

## Semester 1, 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 I Automotive – Vocational Preparation** course in **Semester 1, 2015**.

This course will commence on **Thursday 12<sup>th</sup> February 2015** at VTECH Automotive, 14 Bishopstone Road, Davoren Park (see map enclosed) from **8.30am to 4.30pm**.

**This course will conclude on Thursday 11<sup>th</sup> June 2015.**

Mario Celleja, course Coordinator will be in contact with you to make a time for an interview prior to course commencement.

Students must wear steel cap safety boots and work overalls (or similar) at all times.

What to Bring: From DAY 1

- Long sleeved overalls
- Steel capped safety footwear
- Clear Safety glasses
- Riggers gloves
- Pens, Diary & Exercise book

What's Available?

Microwave oven & sandwich toaster  
Fridge  
Hot water urn  
2 vending machines- cold drinks & snack food  
Catering van available at morning tea and lunch break

What NOT To Wear:

- Jewellery - Work Health & Safety issues
- Tank tops or thongs

Class Times:

- Start: 8.30 am - sharp    Finish: 4.30 pm

Please Note:

- STUDENTS ARE REQUIRED TO REMAIN ON SITE THROUGHOUT THE DAY
- VTECH is a smoke free training centre / workplace.

### 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:

[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.

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

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### **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 14<sup>th</sup> November 2014**.
- > **Any course withdrawals after Friday 14<sup>th</sup> November 2014 will incur a \$200 withdrawal fee.**
- > Any course fees not paid by **14<sup>th</sup> November 2014**, will incur a \$50 late processing fee.
- > No refund will be issued after **Wednesday 21<sup>st</sup> January 2015**.

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

- > **A map** of the venue
- > **A Schedule**
- > **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.

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

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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](mailto: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

## Certificate I in Automotive

**COURSE CODE: AURI0112**

**SEMESTER I, 2015 COURSE PROGRAM**

**DAY OF COURSE:** Thursday

**TRAINER:** Mario Calleja

**CONTACT NUMBER:** 8252 1144

**LOCATION:** VTECH Automotive, 14 Bishopstone Road, Davoren Park

### SEMESTER I

WEEK	DATE OF CLASS	TIMES OF CLASS	UNIT OF COMPETENCY
1.	12 February	8.30am – 4.30pm	<b>AURAEA1001</b> Identify environmental requirements in an automotive workplace <b>AURASA1001</b> Apply automotive workplace safety fundamentals <b>AURETRI003</b> Apply automotive electrical system fundamentals <b>AURLTA1001</b> Apply automotive mechanical systems fundamentals <b>AURTTK2002</b> Use and maintain tools and equipment <b>AURAF2001</b> Use numbers in an automotive workplace <b>AURAF2002</b> Read in an automotive workplace <b>AURAMA2001</b> Work effectively with others <b>AURTTA2004</b> Carry out servicing operations
2.	19 February	8.30am – 4.30pm	
3.	26 February	8.30am – 4.30pm	
4.	5 March	8.30am – 4.30pm	
5.	12 March	8.30am – 4.30pm	
6.	19 March	8.30am – 4.30pm	
	<b>11 to 26 April</b>	<b>SCHOOL HOLIDAYS</b>	
7.	30 April	8.30am – 4.30pm	
8.	7 May	8.30am – 4.30pm	
9.	14 May	8.30am – 4.30pm	
10.	21 May	8.30am – 4.30pm	
11.	28 May	8.30am – 4.30pm	
12.	4 June	8.30am – 4.30pm	
13.	11 June	8.30am – 4.30pm	
<b>VETnetwork Graduation and Recognition Ceremony</b>			

#### REQUIREMENTS:

Students will be required to supply their own clear safety glasses, steel capped safety boots; long sleeved full cotton drill overalls and rigger gloves. These must be worn from the first lesson to be allowed to enter the workshop. Diary, exercise book and pens are also required.

Compulsory attendance is required for the 13 day program covering 9 national accredited units.

Resource books are included in the course fees.

