[ SPONSOR/PILING COMPANY LETTERHEAD ]

To Executive Director PFSF & Workplace Training Centre or WH&S More Skills

[Insert name of trainee] of [trainee’s address] has been employed by [Company name] for xxxx number of years in the role/roles of [ dogman , operator etc ]. He is an experienced piling rig operator, working in this capacity for xxxx number of years. (Two years minimum required to bypass logbook component)

Due to the experience that [Name of trainee] has had with [Company name] he /she is hereby verified as competent and experienced by [Company name] with respect to the following foundation techniques and piling rigs, [list the foundation techniques and piling rigs].

[Name of trainee] is a competent piling rig operator and is able to follow company procedures safely.

It is understood that this letter of verification of [name of trainee] as an experienced piling rig operator removes the need for [name of trainee] to carry out the supervised logbook component of the training course and that the PFSF and the RTO delivering the course, Workplace Training Centre are relying on this verification to be true and correct.

**Piling Company Name** [Company Name]

**Piling Company ABN** [ ABN Number ]

**One Director and one of the following, Operations Manager, Construction Manager required for Signoff**

**Company Director** [Name]

**Operations/Construction Manager** [Name]