

# VET STUDENT LOANS

## Student Admission Procedures for Approved Courses



### Overview

The Australian Academy of Beauty Dermal and Laser Pty Ltd (the Australian Academy of Beauty Dermal and Laser Pty Ltd) supports the concept of equal opportunity and is committed to providing all applicants equity of access to its courses. This policy is designed to clearly set out the selection and admission requirements for approved courses offered by the Australian Academy of Beauty Dermal and Laser Pty Ltd.

### Definitions

For the purposes of this document the following applies:

**The Act:** Refers to the *VET Student Loans Act 2016*

**Student:** refers to an eligible student who uses a VET Student Loan to pay all or part of their tuition fees.

**Approved Course:** refers to a course that has been approved for eligible students to use a VET Student Loan to pay for all or part of their tuition fees.

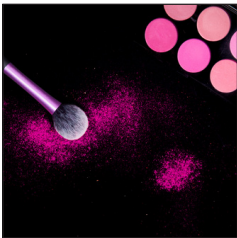
**Tuition Fees:** refers to fees paid for an approved course.

**Potential Student:** refers to all persons seeking to enrol in an approved course.

**The Department:** refers to the Commonwealth of Australia represented by the department which has the responsibility of administering the *VET Student Loans Act 2016*.

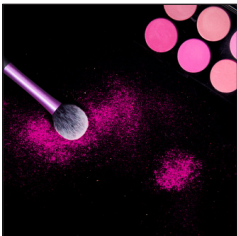
### 1.0 Fair Treatment and Equal Benefits and Opportunity

- 1.1 The Australian Academy of Beauty Dermal and Laser Pty Ltd will treat fairly all students and potential students.
- 1.2 The Australian Academy of Beauty Dermal and Laser Pty Ltd has open, fair and transparent procedures, based on merit for making decisions about:
  - a) the selection, from among potential students; and
  - b) the treatment of students.
- 1.3 Potential students seeking to enrol in an approved course with the Australian Academy of Beauty Dermal and Laser Pty Ltd, regardless of their background, circumstances or eligibility for funding will be assessed for entry to study through the same published entry requirements and through the same process.
- 1.4 The above undertakings do not prevent the Australian Academy of Beauty Dermal and Laser Pty Ltd taking into account that students may be enrolled in an approved course through an arrangement that was entered into between the Australian Academy of Beauty Dermal and Laser Pty Ltd and an employer or industry body and limits or restricts enrolments in some or all of the places in the approved course.



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### 2.0 Student Selection

#### 2.1 Entry requirements for approved courses

To be eligible for entry into the SHB50121 Diploma of Beauty Therapy and SHB50216 Diploma of Salon Management a potential student must attend an information evening.

This is to ensure a potential student displays a real interest in the course and understands the commitments of the course.

It is also important the Academy believes a potential student is academically suited to the course.

#### 2.2 Academic suitability requirements

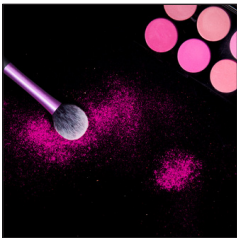
To undertake an Approved Course a Student must be academically suited.

A potential student is academically suited when:

- The prospective student has met the Australian Academy of Beauty Dermal and Laser Pty Ltd's entry requirements for the Approved Course and
- The prospective student is assessed as displaying competence at or above Exit Level 3 in the Australian Core Skills Framework (ACSF) in both reading and numeracy using an approved assessment tool, and the Australian Academy of Beauty Dermal and Laser Pty Ltd reasonably believes that the Student displays that competence; or
- The Australian Academy of Beauty Dermal and Laser Pty Ltd obtains a copy of a certificate that a qualification at level 4 or above in the Australian Qualifications Framework has been awarded to the Student, and the course for the qualification was delivered in English.
- If a prospective student does not have a Senior Secondary Certificate of Education or certificate of a qualification at level 4 or above (delivered in English) then the Australian Academy of Beauty Dermal and Laser Pty Ltd will assess the Student's competence at or above Exit Level 3 in the ACSF reading and numeracy using the Learning Resources Group LLN Robot.
- If prospective student is required to be assessed using the LLN tool, they will be emailed the procedure prior to enrolment confirmation. This will also include the name of a support person for any clarification needed.
- The prospective student will be required to attend the college on a certain nominated day of the week to undertake this testing under the supervision of a Qualified Trainer and Assessor.
- If for some reason this is not possible, the test will be conducted via Google Meets under the supervision of a Trainer and Assessor.
- A log is kept of the time of the Google Supervised Meeting including the time the assessment was submitted.
- This test is to be conducted with honesty and integrity and students have to make a declaration they have conducted the test themselves. Results of the testing will be emailed to potential student as soon as practicable after the assessment.

