<First Name>  <Surname>
<Mailing Address>
<Suburb>, <State>, <Postcode>

Date

Dear [insert name],

Have your say.......and you could win!!

Congratulations on completing your apprenticeship or traineeship in <qualification_name> with <employer_name>.

We are conducting a survey on behalf of the Australian Government and want to know what you thought of your apprenticeship or traineeship and what you are doing now. The information collected in this survey will be used to help future apprentices and trainees get the training and skills they need.

You will shortly be contacted by an interviewer from I-view, a national social research company, to complete the survey over the telephone. I-view are conducting the survey on our behalf.

The survey will take around 10 minutes to complete. When you complete the survey, you will go into the draw to win one of two prizes of $1,000.

The information you provide will remain confidential and only group responses will be reported. Your personal details will be destroyed at the completion of the survey.

Participating in the survey is voluntary. However, it is important that the results represent all apprentices and trainees.

If you have any questions about this survey or would like to arrange a time to complete the survey that best suits you, please contact I-view on 1300 557 781.

Thank you for your help.

Yours sincerely

Tom Karmel
Managing Director
NCVER