



Training and Development Provider

Medindie House  
1 Northcote Terrace  
MEDINDIE SA 5081  
P: (08) 8342 6381  
F: (08) 8344 4062  
[info@inap.org.au](mailto:info@inap.org.au)  
[www.inap.org.au](http://www.inap.org.au)

## Semester 2, 2011

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 in Hospitality TOP UP-SITE** Academy course.

This course will commence on **Monday 10 October 2011** at **Sferas Park suites**, 191 Reservoir Road, Modbury from 9am to 3pm for 5 days during the school holidays. This course will conclude on **Friday 14 October 2011**.

Please meet the trainer at the main reception area on the first day (see map enclosed).

Students will be required to wear from the first lesson a black shirt, black pants and black closed in shoes. Students who have a black SITE Academy shirt can wear this instead of the black shirt to their lessons.

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.

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 find enclosed specific course information for your first lesson. This will include the following:

- A map of the venue
- Course schedule

May I please 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? Please note that you are required to contact your trainer if you are unable to attend any VET lesson and have a signed note of explanation from a parent/guardian or your school for your absence. 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.

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

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

Yours sincerely

Rachel Rowett

**Rachel Rowett**  
**Manager**

**Please note that all Semester 2, 2011 students will GRADUATE on Tuesday 29 November 2011 at Prince Alfred College – official invitations will be distributed in October by your trainer.**