

Semester 2, 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 **Partial Certificate III in Business** course in **Semester 2, 2015**.

This course will commence on **Wednesday 22nd July 2015** at **Wilderness School**, 30 Hawkers Road, Medindie (see map enclosed) from **4pm to 7pm** for 16 weeks.

This course will conclude on Wednesday 18th November 2015.

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: [Induction Handbook](#)

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**

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

- Page 2 -

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
- > **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

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 Pty Ltd. via:

Partial Certificate III in Business

COURSE CODE: BSB30115

SEMESTER 2, 2015 COURSE PROGRAM

DAY OF COURSE: Wednesday

TRAINER: Natalie Evans

CONTACT NUMBER: 0402 271 919

Email: novarcage@yahoo.com.au

LOCATION: Wilderness School, 30 Hawkers Road, Medindie

Term 3

Week	Date of Class	Unit of Competency	Course outline	TIMES
1.	22 July	BSBCUS301 Deliver and monitor a service to customers BSBFIA301 Maintain financial records BSBDIV301A Work effectively with diversity		4 - 7pm
2.	29 July			4 - 7pm
3.	5 August			4 - 7pm
4.	12 August			4 - 7pm
5.	19 August			4 - 7pm
6.	26 August			4 - 7pm
7.	2 September			4 - 7pm
8.	9 September			4 - 7pm
9.	16 September			4 - 7pm
10.	23 September			Assessment review
SCHOOL HOLIDAYS				

Term 4

Week	Date of Class	Unit of Competency	Course outline	TIMES
11.	14 October	BSBADM302 Produce text from notes		4 - 7pm
12.	21 October			4 - 7pm
13.	28 October			4 - 7pm
14.	4 November	BSBWOR301 Organise personal work priorities and development		4 - 7pm
15.	11 November			4 - 7pm
16.	18 November		Group Presentation/Assessment	4 - 7pm

Please bring:

Writing pad
 Pens/pencils
 Folder for notes

You are required to bring your laptop to each lesson, please ensure you have the Microsoft office suite including word, power point and excel.

All course materials will be on a USB that will be supplied to you in week 1. Please ensure you bring USB to each lesson and ensure you create a backup of all assessments.

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	Sonia Harrison	Email: admin@vetnetwork.org.au
Administration Enquiries	Sue Williams	Email: training@vetnetwork.org.au

Map

Wilderness School

30 Hawkers Road, Medindie

Phone: 8344 6688



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

P 08 8297 4533

F 08 8351 3599

E enrolments@vetnetwork.org.au

A 3/262 Marion Road, Netley SA 5037

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__ Male 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 _____