<<Insert Date>>

Dear      ,

We are pleased to confirm your attendance at the following course. The details for the course are:

 Course Name:

 Venue:

 Date:

 Time:

 Duration:

Cost:

Additional Requirements (e.g. specific clothing):

Prior to the commencement of the course, please ensure that you familiarise yourself with the SLSNSW Participant Handbook, which contains reference to policies that relate to you as a course participant. The handbook is available from the Surf Life Saving NSW website, at <https://www.surflifesaving.com.au/resources/training-resources>

You will also find on the webpage a copy of the Training Enrolment Form. If you haven’t yet completed an enrolment form, please ensure that you complete this prior to the course. If you are under 18, your parent or guardian will need to sign this form on your behalf. Please either e-mail the signed form to your Trainer in advanced or bring it with you to the course.

It is our aim to cater for the special needs of all our participants. If you feel you have additional learning needs or may require extra assistance, please speak with your trainer before the first day of your course or at your induction session.

Please note that Surf Life Saving NSW is exempt from certain national reporting requirements, including those relating to the Unique Student Identifier scheme. As a result, this training will not appear on your authenticated VET transcript available from the Student Identifiers Agency.

Should you have any enquiries regarding the course, or have difficulty accessing the resources from the internet, please contact your Chief Training Officer or Branch Director of Education.

I trust that we have anticipated your enquiries, however, please feel free to contact me using the details below should you have any further questions.

Regards

<<Insert Facilitator’s Name>>

<<Insert Position>>

<<Insert name of Club>>

**E-mail:** <<Insert E-mail Address of Trainer/Facilitator>>

**Telephone:** <<Insert Telephone Number of Trainer/Facilitator>>