

2015 VET Confirmation Letter

Dear Student,

Thank you for your VETnetwork Australia Training Services enrolment forms. We would like to confirm that you have been accepted into the **Certificate III in Fitness** course in **2015**.

This course will commence on **Monday 3rd August 2015** at St Marks College, 46 Pennington Terrace, North Adelaide SA (see map enclosed) from **4.00pm to 7.30pm** for 15 weeks + 5 full days.

This course will conclude on Monday 16th November 2015.

Please meet your trainer out the front of reception on the grassed area on your first day.

Specific requirements for your training will be discussed during the first session with your trainer, along with the VETnetwork Australia Training Services and in-house Induction explaining the specific requirements and expectations of participation in your VET course.

Laptop and Homework:

If you have a laptop you may be required to bring this with you to each session so you can work in groups through the required theory component of the course. Your trainer will let you know after your first session if and when you are required to bring along your laptops.

You will also be required to undertake approximately 2 hours of theory homework each week in addition to your VET course to successfully complete all requirements of this course.

First Aid:

You will be required to complete your "HLTAID003 Provide First Aid" certificate prior to your Work Place Learning sessions. The Work Place Learning session is in the school holidays. VETnetwork Australia Training Services will organise a first aid course for our fitness students who have not yet completed a First Aid course. Please notify your trainer at your first lesson if you would like to be included in this session. Once we know numbers we can advise the cost and date of this course. Please also keep a look out for emails as we will regularly advertise our available First Aid courses.

If you have completed the "HLTAID003 Provide First Aid" course previously, a copy of this certificate will need to be given to your trainer at your first lesson. The training organisation will confirm if the First Aid course you have completed fulfills the requirements of this course.

Please note: Without a copy of your First Aid certificate, you will not receive your Certificate III in Fitness.

Work Placement:

Students will engage with a "mentor" during Structured Work Place Learning sessions which will take place during the school holidays.

The first block will cover a fitness assessment, a cardiovascular training session, a weight training session and a group training session.

The second block will require students to complete interactive learning with their Mentor. During these sessions, students will observe what a Personal Trainer does and also gain skills for students to use in the future.

Students will complete a work log during their mentoring program

For further information, contact the Vocational Education & Training Network Australia Inc. via:

Induction:

Specific requirements for your training will be discussed during the first session with your trainer, along with the VETnetwork Australia Training Services and in-house Induction explaining the specific requirements and expectation of participation in your VET course.

VETnetwork Australia Training Services student induction handbook:

Please download and read the VETnetwork Australia Training Services student induction handbook at the following link:

<http://www.vetnetwork.mobi/wp-content/uploads/2014/09/Student-Induction-Handbook.pdf>

You will need to sign an induction sheet in the first week of class to agree that you have read and understand the information in this handbook.

If you have any questions, please speak to your trainer during the induction session in the first week.

Conditions of enrolment and Consent:

Please familiarise yourself with the conditions of enrolment and Consent forms that you have signed and returned to VETnetwork Australia Training Services. Please take note of the cancellation conditions.

Your Conditions of enrolment and Consent are your acceptance of these conditions and approval of your enrolment into this VET course.

As a student undertaking a Vocational Educational Course (VET) course with VETnetwork Australia Training Services you have consented that you are aware of the extra responsibilities that come with participating in a VET course.

Cancellation fees:

Please note: cancellation fees apply if you withdraw from your course.

- I agree to pay all course fees by **Friday 12th June 2015**.
- **Any course withdrawals after Friday 12th June 2015 will incur a \$200 withdrawal fee.**
- Any course fees not paid by **Friday 12th June 2015**, will incur a \$50 late processing fee.
- No refund will be issued after **Friday 19th June 2015**. Any refunds due will be paid after **24th July 2015**

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

- > **A map** of the venue
- > **Travel in private vehicle** form (if you are travelling with another student)
- > **Notification of absence** form (if you are absent this must be presented to your trainer at your next lesson)
- > **Permission to leave premises** form

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Course absence:

If you are unable to attend any VET lesson, you are required to notify 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.

It is the student's responsibility to contact the trainer after any missed lesson to ensure you have caught up on work missed, tests, assignments, assessments etc. Missing one lesson may mean missing one complete unit of competency and the student not fulfilling all requirements of the course. Please make sure you liaise with your trainer as soon as possible to catch up on what has been missed.

Graduation and Recognition Ceremony:

The VETnetwork Australia Training Services Graduation and Recognition Ceremony is a compulsory component of undertaking your VET Course. Students are expected to attend to receive their certificate. The Graduation and Recognition Ceremony will be held at Prince Alfred College. Your formal invitation will be forwarded to you towards the end of your VET course.

