

## 5.6 Letter to Registered Training Organisation (RTO)

### Request for Release of SBAT's Results (Signed copy of document 5.7 to accompany this letter)

*School logo and address*

*Date*

*RTO name and address*

Dear *(insert RTO contact name)*

**Re: *(insert student's name)* – Release of Training Results for a School-Based Apprentice/Trainee**

Advice has been provided that *(insert the RTO's name)* is the Training Provider for the following School-based Apprenticeship/Traineeship Contract:

Name: *(insert student's full name)*  
School: *(insert school name)*  
Employer: *(insert employer's name)*  
Training Contract No (if available) *(remove this line if No. not available)*  
Training Qualification: *(insert name of VET qualification)*

School-based Apprenticeship/Traineeships contribute to students' SACE/Senior Secondary Certificate achievement. Schools are required to report each school-based apprentice / trainee's training results to the SACE Board.

It is understood that RTOs may require authorisation from the school-based apprentice/trainee and/or their parent/carers to release these results. Please find enclosed such advice authorising the release of relevant training results to the school.

To meet the timeframe for SACE/Senior Secondary Certificate reporting, the School would value term-based/semester-based/annual *(delete that which does not apply)* reporting of Training Results. The negotiation of specific agreed dates that can meet both the RTO and School's program commitments would appear to be a sensible approach to this matter. This can be discussed at a later time.

For further clarification, please contact *(insert relevant staff name and contact details)*.

Yours sincerely

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