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The Secretary of the Department defined above, may obtain these results upon request. These results are retained for at least 7 years in the Australian Academy of Beauty Dermal and Laser's Wisenet management system.

The test has two parts:

### Reading task

- Reading tasks are based on a broad range of texts designed or chosen for their authenticity and relevance to the lives of adult students.
- Reading questions are presented to students in a simulated online reading environment. A split screen is used to allow a dedicated area for each text, with questions located in a separate screen opposite.

### Numeracy

The numeracy assessment provides diagnostic feedback on the learner's performance in the focus areas of:

- Problem solving
- Number and algebra
- Measurement and geometry
- Statistics and probability

### 2.3 Digital Literacy Assessment

All learners are assessed prior to course commencement, on their digital skills which are aligned to the Australian Core Skills Framework (ACSF).

We use Learning Resources Group Digital Robot, to assess digital literacy.

Internal support will be provided to learners if applicable and where required, referral to external support services, will be made to enable the learner to complete the course successfully.

### 2.4 Other requirements

All Potential Students are to have a one on one interview with the Director of Enrolments. This is to ascertain the appropriateness of the proposed course and the Potential Student's ability to undertake required studies.

It is also to ensure that the student understands the commitments of the course.

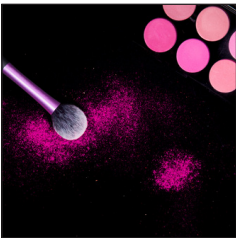
A high standard of grooming and a caring nurturing personality are other requirements to being a successful beauty therapist.

### Students to supply

- Notebook, stationery for class
- Laptop is required for class and all assessments
- Microsoft 365
- Computer and internet required at home for research and theory assessments
- Unique email address
- Uniform (cost \$150)
- Closed in flat rubber soled shoes

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### 3.0 Communicating to Potential Students Prior to Enrolment

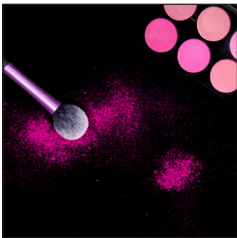
3.1 The Australian Academy of Beauty Dermal and Laser Pty Ltd will ensure that potential students are fully informed of the tuition fees and any other fees that apply to the Approved Course; and are clear about their responsibilities, obligations and rights if they enrol in an Approved Course; and are clear about their responsibilities, obligations and rights if they apply for a VET Student Loan.

3.2 Before enrolling a potential student in an Approved Course, the Australian Academy of Beauty Dermal and Laser Pty Ltd will provide each applicant the following information. All information required to be provided under the Standards for Registered Training Organisations that relates to ensuring that each Student is properly informed and protected;

- the tuition fees for the Approved Course;
- any fees other than tuition fees that are payable for the Approved Course;
- the student's options for paying tuition fees, including payment by the student as fees become due; and/or a VET Student Loan;
- information about VET Student Loans, including that it is a loan from the Commonwealth Government; and that the loan will remain a personal debt until it is repaid to the Commonwealth Government; and that the loan may, until the debt is repaid, reduce a student's take-home (after-tax) wage or salary and may reduce the student's borrowing capacity; and that a student may wish to seek independent financial advice before applying for a loan.
- the criteria for being an eligible student for a VET Student Loan and the application process for a VET Student Loan.
- an explanation that the Student will be required during the Approved Course to communicate their agreement to the department secretary to continue to use the VET Student Loan to pay tuition fees for the Approved Course.
- the maximum amount of a VET Student Loan that may be available for the Approved Course and an explanation that the amount of the loan cannot be greater than the student's remaining HELP balance;
- the amount of HELP debt the student would accrue if the student received the maximum amount of VET Student Loan for the Approved Course and that the debt could be up to 120% of the loan;
- an explanation that the tuition fees will be reasonably apportioned across a specified number of sequential fee periods and that each fee period will contain at least one census day;

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- information about census days, including the meaning of a census day; and that a student may cancel their enrolment in the Approved Course or part of the Course using the Australian Academy of Beauty Dermal and Laser Pty Ltd's procedure for withdrawal; and if a student withdraws on or before the census day for an Approved Course or part of a Course, the student will not incur a VET Student Loan debt for the Approved Course or part of the course and will receive a refund for any tuition fees already paid for the Approved Course or part of the course;
- How to access on the Australian Academy of Beauty Dermal and Laser Pty Ltd's website; the tuition fees for the Approved Course; the census days for the Approved Course; the Australian Academy of Beauty Dermal and Laser Pty Ltd's procedures for Withdrawal from the Approved Course and cancellation of enrolment; and other procedures relevant to the student.
- Advice that it is important for an enrolled student to notify on the Australian Academy of Beauty Dermal and Laser Pty Ltd of any change of contact details.

3.3 The Australian Academy of Beauty Dermal and Laser Pty Ltd will retain the information provided to a student before enrolment as specified above for a period of at least 7 years.

