

## 5.4 Training Contract Details Authorisation to Accompany Letter to AAC

### Request for Access to Training Contract Information (Signed copy of this document to accompany letter 5.3)

*School logo and address*

*Date*

*Australian Apprenticeship Centre (AAC) name and address*

TO *(insert name of AAC)*

#### Re: ***(student's name)*** – Authority to Provide a Copy of Training Contract to School

Traineeship and Apprenticeship Services (TAS) have recently approved *(insert student's full name)*'s School-based Apprenticeship/Traineeship (SBAT). The details are provided below.

Name: *(insert student's full name)*  
School *(insert school name)*  
Year Level: *(insert student's year level)*  
Employer: *(insert employer's name)*  
Training Contract No: *(insert SBAT Training Contract no.)*  
Training Qualification: *(insert name of VET qualification)*

Please find below the student and parent/carer authorisation for the School to be provided with a copy of the Training Contract.

Authorisation is provided for *(insert name of school)* to have access to a copy of *(insert student's name)*'s School-based Apprenticeship/Traineeship Training Contract for the purpose of supporting the management of their SBAT.

----- -- Student's name	----- -- Student's Signature	----- -- Date
----- -- Parent/Carer's Name	----- -- Parent/Carer's Signature	----- -- Date
----- ----- Address/Contact details		

Yours sincerely

PRINCIPAL