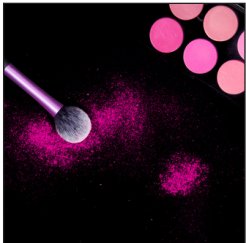


ENROLMENT PROCESS

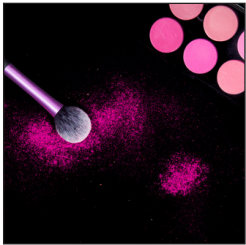
SHB40121 Certificate IV in Beauty Therapy (Apprenticeship and Traineeship Program)



1. Prospective student obtains a position as a Beauty Therapy Apprentice with an approved salon.
2. Salon owner contacts their local Apprenticeship Network provider who meets with the proposed apprentice and her employer and ensure the Apprentice understands what it means to be employed under the Apprenticeship program, Smart and Skilled, and the study commitments.
3. Apprenticeship Network Provider sends the Academy CEO the proposed Training plan for signature.
4. On receipt of the Training proposal, the apprentice is emailed full enrolment form and a list of documents required for enrolment
5. Student reads all information on website, Student Handbook and Prospectus covering all information below.
 - information about the training product, including training product code and title, duration, modes of delivery, location, commencement dates, scheduling, any requirements to commence or complete the training product, whether any licensing requirements apply, and details of any third-party arrangements.
 - information about training support services, including access to trainers, learning resources, and language, literacy, numeracy, and digital skills programs.
 - information about wellbeing support services, including contact points, types of services available and how to access them.
 - information about all fees and costs, including payment terms and conditions if applicable, refund policies, the implications of any Government training entitlements and subsidy arrangements including Smart and Skilled and the potential for any changes in fees, 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.
 - information outlining a learner's obligations or liabilities, including obligations relating to work placements, materials, equipment or IT and processes associated with learner withdrawal and
 - the need to obtain a Unique Student Identifier.
 - information about training and assessment policies and
 - requirements, including enrolment, progression, recognition of prior learning, credit transfer, and assessment, and
 - information about learners' rights, including relevant human rights and consumer rights,
 - complaints and appeals processes, including how to access them,
 - processes should the RTO close or cease delivering services.
 - fees and charges and payment options
6. Student receives invitation to information and enrolment night. to clarify any information and ask questions
7. Students attend an information evening to view facilities, meet the Director of Enrolments

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8. Director of Enrolments will personally discuss all aspects of the course to ensure prospective students have and understand all the relevant pre enrolment information mentioned above
9. Once the student has received all relevant information and viewed the facilities they may enroll by providing:
 - Enrolment form including Unique Student Identifier Number
 - Identification (copy of citizenship papers if not born in Australia) or
 - Evidence of Permanent resident through VEVO
 - Training agreement signed by parents if under 18 year of age.
 - Copy of salon supervisor's credentials
10. Director of Enrolments ascertains student's ability to undertake required studies.
 - 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.
 - 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.
11. Once a prospective student has submitted all the required enrolment paperwork they will be advised of the interview date with Director of Enrolments to complete the enrolment process.
12. The interview with Director of Enrolments is conducted to ascertain that the course is suitable for the students' individual needs and to determine the student's ability to undertake the required studies.
13. Director of Enrolments discusses any special needs the student may have and puts appropriate plans into place.
14. Director of Enrolments discusses any RPL or Credit Transfer applicable to course and details any reduction of hours on the "Reduction of hours to due CT or RPL" form.
15. At the interview, the Director of enrolments organize photographs to be taken for the student's identification card.
16. Director of Enrolments again confirms student has read and understood Handbook and Prospectus.
17. A check list is signed by both student and Director of Enrolments and parents ensuring student is clear on all aspects of course.
18. Student receives confirmation of enrolment.
19. Student confirms acceptance of place in class and commitment to course.
20. The Academy advises the NSW Department of Education the "Notification of Enrolment" in the Portal and receives a Commitment ID.
21. Student receives username and password for Student Portal, Moodle.
22. Student attends orientation session and meets their trainer.
23. 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 5 years.