

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

Date

Dear [insert name]

Have your say about your training

The National Centre for Vocational Education Research (NCVER) wants to talk to you about the training that you enrolled in at <INSERT INSTITUTION>.

We want to know about your training experience, and what you hope to get out of it.

We are conducting a survey for the Federal Government to better understand students' reasons for training and their future intentions.

The Social Research Centre, a national research company, has been contracted to conduct telephone interviews across Australia during May and June 2011. An interviewer may contact you by telephone to ask you to take part in the survey. The survey will take around 10 minutes to complete.

Participation in the survey is voluntary. However, it is important that we speak to the full range of students in order to capture different training experiences.

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.

If you have any questions about the survey or would like to arrange a time to complete it, you can free call The Social Research Centre on **1800 023 040**.

Thank you for your help.

Yours sincerely

A handwritten signature in blue ink that reads 'Tom Karmel'.

Tom Karmel
Managing Director
NCVER