

TOOL 9

CAPABILITY ASSESSMENT

Email template – Discussion invitation

Dear *employee*,

Thank you for indicating your interest in completing the Assessment Capability process.

We can confirm that you meet the eligibility requirements under VECTEA clause 50.3 or EEEA clause 54.13 to progress from Level 2.5 to Level 3.1.

Details of the Agreement can be found at the Fair Work Commission website <www.fwc.gov.au>.

The process details, including information about the capabilities and practice and evidence you might like to include in the assessment discussion, can be found in the Guide ([hyperlink](#)).

We would like to propose that we hold the assessment discussion on:

Date:

Time:

Place:

Please let us know if this time is suitable for you.

Many thanks

Kind regards

Insert name



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