

Dear Parent/Guardian

RE: Enrolment in a Vocational Education & Training (VET) subject

Today your child received the following information:

* VET Student Learner Agreement form
* VET student induction PowerPoint
* RPL Application form
* Qualification Fact Sheet which includes information relating to competencies.
* Registration to online eLearn course
* USI registration letter

To finalise your child’s enrolment in the course please sign both the Learner Agreement form and this letter below. Return both of these documents to the class teacher in the next lesson.

Yours sincerely

Jody Clark

HOD Senior Schooling

I understand my student \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Student name) has chosen to study the following certificate in 2019:

❑ Certificate II in Business

 ❑ Certificate II in Skills for Work and Vocational Pathways

I understand that I will be notified if my student falls behind in their work and that they will be given lunch tutorial time and will be required to attend school during exam blocks to catch up. I also understand that my student has access to all learning materials and assessment items electronically and is able to work from home when necessary.

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_