENT PROVIDER CONTACT INFORMATION

Name of organisation:	UWTSD
Placement Site Address:	SBC, HIGH STREET SA1 1NE
Workplace Supervisor (or provider contact) Name:	TANIA DAVIES
Workplace Supervisor (or contact) Position:	PROGRAMME DIRECTOR
Telephone:	01792 481196
E-mail:	Tania.davies@uwtsd.ac.uk

PLACEMENT DETAILS

Start Date:	January 2009	End date:	on going
Duration of Placement:		Normal Working Hours:	35+ per week
Outline of Placement Activity/Duties:	General, Career, Showering, Cooking, Cleaning Shopping, Banking. - Power of attorney		
Outline of Placement learning/assessment focus:			
Please tick to confirm that you have current DBS approval (if applicable)	YES ☐	NO ☒	N/A ☐

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	TANIA DAVIES
Telephone:	01792 481196
E-mail:	Tania.davies@uwtsd.ac.uk

Dear Student**Re: Work Experience Placement**

Welcome to the UWTSD Placement! Quality work experience is vital to equip you for your future career and will enhance your employability. We hope you will learn from this placement the skills and competencies specific to your discipline or profession as well as more general work-related and employability skills (time management, team working, communications skills, etc.).

Would you please complete the previous sections of this document, ensuring that full and correct information is provided?

Student placements are a partnership between the student, the University and the Placement Provider in which each has specific roles and responsibilities. It is important that all three parties clearly understand the responsibilities and expectations of everyone involved and so the responsibilities are detailed below.

Prior to placement: students cannot commence a placement until they have completed all the necessary preparatory work detailed below, and received authorisation from the Placement Coordinator. Students are required to:

- a) Identify a suitable placement (with the exception of students following a professionally accredited programme).
- b) Attend placement preparation briefings, including health and safety.
- c) Complete a Disclosure and Barring Service (DBS) check, if required. The student will retain the original and submit a copy to the University. The student must make the Placement Provider aware of any issues arising from the DBS check and discuss any convictions with the Placement Coordinator.
- d) Complete the ethics approval processes, where relevant.
- e) Have a dialogue with the Placement Coordinator or Placement Tutor to clarify placement requirements, expected learning outcomes and assessment requirements.
- f) Inform the Placement Coordinator and Placement Provider of any personal factors (e.g. health, disability, linguistic or cultural) that may affect the level of risk or may require adjustments.
- g) Complete the defined placement registration and approval process in full. See Appendix PL1C Student Placement Agreement.
- h) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1C Student Placement Agreement.

During the placement the student is required to:

- a) Comply with all rules regarding health and safety requirements, and other practices and procedures of the placement organisation.
- b) Report to the University any incidents in which s/he is involved and any health and safety concerns that are not addressed by the Placement Provider, e.g. in the event that appropriate induction and health and safety training is not provided.
- c) Carry out the work programme specified by the Placement Provider under the supervision of the Workplace Supervisor.
- d) Keep a log of hours worked.
- e) Monitor his/her progress in achieving the identified learning outcomes and discuss these regularly with the Workplace Supervisor and Placement Tutor, as appropriate.

- f) Conduct him/herself in an appropriate manner within the relevant ethical framework, ensuring confidentiality and treating others with respect and dignity.
- g) Act in a professional manner, including notifying the Placement Provider in a timely fashion in the event that he/she is unable to attend their placement due to illness etc.
- h) Respect any other requirements of the workplace such as dress codes.
- i) Notify their Placement Coordinator or Tutor should any issues of concern arise.
- j) Consult with the Placement Coordinator or Tutor prior to seeking any changes in the terms and duration of the placement.
- k) Complete all relevant academic coursework relating to the placement experience.

The Placement Provider will:

- a) Confirm acceptance of the arrangements and responsibilities set out in Appendix PL1A Placement Provider Agreement.
- b) Provide a safe working environment. Comply with health and safety legislation and define the liability and other insurance cover that will be provided for the activities of the student, with regard to the student and to others who could be affected by the student's actions or inactions. See Appendix PL1B Placement Provider Health and Safety Questionnaire.
- c) Provide a designated Workplace Supervisor who will:
 - a. act as the first point of contact for any problems or queries during a student's placement and contact the University immediately in cases of serious accidents, incidents or breaches of discipline involving the student;
 - b. conduct or make arrangements for the day-to-day supervision of the student including periodic progress checks and instruction regarding hazards and health and safety precautions;
 - c. provide the University with student attendance data, where required.
- d) Provide the student with a full and clear induction to the organisation and its working practices, procedures and requirements, including health and safety arrangements, how to report accidents, incidents and unsafe conditions. See Appendix PL1F Induction Checklist.
- e) Ensure that the student is fully informed about responsibilities, including those contained in any statutory legislation and/or honorary contract.
- f) Provide the student with appropriate instruction and training in working practices to enable him/her to carry out his/her duties efficiently and safely.
- g) Work with the student to identify appropriate learning outcomes for the placement (these must be agreed by the student, the Workplace Supervisor and the University).
- h) Facilitate access to the student for visits by the Placement Tutor, where appropriate.
- i) Ensure that the student is treated with respect.
- j) During and on completion of the placement, provide feedback to the University on the student's performance and confirmation of the hours in practice, where required.

The University of Wales Trinity Saint David will:

- a) Commit appropriate levels of staff and other resources to placement governance activity to ensure strategic oversight for the learning to be delivered and managed by the Placement Provider. This may include the identification of (i) a Placement Coordinator, whose duties would normally include the authorisation of placements and organising/managing the placement arrangements, in liaison with the Placement Provider and student, and (ii) a Placement Tutor, who will act as the first point of contact, visit the student on placement, where appropriate, and/or assess the student.
- b) Ensure that any placement learning that forms part of a programme of study has associated learning outcomes which:
 - are clearly defined;
 - contribute appropriately to the overall aims of the programme;
 - are appropriately assessed. In cases where it is considered appropriate for the assessment be jointly conducted by the University and the Placement Provider, the Placement Tutor will work with the Workplace Supervisor to establish and document the procedure by which this shall be achieved.
- c) Assess the suitability of a proposed placement through appropriate and proportionate placement due diligence procedures, using a risk-based assessment process. The approval process will require the Placement Coordinator to undertake a Risk Profile for each placement using the PL1D Placement Risk Profiling Guidance, and record the outcomes in Appendix PL1E Risk Assessment. This risk assessment activity will include consideration of the information supplied in Appendix PL1A Placement Provider Agreement, Appendix PL1B, Placement Provider Health and Safety Questionnaire and Appendix PL1C Student Placement Agreement.
- d) Negotiate reasonable adjustments with the Placement Provider in the case of a student assessed under the Equality Act, 2010.
- e) Provide specialist advice and guidance for students with additional support needs.
- f) Clearly define appropriate points of contact and lines of communication between the University, the Placement Provider and the student. These should include:
 - i. Mechanisms for the Placement Provider to raise concerns or complaints about any aspect of the placement, including an individual student's performance or conduct.
 - ii. University emergency contact details.
- g) Retain a full and detailed record of each placement.
- h) Provide students with appropriate briefing, including health and safety, prior to commencement of any placement.
- i) Monitor all placement activity, ensuring that milestones are established, maintained and records, and identifying and addressing issues of concern and sharing good practice.
- j) Arrange appropriate opportunities for gathering feedback from students, Placement Providers and Placement Tutors, including suggestions for improvement. See Appendix PL1G.

Disability and Carers Service

MRS L BENNETT
TEGFAN
WIND ST
LLANDYSUL
DYFED
SA44 4BH

If you get in touch
with us, tell us this

reference number

Our address is

Carer's Allowance Unit
Mail Handling Site A
Wolverhampton
WV98 2AB

Our phone number 0800 7310297

Textphone ONLY for customers with
speech/hearing problems 0800 7310317

Lines are open 8.30 am to 5 pm Monday-Thursday
8.30 am to 4.30pm Friday

Date 19/04/2019

Dear MRS BENNETT

Carer's Allowance - Important Information

The rate of Carer's Allowance from 08/04/2019 is shown below.

Carer's Allowance personal rate

Payment of Carer's Allowance may be lower than the rate shown above if we are making deductions to recover an overpayment or recover a loan. If we are making deductions to recover an overpayment or to recover a loan we would have already written to you about this. Payment of Carer's Allowance may also be reduced or stopped because certain other social security benefits are in payment.

From 08/04/2019 you can earn up to £123.00 each week from work you do for an employer or as self employment, after taking off certain expenses, before your Carer's Allowance is affected.

Additional Information for people getting Carer's Allowance whilst living in the European Economic Area or Switzerland.

You must tell us if you or a member of your family start to work, whatever the earnings, or start to get a benefit or pension from another EEA state or Switzerland.

You must tell us if you or the person you look after go or are planning to go outside the EEA for more than four weeks.

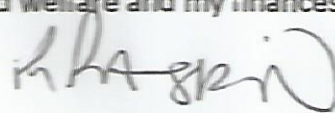
Payment of Carer's Allowance

Your Carer's Allowance is payable 4 weekly, 3 weeks in arrears and 1 in advance. The money is usually credited to your account on a Monday. Please let us know at once if your account details change.

If your payment is due on a Bank Holiday, we will try to pay you early. We will aim to pay you on the first working day before your normal payday.

If we pay you early, please remember this payment is still for your normal weekly or four-weekly payment period.

I Kathleen Paskin am the mother of Lisa Bennett I can confirm the she is a full-time career
for me, she has power of attorney over my health and welfare and my finances

A handwritten signature in cursive script, appearing to read 'K Paskin'.

Kathleen Paskin

I Lisa Bennett am a full-time caregiver for my mother Kathleen who suffers from a number of illnesses the biggest one being dementia.

On a daily basis I shower her, dress, cook, clean, do her washing, and shopping, I also have to take her to any appointments when needed. Overall, I have to make sure she is well and happy every day. I visit her at least 4 times a day, some times more, I will go and shower and dress her in the mornings, cook her breakfast and give her medication, then go back again at dinner time for a chat and do her a sandwich, then I will take her tea, clean round, do anything else that needs doing then go back then around 9 o'clock to get her undressed, give her medication and put her to bed. My children and husband are very supportive when it comes to my mother. She has some very complex needs one being anxiety, she needs to know where I am all the time, she constantly rings me around 25 to 30 times a day every day, sometimes it is very hard to deal with. I do have 4 children and husband at home as well as running my own home, but at the end of the day she is my mom and she does not have any one else to do it. Our roles have reversed since she became poorly, I am the mom now and she is my child. I would give anything for them roles to be the other way around again, but it is not, so I just have to get on with it and try and make every day as happy as possible for my mother.

Mrs L Bennett
7 Elizabeth Road
West Bromwich
West Midlands
B70 0EZ

Date: 1st February 2012

Our ref: **2690640**

Dear Mrs Bennett

Re: KATHLEEN MARY PASKIN

An application has been made to register a Lasting Power of Attorney **Health and Welfare** for the above named Donor in which you have been appointed as an attorney. I enclose formal notice of the application for your attention, detailing your right to object within 5 weeks from the date this notice was given.

There is a statutory period of 6 weeks that must pass before we can register the Lasting Power of Attorney. Assuming no objections are received, we will aim to send the registered Lasting Power of Attorney to the applicant within 3 weeks of **15/03/2012**.

Currently, due to very high volumes of applications, the applicant may have to wait longer than usual before we are able to return the registered document. You can refer to our website at www.direct.gov.uk/LpaRegistration for the latest information about timescales.

Please take these revised processing times into consideration before calling us to discuss progress of the application.

OPG staff cannot give legal advice. Nothing in this letter is to be regarded as legal advice.

If you have any queries, please contact our Customer Services Department on 0300 456 0300.

Please remember to quote our reference number shown above, in any future communications.

Yours sincerely,



J Howie
For The Public Guardian

Notice to an attorney of receipt of an application to register a Lasting Power of Attorney Health and Welfare

Case Number: 2690640

Name of attorney: **Mrs Lisa Jane Bennett**

Take notice

An application to register a Lasting Power of Attorney (LPA) has been received by the Office of the Public Guardian.

We are sending you this notice because you are named as an attorney in the LPA and were not involved in the application to register.

You are hereby given notice of the proposed registration, which will take place **6 weeks** after the date this notice was given. **You have a right to object to the proposed registration of the Lasting Power of Attorney.** Details of how to do this are set out on page 2 of this notice. **You have five weeks in which to object from the date this notice was given. (We will treat this notice as having been given two days after the date above.)** The names of the donor and the attorney(s) are set out below:

Donors' full name **Mrs Kathleen Mary Paskin**

The above donor has applied to register their LPA / The following attorney(s) have applied to register an LPA in the name of the above donor.

Attorney's full name: **Mrs Lisa Jane Bennett**

Attorney's full name



Dated **01/02/2012**

From

The Office of the Public Guardian
PO Box 16185,
Birmingham, B2 2WH
Telephone 0300 456 0300

Mrs L Bennett
7 Elizabeth Road
West Bromwich
West Midlands
B70 0EZ

Date: 1st February 2012

Our ref: **2690640**

Dear Mrs Bennett

Re: KATHLEEN MARY PASKIN

An application has been made to register a Lasting Power of Attorney **Property and Financial Affairs** for the above named Donor in which you have been appointed as an attorney. I enclose formal notice of the application for your attention, detailing your right to object within 5 weeks from the date this notice was given.

There is a statutory period of 6 weeks that must pass before we can register the Lasting Power of Attorney. Assuming no objections are received, we will aim to send the registered Lasting Power of Attorney to the applicant within 3 weeks of **15/03/2012**.

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Please remember to quote our reference number shown above, in any future communications.

Yours sincerely,

J Howie
For The Public Guardian

Notice to an attorney of receipt of an application to register a Lasting Power of Attorney Property and Financial Affairs

Case Number: 2690640

Name of attorney: **Mrs Lisa Jane Bennett**

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An application to register a Lasting Power of Attorney (LPA) has been received by the Office of the Public Guardian.

We are sending you this notice because you are named as an attorney in the LPA and were not involved in the application to register.

You are hereby given notice of the proposed registration, which will take place **6 weeks** after the date this notice was given. **You have a right to object to the proposed registration of the Lasting Power of Attorney.** Details of how to do this are set out on page 2 of this notice. **You have five weeks in which to object from the date this notice was given. (We will treat this notice as having been given two days after the date above.)** The names of the donor and the attorney(s) are set out below:

Donors' full name **Mrs Kathleen Mary Paskin**

The above donor has applied to register their LPA / The following attorney(s) have applied to register an LPA in the name of the above donor.

Attorney's full name: **Mrs Lisa Jane Bennett**

Attorney's full name



Dated **01/02/2012**

From

The Office of the Public Guardian

PO Box 16185,

Birmingham, B2 2WH

Telephone 0300 456 0300