

5.2 Letter to Parent/Carer

Non-Endorsement of SBAT

School logo and address

Date

Parent/Carer's address

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

Re: Non-endorsement of an Apprenticeship/Traineeship Training Plan as School Based

This is to advise that *(insert school's name)* is not able to endorse *(insert student's name)*'s pending apprenticeship/traineeship Contract with *(insert employer)* as school-based.

After due consideration, the School has decided not to endorse the Training Plan in this instance. *(insert reason if necessary)**. The Australia Apprenticeship Centre (AAC) has been informed of the School's decision.

This means that *(insert student name)*'s proposed School-based Apprenticeship/Traineeship with *(insert employer)* cannot proceed.

For further clarification on this matter, please contact *(insert staff member's name and contact details)*.

Yours sincerely

PRINCIPAL

** If appropriate the following could be used*

In South Australia, a student's School Principal must endorse a Training Plan before a school-based apprenticeship/traineeship can be approved by the 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. In this case, *(insert student's name and identify reason)*