



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

Date

Dear {Manager},

I would like to enroll the Australia National Construction Codes, Regulations and Compliance Program to further enhance my knowledge in Australia's building construction compliance 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 building codes and construction standards that will enable me to help our organization to build a robust compliance framework to ensure our building and construction projects are legal compliant and safe.

Led by Stephen Krimmer, a leading Australian Building Code expert and Accredited Building Certifier, this program will also help me interpret the key provisions of the National Construction Code (NCC) and understand the performance requirements that our building projects and building elements required to comply. The program will cover impactful best practices and theories that will improve my knowledge in mitigate common defects through implementing quality management system and performance solutions that can harness the building safety. Some of the key skills this program will bring include:

- Building and Construction Legislation
- National Construction Code (NCC)
- Performance Requirements and Provision
- Building Requirements Acceptance
- Understanding Australian Standards
- Building Classification System
- Building Governing Requirements

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 building and construction projects particularly in complying to the Australia building and construction codes. 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