**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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