PARENT ACKNOWLEDGEMENT

Smartskill Pty Ltd   RTO 5710

PROGRAM TITLE:

- ☐ SIT20316 Certificate II in Hospitality
- ☐ SIT30616 Certificate III in Hospitality
- ☐ SIT20416 Certificate II in Kitchen Operations
- ☐ SIT20116 Certificate II in Tourism
- ☐ SIT30116 Certificate III in Tourism

PARTICIPANT INDUCTION AREAS COVERED WITH YOUR SCHOOL TEACHER OR SMARTSKILL TRAINER

I *confirm that I understand, accept and acknowledge the following items relating to my enrolment:*

- ☐ That I understand who Smartskill Pty Ltd is, what they do and what is their role in the program delivery
- ☐ That this forms my 'initial enrolment. My official enrolment will occur before at the end of term 3.
- ☐ That my official enrolment will only proceed where I have met the following 'pre-requisites'
    - My Unique Student Identifier (USI) has been supplied and verified by Smartskill Pty Ltd
    - My LUI number has been supplied and verified by Smartskill Pty Ltd
    - Two forms of identification have been supplied (Medicare Card, Driver License, Birth Certificate)
      One form of ID must show Name and One form of ID must show current address.
      This is a requirement of VETis Funding.
- ☐ The program outcome, Nationally recognised Qualification or a Statement of Attainment
- ☐ The way the program is structured, including the kind of assessments I will need to complete
- ☐ A *Service Log Book* is required to be completed by students enrolled in the Certificate II and III of Hospitality
- ☐ The ongoing support available from my Teacher while undertaking the Program
- ☐ The way and when I will receive assessment feedback and advice on work completed during the Program
- ☐ How I access and view the Smartskill Student Handbook and Smartskill Policies located at www.smartskill.com.au
- ☐ The fees *(for non-VETis or International students)* associated with the program and the refund policy
- ☐ That Smartskill Pty Ltd will use the information I provide for the purpose of which it was collected and to assist in the administration of this Program, including reporting of results to the national VET regulator.
- ☐ That I consent to the potential use of my image for the purpose of recording demonstration of practical skills.
- ☐ That I can access my own records provided to Smartskill Pty Ltd at any time by contacting Smartskill administration
- ☐ That I am responsible for any personal injury sustained during the program
- ☐ That I am able to apply for Recognition of Prior Learning (RPL) if I feel I can demonstrate competence

SERVICE AGREEMENT

Responsibilities of Smartskill, as the Registered Training Organisation (RTO) 5710

- Provide training that responds to the learning needs of all students and is relevant to the training program

- Provide assessment that is flexible and fair, which meets the assessment criteria of the national training package

- Identify and provide language, literacy and numeracy support to students as required (in partnership with the School LLN support Teachers)

- Recognise qualifications and statements of attainment that a student may present that has been issued by another RTO

- Provide all training and assessment materials once a student enrols and commences in their training program

- Consult with students and employers to gauge their satisfaction with the training services provided

- Uphold our fees and refund policy and all other policies and procedures as outline in the Student Handbook and on the Smartskill website.

_____
STUDENT NAME

_____
SIGNATURE

_____
DATE

_____
PARENT/GUARDIAN NAME

_____
SIGNATURE

_____
DATE