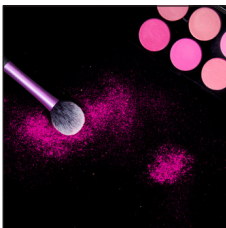


ENROLMENT PROCESS

SHB50121 Diploma of Beauty Therapy and
SHB50126 Diploma of Salon Management

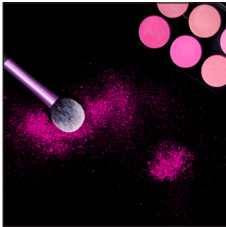


Enrolment Process

1. Student reads all information on website, Student Handbook and Prospectus and VET Student Loan information if relevant.
2. Student makes an initial enquiry, normally through a form on our website
3. Student is contacted by the Director of Enrolments, to undertake an initial assessment of their training needs
4. Students receive invitation to information and enrolment night, and all information regarding the course, including:
 - 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 well-being 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, refund policies, the implications of any government training entitlements and subsidy arrangements 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. 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 courses
 - information outlining a learner's obligations or liabilities, including obligations relating to work placements, materials, equipment or IT, costs 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,

ENROLMENT PROCESS

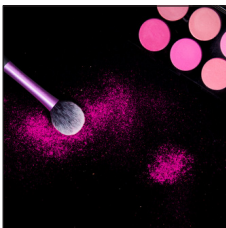
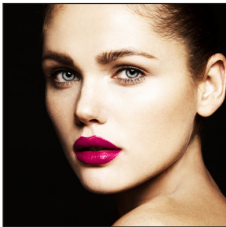
SHB50121 Diploma of Beauty Therapy and
SHB50126 Diploma of Salon Management



- complaints and appeals processes, including how to access them,
 - processes should the RTO close or cease delivering services.
 - full and detailed information regarding VET Student loans
 - fees and charges, payment options VET loan information, census dates
5. Students attend an information evening to view facilities, meet the Director of Enrolments
 6. 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
 7. Once the student has received all relevant information and viewed the facilities they may enrol by providing an Enrolment Form
 8. On receipt of the Enrolment Form, the Prospective student is sent a Letter of Offer, advising that a place is being held for them, subject to a successful one on one interview. This letter contains links to the VET Student Loan Information Booklet, Prospectus and Student Handbook and instructions for Digital Skills Testing and LLN Testing if applicable.
 9. In this letter, students are advised of the date of their interview and the requirement of bringing a parent if they are under 18 years of age. They are also advised of other documents required for enrolment, such as:
 - Enrolment form including Unique Student Identifier Number
 - Identification (copy of citizenship papers if not born in Australia)
 - Academic suitability (Year 12 Certificate, Accredited Certificate IV or higher, or satisfactory completion of LLN testing)
 - Digital skills assessment is completed to ascertain if the learner requires additional support to complete the course
 10. Student is advised of interview date.

ENROLMENT PROCESS

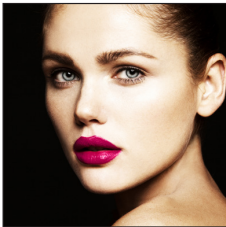
SHB50121 Diploma of Beauty Therapy and
SHB50126 Diploma of Salon Management



11. 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.
 - Director of Enrolments discusses any special needs the student may have and puts appropriate plans into place
 - 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
 - At the interview, we also check uniform sizing, and organise photographs to be taken for the student's identification card.
 - If the student does not have an HSC or equivalent, this will include LLN testing.
 - Director of Enrolments again confirms student has read and understood Handbook, Prospectus and VET Student Loans information booklet.
12. Student and parent if under 18 years of age, then complete the last part of the enrolment form (Training Agreement and Declaration of understanding) signing acknowledging they have a sound understanding of all policies and procedures.
13. A Final Interview Checklist is signed by both student, parent if applicable and Director of Enrolments ensuring student is clear on all aspects of course and they have no further questions
14. If under 18 years of age, signed parental/guardian consent forms for VET Student Loans must be provided to the Academy prior to student applying for a VET Student Loans
15. Student receives confirmation of enrolment.
16. Student confirms acceptance of place in class and commitment to course.
17. The Academy then sends the Department of Employment and Workplace Relations the student's information for an application for a VET Student Loan.
18. Student receives a username and password to VET Student Loan application and applies online after checking eligibility.
19. Student receives username and password for Student Portal, Moodle.
20. Student attends orientation session and meets their trainer.
21. 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.' 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.

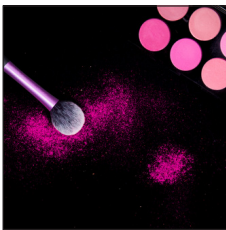
ENROLMENT PROCESS

SHB50121 Diploma of Beauty Therapy and
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Note: 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.

Full details of all fees applicable to the Approved Course including any fees other than tuition fees that may apply, are detailed on the completed enrolment form.



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.

