



Chartered Institute of
Professional Certifications
1006 N Rexford Street
Beverly Hills, CA 90210

Date

Dear {Manager},

I would like to enroll the Australia Workplace Health and Safety Laws Program to further enhance my knowledge in Australia's workplace health and safety (WHS) law in managing our organization's WHS risks and I would like to gain your approval to attend this program. By attending this program, it will strengthen my overall knowledge in the latest development of Australia's WHS legislation to help your organization to mitigate and better manage unprecedented WHS related issues.

Led by Beverley Honig, an award-winning lawyer and legal expert, this program will also help me to identify and evaluate potential hazards and risks in our workplace. The program will cover impactful best practices and theories that will improve my knowledge developing and implementing WHS policies and procedures in compliance with the WHS laws and standards. Some of the key skills this program will bring include:

- WSH Legislative Compliance Requirements
- Workplace Safety Management Systems
- Risk Management Strategies
- Health And Safety Standards
- Australia Fair Work Act
- Incident Reporting Protocols
- Incident Investigation Techniques
- Safe Workplace Plan

I believe these skillsets will prove to me invaluable to me and you can be assured that after attending this online program, I will be able to contribute even further to our organization's working environment particularly in promote a positive workplace safety culture. I strongly believe that the key skills that I will gain from this program will also significantly enhance our performance and team credibility.

I look forward to gaining your approval to attend this online program.

Sincerely,
Your Name