



14 June 2013

Santiago Vela
6 Carinya Court
Mount Waverley VIC 3149

Dear Santiago,

Re: Employment Contract

Congratulations on your offer of casual employment with Kaplan Higher Education. Please find enclosed your employment contract and a number of other documents. These documents are listed below along with instructions on whether they need to be completed and returned to us or retained by you.

Please take time to review this documentation and return the appropriate completed and signed paperwork to Fiona Henderson, Campus Supervisor by the **24 June 2013**.

Document	Instructions
2 x Employment Contract	<ul style="list-style-type: none">• Sign where indicated by tags• Return the <i>original</i> copy to Human Resources• Retain the copy for your records
New Employee Form	<ul style="list-style-type: none">• Complete where highlighted and sign• Return to Human Resources
Employee Emergency Details Form	<ul style="list-style-type: none">• Complete the highlighted areas and return to Human Resources
Tax File Number Declaration	<ul style="list-style-type: none">• Complete and return to Human Resources
Choosing a Super Fund form	<ul style="list-style-type: none">• Complete and return to Human Resources• The Superannuation Product Disclosure Statement is available online at www.caresuper.com.au or from Human Resources.
Proof of Identification Proof of Qualification(s)	<ul style="list-style-type: none">• Please provide 100 points ID (as per the table attached)• Please provide us with certified copies of your qualifications.
Working with Children Check	<ul style="list-style-type: none">• Please complete the provided form and return to Kaplan together with your 100 points of ID
Social Networking & Other Third Party Policies	<ul style="list-style-type: none">• Please read and keep for your reference
Social Networking & Other Third Party Declaration	<ul style="list-style-type: none">• Please sign and return to Human Resources
IT Acceptable Use Policy	<ul style="list-style-type: none">• Please read and keep for your reference
IT Acceptable Use Policy Acknowledgement	<ul style="list-style-type: none">• Sign and return to Human Resources
Code of Business Conduct	<ul style="list-style-type: none">• Please read and keep for your reference

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We would like to take this opportunity to welcome you to Kaplan Higher Education and trust that you will find enjoyable challenges and learning opportunities in your new role. You may be assured of our support and we wish you every success.

Should you have any questions concerning the documentation contained herewith, please do not hesitate to contact me on 02 9908 0286.

Yours sincerely



Carly Francis
Human Resources Coordinator



Trimester Two, 2013

Subject Outline

MAR2000

Marketing Management