**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--------------------------------------------Parent/Carer’s Name | --------------------------------------------Student’s Signature--------------------------------------------Parent/Carer’s Signature | --------------------------------------------Date--------------------------------------------Date |
| ------------------------------------------------------------------------------------------------------------------------------------Address/Contact details |

Yours sincerely

PRINCIPAL