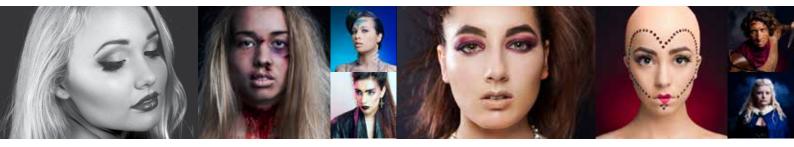




AMAB TRAINING SERVICES PTY LTD T/A AACM & BELLEVUE BEAUTY ACN:601 280 237 P: 07 3891 5696 F: 07 3036 6780 PO Box 816 Coorparoo, QLD 4151



Enrolment process

Purpose

The following process outlines the enrolment procedure and should be followed by all students.

Procedure

Pre enrolment

- 1. A prospective student calls the office with questions regarding their training and is encouraged to visit the RTO to have further discussions. Due to our personalised nature a private student interview is required, and gives the student an opportunity to discuss all queries about the RTO. Students will be given a tour and an opportunity to meet staff and see our facility.
- 2. In the interview the following items are discussed further should the student be interested in enrolment:
 - Enrolment checklist outlining policies and procedures
 - Feedback for the student and recommendations on course suitability etc
 - they will be assessed to ensure they meet any RTO requirements and given the LLN test to complete
 - If the prospective student cannot meet the relevant entry requirements they will be advised accordingly and provided guidance as to what further steps to take.

Enrolment

- 1. A prospective student applies for enrolment. This will usually be done via the website, by calling the RTO or in person. The prospective student submits their Enrolment Form.
- 2. The following documents are required to be returned to the RTO and form part of their student folder:
 - a. Completed and signed Application to Enrol Form including their USI.
 - b. Signed acknowledgement agreeing to the RTO's student handbook (Policies and Procedures)
 - c. Refund Policy
 - d. Course fees overview
 - e. Student Media consent form
 - f. Student pre enrolment checklist
 - g. LLN test
 - h. Course Administration fee + Payment plan or payment method
 - i. If applying for RPL they follow our procedure (if applicable)
 - j. ID card photo x 1 (if applicable)
- 3. Once a prospective student submits an Enrolment Form and associated documents, they will be assessed to ensure they meet any RTO requirements.
- 4. If the prospective student meets the entry requirements, and supplies all of the above items, they will be accepted and their enrolment will be finalised.
- 5. The student's details are then entered into the Student management System and allocated an ID number
- 6. The student is posted /emailed an acceptance letter along with a post enrolment evaluation form
- 7. The Student then commences training on the scheduled date