

5.7 Results Authorisation to Accompany Letter to Registered Training Organisation (RTO)

Request for Access to SBAT's Training Results (Signed copy of this document to accompany letter 5.6)

School logo and address

Date

RTO name and address

TO *(insert name of RTO)*

Re: *(insert student's name)* – Release of Training Results for the Purpose of Reporting to the SACE Board

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)*

The school is required to report training results from this SBAT arrangement for inclusion in the SACE/Senior Secondary Certificate results.

Please find below the student's and parent/carer's authorisation for the release of training results to the School.

Authorisation is provided for *(insert name of school)* to have access to *(insert student's name)*'s School-based Apprenticeship/Traineeship training results for SACE/Senior Secondary Certificate reporting purposes.

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

Yours sincerely

PRINCIPAL