



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. A reply paid envelope for you to return the following forms back to us:
 - 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 131 J2S (527).

Regards,

J2S Group

PO Box 5067, Minto BC, NSW 2566
Ph: 1800 010 411 Fax: 02 9603 2755

