

5.1 Letter to Parent/Carer

Endorsement of SBAT

School logo and address

Date

Parent/Carer's address

Dear *(insert Parent/Carer's name)*

Re: School Endorsement of Apprentice/Trainee Training Plan as School Based

This is to advise that school endorsement of the Training Plan for *(insert student name)*'s School-Based Apprenticeship/Traineeship (SBAT), has been provided. The details are as follows:

Name: *(insert student's full name)*
Year Level: *(insert student's year level)*
Employer: *(insert employer's name)*
Training Qualification: *(insert name of VET qualification)*
Registered Training Organisation (RTO): *(insert name of RTO responsible for training)*

Currently, under the Training Plan guidelines for South Australian School-based Apprenticeships/ Traineeships, a student's School Principal must endorse the Training Plan as being school-based before it can be approved by Traineeship and Apprenticeship Services (TAS). The relevant clause, on page 5 of the Training Plan, requires the Principal (or delegate) to certify that:

- the school-based apprenticeship or traineeship is endorsed by the school as an integral part of the school program
- the student is in Year 10, 11 or 12 and is undertaking the South Australian Certificate of Education

The Australian Apprenticeships Centre (AAC) has also been advised that the Training Plan has been endorsed by the School. This endorsed Training Plan will now be forwarded to Traineeship and Apprenticeship Services (TAS) by the Registered Training Organisation (RTO) for approval. The Training Contract documentation is required to be lodged by the AAC within four weeks of signing.

The School is required to report a school-based apprentice/trainee's training results to the SACE Board, for recording on the student's SACE/Senior Secondary Certificate. Please find attached the following two documents to assist in the school's management of this SBAT:

- Parent/student authorisation for School access to the student's Training Contract from the AAC
- Parent/student authorisation for School access to relevant SBAT Training Results from the RTO

We wish *(insert student's name)* every success in *his/her* School-Based Apprenticeship / Traineeship.

Yours sincerely

PRINCIPAL

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