**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*)