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

Date

Dear {Manager},

I am writing to request your approval to attend the New Zealand Health and Safety at Work Laws, Legal Compliance and Risk Management program. With the Health and Safety at Work Amendment Act 2026 taking effect on 1 April 2027, this program directly supports our need to strengthen workplace safety governance, legal compliance, and operational risk management. By attending, I will sharpen my ability to interpret evolving PCBU obligations, identify critical workplace risks, and reinforce officer due diligence. These capabilities will help our organization prevent serious workplace incidents, reduce regulatory exposure, and sustain effective safety controls.

Led by Rob Lubbe, a distinguished Health, Safety and Wellbeing leader with over 25 years of experience, this program will deepen my expertise in New Zealand's HSWA 2015, its 2026 amendments, and practical workplace risk management. I will learn to assess compliance gaps, verify critical controls, and strengthen safety governance, enabling me to improve operational safety, enhance regulatory readiness, and embed more effective risk management practices across our operations. Key skills I will gain include:

- HSWA 2015 and 2026 Legislative Compliance
- PCBU Duties and Officer Due Diligence
- Workplace Hazard Identification and Risk Assessment
- Critical-Risk Management and Control Verification
- Contractor Safety and Overlapping Legal Duties
- Occupational Health and Psychosocial Risk Management
- Incident Investigation and WorkSafe Enforcement Readiness
- Safety Governance and Regulatory Compliance Planning

I am confident this program will deliver clear value for both my professional development and our organization. I will apply the learning immediately to identify compliance gaps, strengthen critical risk controls, and improve workplace safety practices. I will also develop a 30/60/90-day compliance improvement plan and share key insights with colleagues. By tracking compliance gaps resolved, controls verified, and corrective actions completed, we can demonstrate measurable gains in regulatory readiness, reduce workplace risk, and maximize the return on our training investment.

I would greatly appreciate your approval to attend this online program so that I can help prepare our organization for the April 2027 requirements and deliver measurable improvements in workplace safety and legal compliance.

Sincerely,
Your Name