

## 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 Hospitality course 2015**.

This course will commence on **Wednesday 25th March 2015** at The Hampshire Hotel, 110 Grote Street, from **4pm to 7.30pm** for 12 weeks plus 3 full days.

**This course will conclude on Wednesday 24<sup>th</sup> June 2015.**

Please take note of the **three full day classes** that you are expected to attend:

Semester One full day dates: FRIDAY 10<sup>th</sup> April, FRIDAY 8<sup>th</sup> May 5<sup>th</sup> June (9.00am– 3.00pm)

Students are required to undertake **35 - 40 hours of structured workplace learning each semester** which takes place during one week of the school holidays. This placement is organised by VETnetwork Australia Training Services if students do not have an employer they would like to use. If you are currently working in the hospitality industry, the 40 hours can be recorded on a log book and used towards the required unit/s of competency. Please let VETnetwork Australia Training Services know if you already have a Work Place Provider to do your Work Placement.

### **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:**

Included in your email is a link to the VETnetwork Australia Training Services student induction handbook. Please download and read all details of the 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) with VETnetwork Australia Training Services you have consented that you are aware of the extra responsibilities that come with participating in a VET course.

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**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 25% 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
- > **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
- > **Full day training permission** form
- > **USI** information

**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](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

**Partial Certificate III in Hospitality**  
**COURSE CODE: SIT30713**

**Semester, 2015 COURSE PROGRAM**

**DAY OF COURSE:** Wednesday

**TRAINER:** Kim Growden

**CONTACT:** 0415 659 860

**LOCATION:** The Hampshire Hotel, 110 Grote Street, Adelaide SA 5000

**TERM I**

WEEK	DATE OF CLASS	UNIT OF COMPETENCY	TIMES OF CLASS
1.	25 March	BSBWOR203B Work effectively with others	4.00pm – 7.30pm
2.	1 April	SITHIND201 SITXWHS101 Source and use information on the hospitality industry Participate in safe work practices	4.00pm – 7.30pm
3.	8 April	SITXFSA101 SITXFSA201 Use hygienic practices for food safety Participate in safe food handling practices	4.00pm – 7.30pm
4.	<b>FRIDAY</b> <b>10 April</b> <b>Full Day</b>	SITHFAB206 SITHFAB203 Serve food and beverage Prepare and serve non-alcoholic beverages	<b>9.00am – 3.00pm</b>
<b>SCHOOL HOLIDAYS</b>			

**Work Placement**

40 hours of Work Placement will occur during 1 week of the School Holidays.

Make sure you collect your log book, also showing your hours, from your employer at the end of your Work Placement week. This needs to be handed into your trainer by week 12.

**Partial Certificate III in Hospitality**  
**COURSE CODE: SIT30713**

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Wednesday

**TRAINER:** Kim Growden

**CONTACT:**

0415 659 860

**LOCATION:** The Hampshire Hotel, 110 Grote Street, Adelaide SA 5000

**TERM 2**

WEEK	DATE OF CLASS	UNIT OF COMPETENCY	TIMES OF CLASS	
5.	29 April	BSBWOR203B Work effectively with others SITHIND201 Source and use information on the hospitality industry SITXWHS101 Participate in safe work practices SITXFSA101 Use hygienic practices for food safety SITXFSA201 Participate in safe food handling practices SITHFAB206 Serve food and beverage SITHFAB203 Prepare and serve non-alcoholic beverages	4.00pm – 7.30pm	
6.	6 May		4.00pm – 7.30pm	
7.	<b>Friday 8 May FULL DAY</b>		<b>9.00am – 3.00pm</b>	
8.	13 May		4.00pm – 7.30pm	
9.	20 May		4.00pm – 7.30pm	
10.	27 May		4.00pm – 7.30pm	
11.	3 June		4.00pm – 7.30pm	
12.	<b>Friday 5 June FULL DAY</b>		<b>9.00am – 3.00pm</b>	
13.	10 June		4.00pm – 7.30pm	
14.	17 June		4.00pm – 7.30pm	
15.	24 June		4.00pm – 7.30pm	
<b>SCHOOL HOLIDAYS</b>				

**REQUIREMENTS:** School Uniform all days with exception of the day of the excursion  
Hospitality Black and Whites for this day is preferable

**PLEASE BRING:** Writing pad  
Pens/pencils

## Full Day VET Training Permission Form

Course Name: Certificate III in Hospitality

Day: Wednesday

Venue: The Hampshire Hotel

Address: 110 Grote Street

Student Name: \_\_\_\_\_

Name of School: \_\_\_\_\_

As part of the VETnetwork Australia Training Services course and as outlined in the course schedule, students are required to attend a full day or days of training on the date/s listed below.

