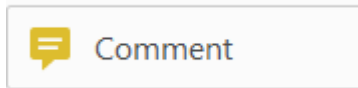


## **Task 1: editing**

### **Instructions:**

1. Use the comment tab to mark up any errors in grammar, spelling, incorrect information and punctuation



2. Save the document including your mark ups and attach it to your form submission.

### **Email communication - draft**

Dear Steve

The purpose for writing today is to pass on some good news.

As you may be aware, Australian Business Apprenticeships Centre (ABAC) was awarded a contract by the federal government to deliver our services from 1 July 2018 to 30 June 2020. Our contract has a two-year extension option which, I'm pleased to say, has been exercised. I have recently been advised by the Australian Government that our contract will now extend to 30 June 2021.

The initial contract was premised around an option for the Federal Government to consider transitioning the management of the program to State authorities from 30 July 2017. With this extension, the Federal Government has indicated that this is no longer a relevant date, and the program is likely to remain under Federal control for the foreseeable future. From an industry perspective this is a logical outcome as it will enable the current service providers to focus on delivering the highest levels of customer service and is particularly relevant to our ability to support the many National employers, or those with apprentices or trainees in more than one state.

As the only continuous provider of apprenticeship support services in NSW since the program commenced in 1998, ABAC celebrated its 19<sup>th</sup> birthday last year and that is an achievement for which we are very proud. This milestone would not have been achieved without the contribution to a large number of highly dedicated staffs who are truly experts in their profession, combined with the ongoing support of our customers across NSW and ACT.

Finally with this extension I'm very pleased to advise that ABA will continue its support for the NSW Training Awards as the Principle Partner. This will be our 22<sup>nd</sup> consecutive year of involvement in these awards and reflects our ongoing commitment to promoting vocational training and supporting the outstanding talent in this sector. More information can be obtained at [www.trainingawards.nsw.gov.au](http://www.trainingawards.nsw.gov.au)

If you would like anymore information, or a more detailed discussion about ABAC's services and national connections, please don't hesitate to contact me on [a.williams@businessaustralia.com.au](mailto:a.williams@businessaustralia.com.au).

Yours Sincerely

Kate Williams,  
Head of Partnerships  
Australian Business Apprenticeships Centre (ABAC)