May I take this opportunity to thank you for your enrolment with VETnetwork Australia Training Services 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 <http://training.vetnetwork.org.au/> or see your school VET coordinator.

If you have any queries or concerns, please contact our office via email on erin.lenehan@vetnetwork.org.au.

VETnetwork Australia also has a **Facebook** page so 'like' us to keep up-to-date with the latest information.

We hope you have a productive and enjoyable experience and wish you success in your course.

Yours sincerely,



Rachel Rowett

Executive Manager - Training

For further information, contact the Vocational Education & Training Network Australia Inc. via:

Certificate III in Fitness

COURSE CODE: SIS30310

Full Year 2015 Course Program

Day of Course: Monday

Trainer: Nicolette Triggs

Contact: 0439 287 836

Email: nicolette.triggs@gmail.com

Location: St Marks College Group I, 46 Pennington Terrace, North Adelaide

Week	Date of Class	Unit of Competency	Module	Outline of each lesson	Homework Due next class	Times
1.	3 August	SISFFIT302A (C) Provide quality service in the fitness industry (30)	1			4 - 7.30pm
2.	10 August	SISXIND101A (C) Work effectively in sport and recreation environments (25)				4 - 7.30pm
3.	17 August	SISFFIT305A (C) Apply anatomy and physiology principals in a fitness context (70)	2	FULL DAY 9 am – 4pm		
4.	24 August					4 - 7.30pm
5.	31 August			PRACTICAL SESSION	FULL DAY 9 am – 4pm	
6.	7 September	SISFFIT307A (E) Undertake client health assessment (25)	3 & 4			4 - 7.30pm
7.	14 September	SISFFIT301A (C) Provide fitness orientation and health screening (15) SISFFIT303A (C) Develop and apply an awareness of specific population to exercise delivery (35)	3 & 4	FULL DAY 9 am – 4pm		
8.	21 September		3 & 4			4 - 7.30pm
9.	12 October	SISXOHS101A (C) Follow occupational health & safety policies (10) SISXRSK301A (C) Undertake risk analysis of activities (20) SISFFIT306A (C) Provide healthy eating information to clients in accordance with recommended guidelines (50) SISXFAC207 (C) Maintain, sport fitness & recreation equipment for activities (5)	5, 6 & 7	FULL DAY 9 am – 4pm		
10.	19 October					

Week	Date of Class	Unit of Competency	Module	Outline of each lesson	Homework Due next class	Times
5 October		PUBLIC HOLIDAY				
11.	26 October	SISFFIT309A (E) Plan and deliver group exercise sessions (40)	7			4 – 7.30pm
12.	30 October	SISFFIT308A (E) Plan and deliver gym programs (55)	Friday FULL DAY 9am – 4pm			
13.	2 November		SISFFIT304A (E) Instruct and monitor fitness programs (45)			4 – 7.30pm
14.	9 November	SISFFIT303A (E) Plan and deliver exercise to apparently healthy children & adolescents (90)	8			4 – 7.30pm
15.	16 November					4 - 7.30pm

Please make sure you have changed into your school PE uniform and have had a snack prior to the class starting. Classes must start on time.

Water or Sport drinks only to be taken into the classroom. No hot drinks please.

REQUIREMENTS: Please wear your school PE uniform and appropriate sports shoes

PLEASE BRING:
Pens and paper
Folder to hold your work
A bottle of water
A healthy snack to have prior to the class starting

HOMEWORK: You will be required to have access to a laptop / computer for research and completing assessment tasks

Please ensure your trainer has an email address that you can access from home (as well as during the holidays). Provide 2 emails is also fine.

FIRST AID: HLTAID003 (Provide First Aid)

For successful completion of the Certificate III in Fitness qualification, students are required to complete their First Aid certificate. This needs to be completed outside of the fitness course prior to the conclusion of the course.

A date will be organised at Cornerstone College. Contact your school VET Coordinator for a flyer on the available First Aid date and enrolment is through your school.

The **VETnetwork Graduation & Recognition Ceremony** is a compulsory component of undertaking your VET Course with VETnetwork Australia Training Services. Students are expected to attend to receive their certificate. Your formal invitation and the date of the graduation will be given to you by your trainer towards the end of your VET course.

