**5.2 Letter to Parent/Carer**

**Non-Endorsement of SBAT**

*School logo and address*

*Date*

*Parent/Carer’s address*

Dear (*insert Parent/Carer’s name)*

**Re: Non-endorsement of an Apprenticeship/Traineeship Training Plan as School Based**

This is to advise that (*insert school’s name*) is not able to endorse (*insert student’s name*) pending apprenticeship/traineeship Contract with (*insert employer*)as school based.

After due consideration, the School has decided not to endorse the Training Plan in this instance. (*insert reason if necessary*)\*. The Australia Apprenticeship Centre (AAC) has been informed of the School’s decision.

This means that (*insert student name*)’s proposed School-based Apprenticeship/Traineeship with (*insert employer*) cannot proceed.

For further clarification on this matter please contact (*insert staff member’s name and contact details*).

Yours sincerely

PRINCIPAL

*\* 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 name and identify reason*)