

TOOL 8

CAPABILITY ASSESSMENT

Email template – Instigation by approved provider

Dear *employee*,

It has come to our attention that you 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 we would like to commence the capability assessment process with you and if successful, translate to level 3.1 on the [insert date], with your incremental anniversary date becoming [insert date], annually.

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

Please confirm that you have received this 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



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