TOOL 7

Capability Assessment

# Email template – Instigation by teacher

Dear employer/provider/president/COM/team leader,

I am pleased to notify you that I believe I meet the eligibility requirements under VECTEA clause 50.3 or EEEA clause 54.13 to progress from Level 2.5 to Level 3.1.

Please take this email as notice that I would like to commence the capability assessment process and if successful, translate to level 3.1 on [insert date], with my new incremental anniversary date becoming [insert date] annually.

Details of the Agreement can be found at the [Fair Work Commission website](http://www.fwc.gov.au/).

Please confirm that you have received my notification in writing along with a proposed date and time for an initial conversation so we can commence the capability assessment process.

Many thanks

Kind regards

Insert name