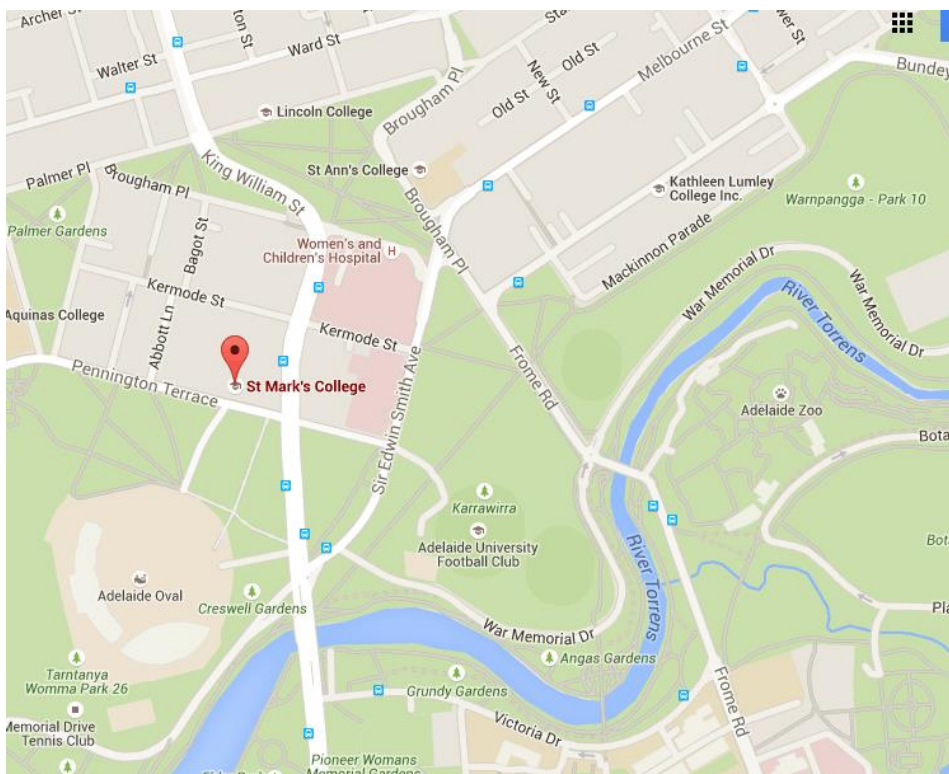
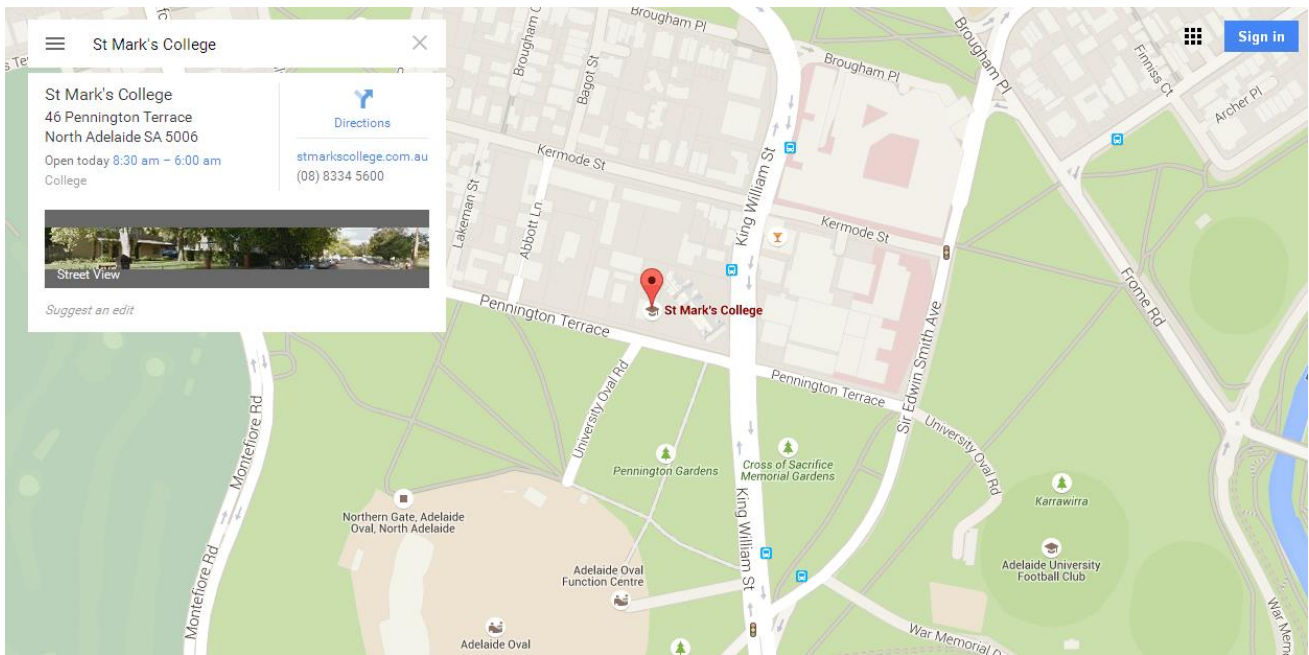
VETnetwork Australia Training Services Contact Details

