

# 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 <[www.fwc.gov.au](http://www.fwc.gov.au)>.

Many thanks

Kind regards

*Insert name*



EARLY  
LEARNING  
ASSOCIATION  
AUSTRALIA



State  
Government

Education  
and Training