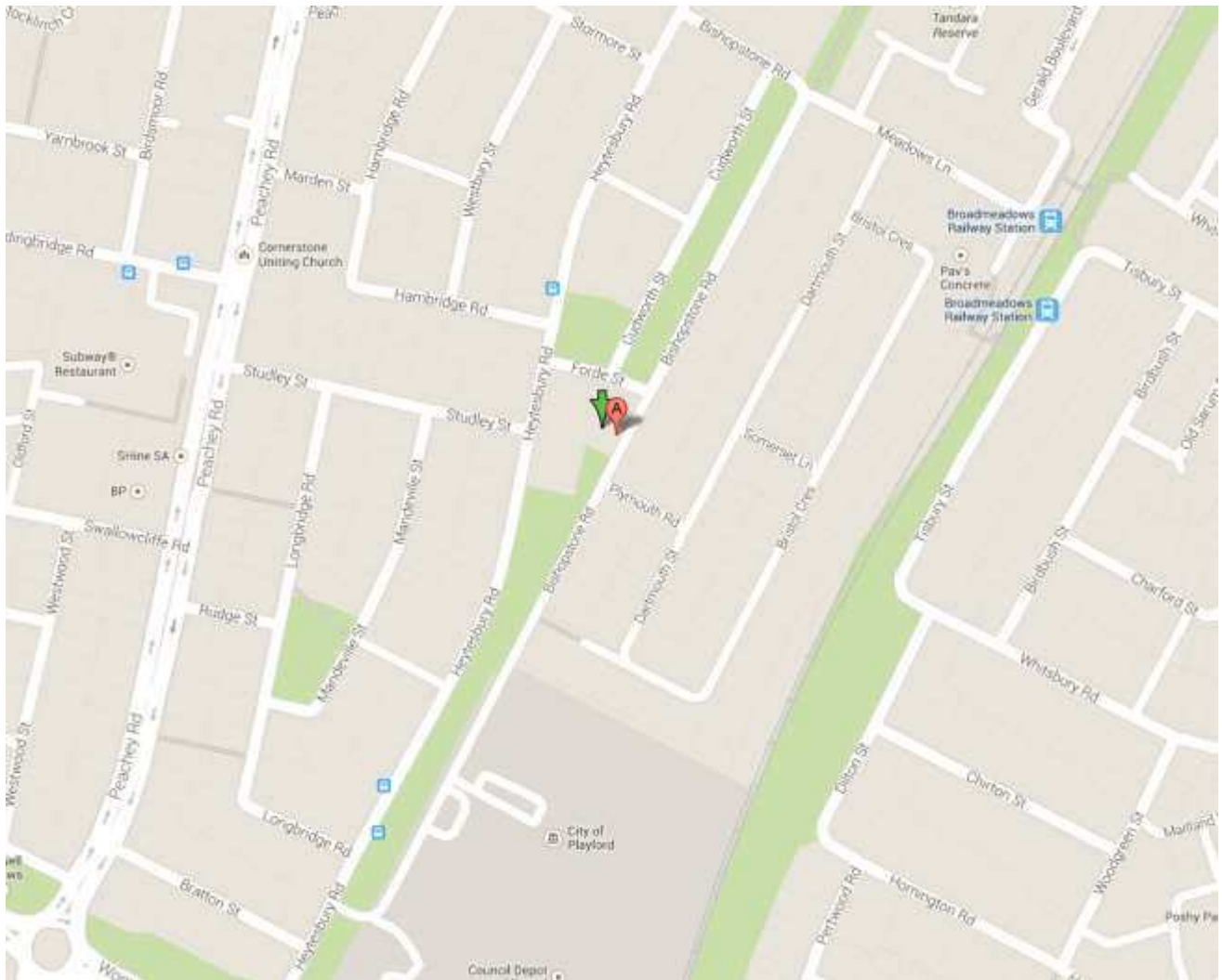
The **VETnetwork Graduation and Recognition Ceremony** is a compulsory component of undertaking your VET Course with VETnetwork Australia Training Services. Students are expected to attend to receive their certificate. Your formal invitation will be given to you by your trainer towards the end of your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

## Map

**VTECH Automotive**

14 Bishopstone Road, Davoren Park

Phone: 8252 1144



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](mailto: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:

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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](mailto: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.

<b>Driver Details</b>	
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 \_\_\_\_\_