Rachel Rowett - Executive Manager - Training		Email: rachel.rowett@vetnetwork.org.au
General Enquiries	Erin Lenehan	Email: erin.lenehan@vetnetwork.org.au Phone: (08) 8297 4533
Attendance Enquiries	Dianne Czabayski	Email: admin@vetnetwork.org.au
Administration Enquiries	Sue Williams	Email: training@vetnetwork.org.au

Map

St Marks College

46 Pennington Terrace, North Adelaide SA 5006



For further information, contact the Vocational Education & Training Network Australia Inc. via:

P 08 8297 4533
Netley SA 5037

F 08 8351 3599

E enrolments@vetnetwork.org.au

A 3/262 Marion Road,

ABN 94 619 317 099

Notification of Absence from VET Course

Course Name: _____ Day _____

Location of Course: _____

Student Name: _____

School: _____

Trainer Name: _____

Date of Absence: _____

Reason for Absence:

Student Signature: _____ Date: _____

Parent / Carer Signature: _____ Date: _____

VET Coordinator Name: _____

VET Coordinator Signature: _____ Date: _____

Permission to Leave Training Premises Form

Students enrolled in a VET course may leave the training premises for Scheduled meal breaks.

Please note that until this signed form has been returned, students cannot leave the training premises.

If you have any further queries, please do not hesitate to contact VETnetwork Australia on 8297 4533 or training@vetnetwork.org.au.

Please complete this form to provide your consent.

Student Name: _____ Course: _____

I _____ give permission,
(Parent/Caregiver)

For _____ from _____
(Student Name) (Name of School)

Permission to leave _____ training premises
(Name of Training facility)

At _____
(Training Address)

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date: ____ / ____ /20 ____

VET Coordinator Name VET Coordinator Signature Date: ____ / ____ /20 ____

THIS LETTER WILL BE RETAINED AS PERMISSION FOR THE ENTIRE COURSE

Please return the completed form to the course trainer as soon as possible

Travel in Private Vehicles Form

Any student who is intending to travel with a driver under the age of 18 or drive other student(s) to and/or from a VET related location must complete this form with the necessary parent/guardian consent and be returned to the trainer at the commencement of the course.

Driver Details	
Full Name: _____	School: _____
VET Course Name: _____	
Year level: _____	Date of Birth: ____/____/20__ <input type="checkbox"/> Male <input type="checkbox"/> Female
Contact Number: _____ or _____	

Driver to Complete ONLY

I, _____, hold a current drivers licence, will be driving a registered and safe vehicle, will be driving a vehicle covered by insurance for my passengers and myself, agree to ensure seat belts will be used by all passengers in the vehicle and am aware that VETnetwork Australia Training Services will take no responsibility for damage or injury caused as the result of an accident.

Driver Signature: _____ **Date:** ____ / ____ / 20__

Parent/Caregiver of Driver

I give permission for the above student to drive other student(s) to and/or from VETnetwork Australia Training Services VET course locations as per the VETnetwork Australia Training Services course schedule, and agree with the conditions mentioned above including that VETnetwork Australia Training Services Training and Development Provider will take no responsibility for damage or injury caused as the result of an accident.

Name: _____ **Relationship:** _____

Signature: _____ **Date:** ____ / ____ / ____

Contact Number: _____ or _____

Passenger to Complete ONLY

Name: _____ **School:** _____

Year Level: _____ **Date of Birth:** ____ / ____ / 20__ Male Female

Contact Number: _____ or _____

Parent/Caregiver of Passenger

I give permission for the above passenger to be driven to and/or from VETnetwork Australia Training Services VET course locations as per the VETnetwork Australia Training Services course schedule by the above mentioned driver. I accept that VETnetwork Australia Training Services Training and Development Provider will take no responsibility for damage or injury caused as the result of an accident.

Name: _____ **Relationship:** _____

Signature: _____ **Date:** ____ / ____ / 20__

Contact Number: _____ or _____