

TOOL 12

CAPABILITY ASSESSMENT

Email template – Letter template

Dear *employee*,

Thank you for your participation in the Capability Assessment process.

We are pleased to inform you that you have 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.

Please take this email as confirmation that you will now move to Level 3.1 on (insert date, with your incremental anniversary date becoming (insert date) annually.

Details of any backdating arrangements can be added here.

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

Many thanks

Kind regards

Insert name



EARLY
LEARNING
ASSOCIATION
AUSTRALIA



State
Government

Education
and Training