

Insert Date

Dear (Manager's or Supervisor's name),

I would like to undertake study in the AHRI Practising Certification (APC) program, the industry standard for the HR Profession as set by the Australian HR Institute (AHRI).

The APC Program is an Industry recognised program, equivalent to an Australian Qualifications Framework (AQF) level 8 postgraduate level study.

This work-integrated program will enable me to gain an in-depth understanding of the key functions of HR management competencies and their application in the business environment, the organisation and the individual. Developing these skills will significantly increase my professional and leadership capabilities as an HR partner to the business, while at the same time bring benefit to the business through delivery of a HR initiative that enhances organisational capability.

By undertaking this program, I will have access to network with expert HR facilitators and fellow practitioners from other industries and feel that I will gain a lot of insight from discussing and benchmarking against this peer group of future Certified HR practitioners.

The full program fee is \$xxxx, designed to be undertaken in 18 months, part-time. AHRI is able to accommodate students who may require a little longer to complete.

I believe the APC program will provide real benefit to the business and my own continuous professional development.

Please let me know if you would like to discuss this further, I am hoping to commence the APC program in Trimester X, commencing on [insert date], enrolments close [insert date].

Sincerely,

Your name here