

**From:** [REDACTED]  
**To:** [Smalley, Robert](#)  
**Subject:** Information Request  
**Date:** 10 June 2026 11:07:50  
**Attachments:** [image.png](#)

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Morning Robert

Following our conversation I can confirm the following:

The learner, [REDACTED] was enrolled on the *Preparing for Employment* programme from [REDACTED] April 2025 to [REDACTED] May 2025. During a similar period, [REDACTED] was also enrolled on the *Skills for Employment in Hospitality* course, which ran from [REDACTED] April 2025 to [REDACTED] May 2025.

It is understood that during this timeframe, a work placement or work-related activity took place at Dolphin Restaurant. It is also understood that this business is part-owned by [REDACTED], who was an officer of the College until December 2025.

The Careers Information, Advice and Guidance Officer who has oversight of all work experience/volunteering activities at the College was not made aware, in advance, of this placement or activity. Awareness arose only after the activity had already taken place. Following this, [REDACTED] was advised that work experience placements would ordinarily require involvement from the Careers Information, Advice and Guidance Officer at the outset, in line with organisational procedures. These procedures typically include undertaking a risk assessment and ensuring appropriate processes are followed before a learner is placed.

Based on the information available, the placement was not arranged through the Education Business Partnership process (organisation who supports the College with work experience opportunities) and did not follow the usual referral or signposting procedures. It is understood that the arrangement was made independently by [REDACTED] [REDACTED]. The Careers Information, Advice and Guidance Officer did not refer or signpost [REDACTED] to Dolphin Restaurant, and the placement was not discussed, approved, or recorded through standard college processes.

For completeness, the responsibility for conducting right to work checks lie with the employer. In circumstances where an activity is arranged independently and outside of College procedures, such checks would not fall within the remit of the College.

It is further understood that, the Dolphin Restaurant is part-owned by [REDACTED] and or her husband, this may give rise to a potential conflict of interest under RBC guidelines. In such circumstances, it would normally be expected that appropriate declaration, oversight, and prior approval are in place before any placement proceeds.

On the basis of the information available, the activity does not appear to have been formally arranged, risk assessed, recorded, or monitored in accordance with established procedures. As such, it is understood that the activity was not recognised as an official work experience placement under the provision of New Directions College.

I hope this clarifies the situation for you.

**[REDACTED]**  
**Adult Learning & Skills Manager and Principal of New Directions College**  
**Directorate of Economic Growth and Neighbourhood Services**  
**Reading Borough Council**

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