**The copy below can be used to communicate with a provider once a placement has been secured.**

Hello,

My name is your name and I am the your title at your school.

I believe name of student has started an SBAT with your company with name of AASN signing him/ her up.

Thank you for providing him/ her with the opportunity.

For your reference should you experience any issues whilst name of student is with you please feel free to contact me or alternative school contact name and title also copied in on this email. Should anything change to his/her work day/TAFE day please contact one of us. We would also appreciate being informed if name of student is absent for long periods or any other issues.

Regards