

Suggested format for RTO advice of completion to Australian Apprenticeships NT

Registered Training Organisation Letterhead

TO: Australian Apprenticeships NT
GPO Box 3049
DARWIN NT 0801
FAX: 08 8935 8231

This notice confirms that the following Australian Apprentice has successfully completed both the on and off the job requirements of their Training Schedule. The Australian Apprentice and the Employer have been notified of completion by this Registered Training Organisation.

Australian Apprentice Name:
Training Contract Registration Number:
Qualification Title:
Qualification Code:
Employer Name:
Date of Completion:

Signature of person providing advice to the Australian Apprenticeships NT
Name of person providing advice to the Australian Apprenticeships NT
Name of Registered Training Organisation