

5.5 Letter to Australian Apprenticeships Centre (AAC)

Non Endorsement of SBAT Copy to Traineeship and Apprenticeship Services

School logo and address

Date

AAC name and address

Dear *(insert AAC contact's name)*

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

(insert school name) advises that, on this occasion, the Training Plan for the proposed school-based apprenticeship/traineeship listed below has not been endorsed.

Name: *(insert student's full name)*
Year Level: *(insert student's year level)*
Proposed Employer: *(insert employer's name)*
Proposed Training Qualification: *(insert name of VET qualification)*

(insert reason if felt it is necessary) (insert student name)* and *his/her* parent/carer have been informed of the School's decision.

The School understands the conditions under which an Apprenticeship/Traineeship may be endorsed as school-based and requests that this decision be respected.

You are welcome to discuss this matter with *(insert staff member's name and contact details)*.

Yours sincerely

PRINCIPAL

cc Traineeship and Apprenticeship Services

** 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 full name and reason)*