



**Training and Development Provider**

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## **VET Confirmation letter 2012**

Dear Student,

Thank you for your enrolment and terms and conditions forms. We would like to confirm that you have been accepted into the INAP Training and Development **Certificate II Electronics – 2nd Year** course.

This course will commence on **Tuesday 7 February** at **PEER VEET**, 1042 Port Road, Albert Park, from **8am to 4pm** for 32 weeks. This course will **conclude on Friday 2 November 2012**. A more structured schedule will be given to you by PEER VEET once you commence the course.

Please meet the trainer at PEER Administration area on the first day.

Specific requirements for your training will be discussed during the first session with your trainer, along with the INAP and in-house Induction explaining the specific requirements and expectation of participation in your VET course. At your first session your parent/guardian is welcome to attend for the first half an hour to hear the induction and course specific requirements.

Please familiarise yourself with the terms and conditions form that you, your parent/guardian and school have signed and returned to INAP. Please take note of the cancellation conditions. Your terms and conditions form are your acceptance of these conditions and approval of your enrolment into this VET course. **Please note:** cancellation fees apply if you withdraw from your course.

**Please find attached specific course information for your first lesson.** This will include the following:

- A map of the venue
- Course schedule and information including your trainer's contact number
- PEER enrolment form to be completed and returned to PEER on your first training day
- Safety boot information

If you are unable to attend any VET lesson, you are required to contact your trainer and your school prior to your lesson. You will be required to take along a signed note of explanation for your absence from a parent/guardian or your school to your next VET lesson. Please be aware that your VET course takes priority over sporting commitments and casual employment and missing 3 classes may result in withdrawal from your course.

On the first day of your course you will receive a full year schedule, as well as your training manual and work experience book. Note, it is not uncommon for full year schedules to alter throughout the year and your lecturer will notify you if any changes occur.

Please bring your usual school supplies with you, for example: pens, pencils, ruler, calculator, notebook as well as your school diary.

Whilst undertaking your training, appropriate clothing must be worn at all times. When in a classroom environment closed in shoes must be worn. When in any PEER workshop or if you are on-site with an employer for work experience, long sleeve shirts, trousers (cotton material only) and steel capped safety boots must be worn at all times.

Safety boots can be purchased from a variety of stores including:

PEER VEET  
1042 Port Road  
Albert Park SA 5014  
Phone: 8348 1200

Bianco Safety  
160 Gorge Road  
Newton SA 5074  
Phone: 8366 6666

RSEA  
515/517 Grand Junction  
Wingfield SA 5013  
Phone: 13 2100

Please bring all materials with you to every training day, unless otherwise directed by your lecturer.

Throughout the year you will undertake practical projects as well as theory work. Included in this theory work is a homework assignment. This assignment is a long term assignment to be completed over six months. Your lecturer will inform you of the details (including due date) of the assignment.

As well as in-house theory and practical studies, there is a practical work component of this course in the form of four weeks work experience. It is important to note, PEER will **not** organise work experience for any student. It is your responsibility and a helpful way to build your own relationships with employers. The work experience book you are issued needs to be completed by yourself and the employer and counts towards your final results. To ensure your results are as current as possible we need to sight your work experience book regularly. After each week of work experience you complete, please hand the book to your lecturer, for resulting, and it will be returned to you at your next class.

Some employers may require you to provide your own Personal Protective Equipment (PPE). If you choose, these packs can now be ordered from PEER. Please refer to the enclosed order form for further details.

Please be aware, students are not permitted to leave class early without written consent in their diary from their parent/guardian or prior notification to myself.

It is crucial our records are accurate therefore if your personal details alter in any way, for example, change of schools, address or you wish to withdraw from the course please advise PEER immediately. Should you have any questions please do not hesitate to call PEER VEET on 8348 1200.

May I take this opportunity to thank you for your enrolment with INAP and to ensure that you are fully aware of the commitment you have made to your VET course?

The information enclosed with this letter (which you need to retain throughout the duration of your course) is available from our website. If you require any further information relating to your course, please see our website [www.inap.org.au](http://www.inap.org.au) or see your school VET coordinator. If you have any queries or concerns, please contact me via email on [rachel@inap.org.au](mailto:rachel@inap.org.au).

INAP now also has a Facebook page so 'like' us to keep up-to-date with the latest information and receive any updates.

We hope you have a productive and enjoyable experience and wish you all the very best.

Yours sincerely

**Rachel Rowett**  
**Manager**

**Please note that all Full Year 2012 students will Graduate in November 2012.**  
**Official invitations will be distributed in term 3 via your trainer.**