



Training and Development Provider

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

Semester 1, 2012 VET Confirmation Letter

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 Provider **Architectural Drafting** course. This course will **commence** on **Wednesday 15 February** at **Blackfriars Priory School** (see map enclosed) from **4pm to 7pm** for **16 weeks**. This course will **conclude** on **Wednesday 20 June 2012**.

Please meet your trainer outside the main reception area for the first lesson (in front of the lawn area – near the Prospect Road car park).

To complete the enrolment process, please ensure you have completed the **TAFEID form** included in this confirmation pack. This form needs to be sent to INAP before your class starts or given to your trainer at your first course session.

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
- TAFESA ID form to be completed and given to your trainer at the first lesson
- Architectural Drafting equipment handout

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