**The copy below can be used to communicate with a training 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 will be completing his/her TAFE component of his/her SBAT with you in Certificate 2/3 in name of course and day attending.

Should you have any issues, long term absences or anything changes, please do not hesitate to contact either myself or alternative school contact name and title also copied in on this email. Name of student studies your school.

Regards