

## 5.3 Letter to Australian Apprenticeships Centre (AAC)

### Endorsement of SBAT

(signed copy of document 5.4 to accompany this letter)

*School logo and address*

*Date*

*AAC name and address*

Dear *(insert AAC contact's name)*

**Re: *(student name)* – Endorsement of School-based Apprenticeship/Traineeship Training Plan**

The Training Plan for the proposed apprenticeship/traineeship listed below has been endorsed by *(insert School's name)* as school-based.

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)*

*(insert student's name)* and *his/her* parent/carer have been informed of the School's decision. According to the Approval Guidelines for Traineeships and Apprenticeships, the signed Training Contract and the Training Plan must be submitted to the Traineeship and Apprenticeship Services (TAS) for approval within four weeks.

To assist the school in its management of this apprenticeship/traineeship, please find enclosed authorisation from *(insert student's name)* and *his/her* parent/carers for school access to the approved Training Contract and Training Plan. Can you please arrange for advice and copies to be provided to the School once the approval for the Training Contract has been received.

Yours sincerely

PRINCIPAL

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