



Training and Development Provider

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Semester 1, 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 **Children's Services** course. This course will **commence** on **Wednesday 15 February** at St Peters Childcare Centre, 42 Henry Street, Stepney from **9am – 3pm** for 15 weeks. This course will **conclude** on **Tuesday 13 June 2012**. Please meet the trainer in front of the Reception building at the Childcare Centre on the first night.

Students need to ensure they have a **Workplace Learning Agreement** form signed by their School prior to commencing the course in the Childcare Centre. Students aged 16 and over are also required to have a current **National Police Clearance** prior to commencing the course. If students are under 16 year of age, they are required to have a Statutory Declaration signed by their school. Please make sure this is organised prior to starting your course. If you have any queries regarding these forms, please speak to your school VET Coordinator.

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

- A map of the venue
- Course schedule and Information showing your trainers contact details
- **Important** pre-course information sheet

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.

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 or see your school VET coordinator. If you have any queries or concerns, please contact me via email on 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 Semester 1, 2012 students will Graduate on Tuesday 26 June 2012.
Official invitations will be distributed in March.