

**Executive Services**  
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14<sup>th</sup> February 2012

<Employer>  
<Address1>  
<Address2>  
<City> <Postcode>

Dear <Employer Contact>

### **CHANGES TO OUR OPERATIONS**

I am writing to notify you of some changes at the Skills Institute. We are now operating in a much tighter financial environment and some adjustments need to be made to our staff levels and training services.

As these changes are implemented, I foreshadow that decisions will need to be made about some areas of activity and in particular we may need to consider if we continue to provide the current range of options, courses and delivery points that have been put in place over time.

Some course areas with very low demand or which are not an industry priority will be discontinued. When this occurs current students will be given reasonable time to complete their qualifications.

Training delivery that aligns with the economic and industry goals of Tasmania will not be affected, including the training of trade apprentices, no matter where they work in the State.

Quality training and responsive relationships with employers will continue to characterise the Skills Institute.

These changes are unlikely to affect the majority of our customers however where they do you will receive further information from our staff.

Please feel free to ring or email me ([executive.services@skillsinstitute.tas.edu.au](mailto:executive.services@skillsinstitute.tas.edu.au)) if you have any concerns or would like to talk about the changes in respect of your business operations.

Yours sincerely

Malcolm White  
**CEO**