



Training and Development Provider

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Year 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 Makeup** course with **Media Makeup**.

As part of the course requirements you must contact Sharon Morgan from Media Makeup IMMEDIATELY on 8223 3233 to make an interview time.

This course will **commence on Friday 11 February** at Media Makeup, from 9am to 3pm for 36 weeks. This course will **conclude on Friday 21 October 2011**.

Please meet the trainer at the main 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 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
- Information sheet
- Media Makeup Enrolment Form

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 the following week. Please be aware that your VET course takes priority over sporting commitments 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.

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 Full Years students will GRADUATE on Tuesday 29 November 2011 at Prince Alfred College – official invitations will be distributed by your Trainer.