

STUDENT ENTRY PROCEDURE

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 a VET Student Loans eligible qualification has the required aptitude and attributes necessary to reasonably achieve the qualification and meet the required minimum entry requirements.

Initial Interview

To initiate the process of enrolment all applicants are interviewed by a French Beauty Academy 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

- 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.
- meets the required minimum entry requirements.

Applicants may bring a resume; all necessary documentation to support their application; demonstrate that they meet the entry requirements for their chosen course; if required to provide copies of previous qualifications, applicants must provide either original copies of transcripts from the originating institution, or should provide verified copies

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 [VET Student Loans information booklet](#) and at [StudyAssist](#), additional academic 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.

The approved testing tool will be used to assess student's levels for both reading and numeracy which requires test takers to answer 25 questions and will take up to 30 minutes for each test.

Students who have obtained less than an Exit Level 3 in the CSPA reading and numeracy tests will be advised as to their options and will be provided with support and assistance in achieving an Exit level 3 result if deemed practical and feasible by the Academy.

The results of the testing will be reported to the student as soon as practicable after the assessment.

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 it outlines key information regarding VET Student Loans, fees and charges, refunds (including re-crediting of VET Student Loan liability), withdrawals, privacy, legislative information, student code and conduct, policies & procedures and support services provided by The French Beauty Academy.