



Dear Employment Service Provider,

Please find attached to this letter some information to assist you apply for your clients to receive free training under the Government funded Productivity Places Program (PPP).

Included in this pack is:

1. A Referral form for you to fill in.
 2. A Confirmation of Enrolment form for you to assist your client to fill in.
 3. Some instructions for completing the Confirmation of Enrolment form.
 4. A Language, Literacy and Numeracy Assessment for your client to complete.
 5. An RPL assessment for your client, if appropriate.
 6. An outline of your client's rights and responsibility under PPP.
 7. Please forward documents to **Suite 1, Level 3, 55 Holt Street, Surry Hills NSW 2010.**
- Referral form
 - Confirmation of enrolment forms
 - All appropriate evidence required for the confirmation of enrolment
 - Language, Literacy and Numeracy Assessment
 - RPL assessment (if required)

If you have any difficulty completing the forms, please feel free to call us on **1 300 137 504** and speak with Imelda Natoli or Robert Parker.

Regards,



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