Please complete this form to provide your consent for the dates listed below;

**Date/s: 10<sup>th</sup> April, 8<sup>th</sup> May, 5<sup>th</sup> June**

**Time: 9.00am – 3.00pm**

I \_\_\_\_\_ give permission,  
(Parent/Caregiver)

for: \_\_\_\_\_ to attend a full day or days training as part of the VET course.  
(Student Name)

\_\_\_\_\_  
Parent/Guardian Signature Date: \_\_\_\_\_

The school has recorded the date/s this student will be attending their VET course for a full day.

\_\_\_\_\_  
VET Coordinator Signature Date: \_\_\_\_\_

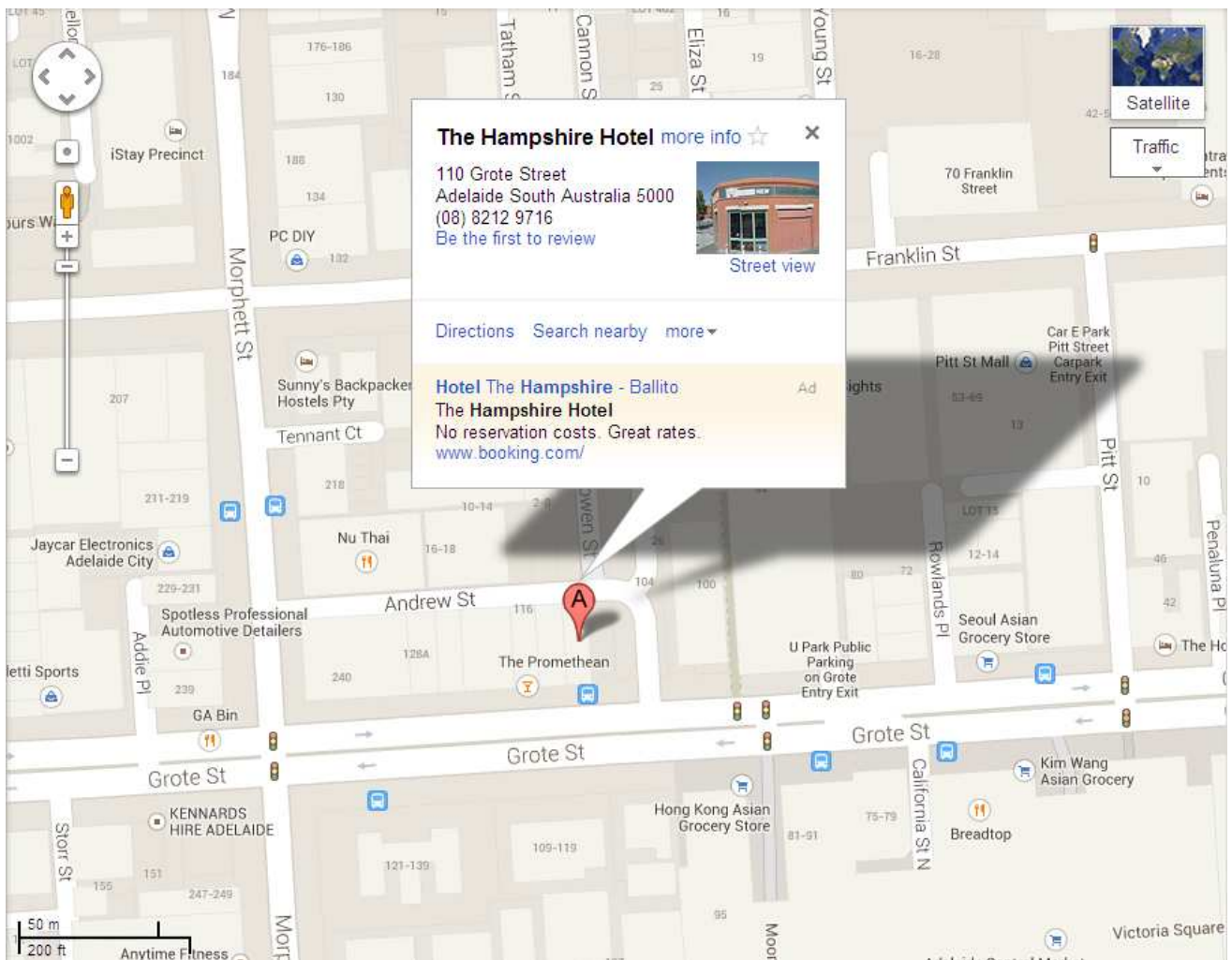
\*Please return the completed form to VETnetwork [training@vetnetwork.org.au](mailto:training@vetnetwork.org.au) as soon as possible, until this form has been signed students cannot attend the full day/s training.

If you have any further queries, please do not hesitate to contact VETnetwork Australia Training Services on 8297 4533

## Map

### The Hampshire Hotel

110 Grote Street, Adelaide SA 5000



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

P 08 8297 4533  
Netley SA 5037

F 08 8351 3599

ABN 94 619 317 099

E [enrolments@vetnetwork.org.au](mailto:enrolments@vetnetwork.org.au)

A 3/262 Marion Road,

## 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: \_\_\_\_\_

### 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 \_\_\_\_\_