[ SPONSOR/PILING COMPANY LETTERHEAD ]

To Executive Director PFSF & [Name of RTO delivering the course]

[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 , crane operator etc ]. He/she has completed xxxx hours (min 500) operating a piling rig under the supervision of a licensed piling rig operator holding a PileSafe operators license.

[Name of trainee] has completed the logbook hours under the supervision of [Names of supervisors[].The [name of trainee] has completed the [number of hours] hours on the following foundation techniques and piling rigs, [list the foundation techniques and piling rigs].

[Name of trainee] has competently completed his/her logbook hours and is able to follow company procedures safely.

This letter is to be accompanied by the trainee’s log book with each period of training signed off by a licensed Pilesafe Piling Operator from the [Company name]

It is understood that this letter of verification and the trainee’s logbook enables [ name of trainee] to undertake the final practical assessment component of the course. It is understood by the [Company Name] that the PFSF and the RTO delivering the course, [ Name of RTO[ are relying on this verification to be true and correct.

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**Piling Company Name** [Company Name]

**Piling Company ABN** [ ABN Number ]

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

**Company Director** [Name]

Signature

**Operations/Construction Manager** [Name]

Signature