TOOL 11

Capability Assessment

# Email template – UNSUCCESSFUL

Dear employee,

Thank you for your participation in the Capability Assessment process.

Unfortunately, you have not successfully met the Capability Assessment requirements under VECTEA clause 50.3 or EEEA clause 54.13 to progress from Level 2.5 to Level 3.1.

We are happy to discuss the findings with you and to support another assessment process in
the future.

If you want to appeal following this adverse finding, you must follow the arrangements outlined
in the Agreement.

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

Many thanks

Kind regards

Insert name