

TOOL 13

CAPABILITY ASSESSMENT

Letter template – UNSUCCESSFUL

Name

Contact details

Dear *employee*,

Thank you for your participation in the Capability Assessment process.

Unfortunately, after careful consideration, you have not successfully met the Capability Assessment requirements under VECTEA clause 50.4 or EEEA clause 54.14 to progress from Level 2.5 to Level 3.1.

As a result, an adverse finding pursuant to VECTEA clause 50.7 or EEEA clause 54.16 has been made at this time. The reasons for this finding are:

Suggested areas of development include:

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

If you want to appeal following this adverse finding, you may make a request for a reassessment as outlined in VECTEA clause 50.8 or EEEA clause 54.17.

Please also be advised that a teacher who does not meet the Capability Assessment requirements will not be eligible to be reassessed for six months from the date of this finding.

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

We thank you for your time and consideration in undertaking this process.

Many thanks

Kind regards

Insert name



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