# Example letter of support from participant’s employer

**About this letter:** This is an example letter of support your employer may use for a person applying for an ORIC-supported position to study the BSB41021 Certificate IV in Aboriginal and Torres Strait Islander Governance in 2025.

**Instructions:** Please have your employer complete the letter on their letterhead and email it to [training@oric.gov.au](mailto:training@oric.gov.au)

To whom it may concern

I confirm that **<insert company name>** has been approached by **<insert director’s name>** seeking support for them to undertake study to attain the **BSB41021** **Certificate IV in Aboriginal and Torres Strait Islander Governance** qualification.

### Acknowledgement of study requirements

I acknowledge that study for the BSB41021 Certificate IV in Aboriginal and Torres Strait Islander Governance will require the following:

* successful completion of 12 units – 7 core units and 5 elective units.
* participation in 4 one-week residential blocks to be held in Brisbane, Qld, on:
  + Block 1: 16–20 June (5 days)
  + Block 2: 28 July – 1 August (5 days)
  + Block 3: 1–5 Sep (5 days)
  + Block 4: 13-17 October (5 days)
* study and completion of assessments between the residential blocks.

### Employer support for study

**<insert company name>** agrees to release **<participant name>** to attend the residential blocks as noted above should they be successful in their application for a supported place in ORIC’s 2025 intake.

Signed by **<insert name>** on behalf of **<insert company name>**.

Signed:

Date: