



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 **Event Management (Functions & Events)** course.

This course will commence on **Wednesday 15 February** at **Wilderness School**, 30 Hawkers Road, Medindie from **4.00pm to 7.00pm** for **13 weeks**. This course will conclude on **Wednesday 30 May 2012**.

Please meet the trainer at the Wilderness School gates on Hawkers Road on the first night.

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

- A map of the venue
- Course schedule and Information sheet showing your trainers contact details

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

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 1, 2012 students will Graduate on Tuesday 26 June 2012.
Official invitations will be distributed in March.