### 4.0 Application and enrolment process

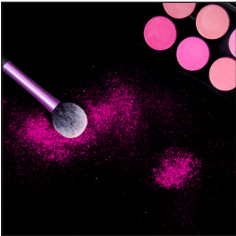
- 4.1 A potential student is encouraged to read all course information provided on the Australian Academy of Beauty Dermal and Laser's website, in the Prospectus and Student Handbook.
- 4.2 The potential student is invited to attend an information evening to ensure they understand the course and policies and procedures. The Director of Enrolments or senior management personally discusses all aspects of the course with potential students.
- 4.3 Once a potential student has received all the information and viewed the facilities they may enrol by completing an enrolment form, providing USI number, and identification (copy of citizenship papers if not born in Australia).

The Director of Enrolments or senior management, assesses the application against the course entry requirements and academic suitability requirements. Where the application is not complete or if further information is required to make an assessment of whether the potential student has met the course entry requirements and academic suitability requirements, the applicant will be given the opportunity to provide further information.

- 4.4 Potential students who do not meet the course entry requirements and academic suitability requirements will be notified in writing of the reasons for non-acceptance. Unsuccessful applicants will be advised of their right to appeal the decision and how to access the appeals process.

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4.5 Potential students who meet the course entry requirements and academic suitability requirements will be sent a Letter of Offer confirming their place in the Approved Course subject to a one on one interview with The Director of Enrolments or senior management of the Australian Academy of Beauty Dermal and Laser Pty Ltd. Following acceptance of the offer the applicant is sent information about enrolment explaining all aspects of the Approved Course including start date, payment options and details of student orientation. Included in the information provided to students will be full details of any and all fees applicable to the Approved Course including any fees other than tuition fees that may apply. In the case of fees that are not tuition fees the Australian Academy of Beauty Dermal and Laser Pty Ltd will ensure that student understands that the fees are not for tuition; the purpose of the fees; the student's total liability for the fees; and when and how the fees are to be paid. Fees will never be charged for assessments to determine whether a student is academically suited to undertake an Approved Course or applying for enrolment, or enrolling in, an Approved Course.

4.6 Where the application is not complete or if further information is required to make an assessment of whether the potential student has met the course entry requirements and academic suitability requirements, the applicant will be given the opportunity to provide further information.

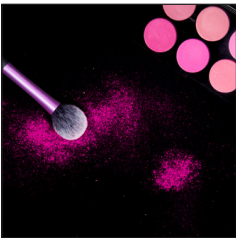
4.7 A record of the student's enrolment, including the date of enrolment in the Approved Course will be maintained for a period of at least 7 years.

### 5.0 Application for VET Student Loan

5.1 An application for a VET Student Loan must not be made until at least 2 business days after a student enrolls in an Approved Course and can be made up until the census day for the Approved Course or part of the Course. Applications must be signed by the Student. Where the student is under 18 years of age the application must be co-signed by a parent or responsible guardian (if the student has a responsible parent and the student has not received youth allowance (within the meaning of the *Social Security Act 1991*) on the basis that the student is independent.

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5.2 If a Student applies for a VET Student Loan the Australian Academy of Beauty Dermal and Laser Pty Ltd will collect and verify the following information from applicants:

- information about the student's identity and date of birth;
- if the student is under 18, information that one of the signatories on the application is a responsible parent of the student or the student has received youth allowance (within the meaning of the Social Security Act 1991) on the basis that the student is independent;
- information and documents to establish that the student meets the requirements of section 11 of the Act including:
  - details of citizenship and residency
  - details of academic suitability (as per this procedure);
  - if the student has applied for, but not been issued with, a tax file number, a certificate from the Commissioner that the student has applied for a tax file number.

5.3 Information and documents collected for the purposes of, or in relation to, an application by a Student for a VET Student Loan (including the date and time the application is received) will be kept for a period of at least 7 years.

### 6.0 Re-admission after withdrawal from an Approved Course

A Student who has earlier withdrawn from part of an Approved Course with Australian Academy of Beauty Dermal and Laser and wishes to re-enrol in a further part of the Approved Course, may apply for re-admission to the Approved Course by writing to the CEO stating their reasons for wanting to be re-admitted to the Approved Course. Considering the written statement the CEO will determine if the Student continues to meet the academic suitability requirements for the course and if satisfied that this is the case will re-admit the Student to the Approved Course. A Student with fees in arrears will not be re-admitted until those outstanding fees have been paid.

When a student is re-admitted to a course, the CEO will determine an appropriate tuition fee for any units that need to be repeated.

This will reflect current fees and changes. The student will also be given a new VSL Statement of Covered Fees, which outlines the remaining fees for the course after readmission.

### 7.0 Publication 24 of September 2024

7.1 These *Student Admission Procedures for Approved Courses* will be made available to students and potential students through publication on the website: [aabt.com.au](http://aabt.com.au)