The French Beauty Academy is committed to providing and promoting non-discriminatory and inclusive enrolment practices, and to ensuring that students applying for enrolment into the SHB50115 Diploma of Beauty Therapy have the required aptitude and attributes necessary to reasonably achieve the qualification.

**Initial Interview**

To initiate the process of enrolment all applicants are interviewed by the Student Advisor. The interview may take place in person or by telephone in special circumstances. The interview process enables an assessment to ensure that the applicant

- meets basic computer literacy and English communication skill requirements for Diploma level studies
- is aware of and prepared to commit to the course schedules and workloads, and
- has a willingness to learn and a genuine interest in a beauty therapy career.

Applicants may bring a resume, character references, a portfolio of completed work to the interview or anything else they feel relevant as evidence.

The French Beauty Academy is committed to ensuring that all students have a reasonable chance of achieving a qualification. For this reason, they may advise applicants to consider alternative career or course choices if there is reasonable doubt about an applicant’s aptitude to manage the course work (with reasonable additional support), attitude to meet industry requirements or a genuine interest in pursuing a career in this field.

Applicants who are assessed as meeting requirements will be sent a confirmation of their enrolment with further details about the course and arrangements for student orientation. The opportunities and benefits of Commonwealth assistance will be made equally available to all eligible students upon enrolment and available payment options will be provided and discussed. Applicants are encouraged to seek independent financial advice specific to their circumstances prior to applying for student loan assistance.
Academic entry requirements for VET Student Loan applicants

Should an applicant indicate they wish to access VET Student Loan assistance, as well as meeting VET Student Loan eligibility requirements outlined in the Learner Handbook and at studyassist.gov.au, additional entry requirements apply. Students will need to

- Provide a Senior Secondary Certificate of Education (Year 12 certificate) or
- have successfully completed an Australian Qualifications Framework Certificate IV or higher qualification (where the language of instruction is English), or
- obtain an Exit Level 3 outcome in the Core Skills Profile for Adults (CSPA) test in both reading and numeracy

The Core Skills Profile for Adults (CSPA) Testing Tool is a set of secure online assessments developed to reliably assess the stages of development of adult learners. On enrolment, and if required The French Beauty Academy will facilitate student access to the online test.

Students should be aware that The French Beauty Academy is required to retain student results in the CSPA for 5 years and may provide this information to the Secretary or Government Department(s) upon request.

Prior to completing an enrolment form, all applicants are required to download, read and agree to the terms of the Student Handbook as this outlines key information regarding fees and charges, refunds (including re-crediting of VET Student Loan liability), withdrawals, VET Student Loans, privacy, legislative information, student code and conduct, policies & procedures and support services provided by The French Beauty Academy.