

Structured Training Release Form (from Employer)

1 Purpose and Scope

1. To provide Mazda Technical Training Australia Pty Ltd (MTTA) with a tool to record employer permission to release students from normal work duties for the purposes of attending block training sessions.
2. This form should be read in conjunction with the following MTTA policy.

Item	Name of Policy and Procedure	Additional Comments
1	Student Enrolment Policy and Procedure	

2 Version Control

Responsible team member	Student Relationship Representative, Mazda Technical Training Australia Pty Ltd
Contact team member	Compliance Representative – Mazda Technical Training Australia Pty Ltd e: mttatraining@mazda.com.au p: 03 8540 1800
Superseded documents	1.7
Review date (Annually or as needed)	08 August 2024
File number	PPTA F 20230808 Structured Training Release Form Final
Associated documents	

Version	Authorisation	Approved Date	Effective Date
1.8	RTO Manager – Mazda Technical Training Australia Pty Ltd	08 August 2023	08 August 2023

2.1 Change History

Version	Authorise by	Approved date	Effective Date	Significant changes
1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	Intentionally blank	Intentionally blank	<ul style="list-style-type: none"> New Document
1.1	RTO General Manager – Mazda Technical Training Australia Pty Ltd	15 November	15 November	<ul style="list-style-type: none"> Logo Contact number
1.2	RTO General Manager – Mazda Technical Training Australia Pty Ltd	09 October 2017	09 October 2017	<ul style="list-style-type: none"> Review date
1.3	RTO Manager – Mazda Technical Training Australia Pty Ltd	01 November 2018	01 November 2018	<ul style="list-style-type: none"> Review date
1.4	RTO Manager – Mazda Technical Training Australia Pty Ltd	01 November 2019	01 November 2019	<ul style="list-style-type: none"> Review date New Mazda VI
1.5	RTO Manager – Mazda Technical Training Australia Pty Ltd	01 November 2020	01 November 2020	<ul style="list-style-type: none"> Review date
1.6	RTO Manager – Mazda Technical Training Australia Pty Ltd	01 November 2021	01 November 2021	<ul style="list-style-type: none"> Review date
1.7	RTO Manager – Mazda Technical Training Australia Pty Ltd	01 November 2022	01 November 2022	<ul style="list-style-type: none"> Review date
1.8	RTO Manager – Mazda Technical Training Australia Pty Ltd	08 August 2023	08 August 2023	<ul style="list-style-type: none"> Review date



3 Structure Training Release Form (from Employer)

Student Details
Student Full Name:
Employer:
Qualification enrolled in:
Training commencement date:

Details of Structure Training
Training location:
Dates and times:

Release	
I give permission for this student to be released from normal work duties at the proposed dates and times to attend structured training. I understand that I must pay the trainee in accordance with the relevant modern award for time spent in structured training.	
Supervisor Full Name:	
Supervisor Signature:	Date: