

# BEAUTY VALLEY PTE. LTD

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## PRE\_COURSE POLICY

VERSION V 1.0

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### Scope/Purpose

#### Scope and Purpose

##### Scope:

This Pre-Course Policy applies to all prospective learners of Beauty Valley Academy. It outlines the procedures and requirements for enrolling in courses offered

##### Purpose:

The purpose of this policy is to:

1. **Provide Accurate Course Information:** Ensure prospective learners receive comprehensive and accurate details about each course, including price, duration, methodology, and assessment methods.
2. **Establish Clear Entry Requirements:** Define the necessary attitudes, skills, knowledge, and experience required for each course to ensure learners are suitably prepared and motivated.
3. **Support Learners:** Offer guidance and support to learners who do not meet the minimum entry requirements through pre-course assessments and recommendations.
4. **Facilitate Informed Decisions:** Provide career advisory services to help learners align their course choices with their career goals and upskilling needs.
5. **Ensure Compliance:** Ensure all enrollment, payment, and data protection procedures comply with regulatory requirements, including PDPA and SkillsFuture guideline.

### Policy/Process

#### Pre-Course Process

##### 1. Provision of Course Information

1.1 Beauty Valley Academy will provide detailed and accurate information for each course, including:

- Course price
- Duration
- Methodology
- Assessment methods

1.2 This information will be accessible via the Academy's website, brochures, and other communication channels.

##### 2. Entry Requirements

2.1 Each course will have specific entry requirements, such as:

- Required attitudes, skills, and knowledge
- Relevant years of experience
- Measures to ascertain learner suitability (e.g., interviews, pre-course tests)

2.2 Learners who do not meet the minimum entry requirements may be supported through:

- A letter of recommendation from the Academy
- Pre-course tests in English, IT, or Numeracy Literacy to assess readiness

##### 3. Career Advisory Services

3.1 Prospective learners can arrange for a career advisory session before enrollment to:

- Align their course choice with their career goals
- Determine the skills and level needed for upskilling and employability

##### 4. Registration Process

4.1 Upon confirmation of the course choice, learners are required to:

- Fill out the registration form with accurate and complete details
- Declare their interest in funding applications

4.2 Learners will receive an email notification to verify their contact information and complete a survey by SSG.

##### 5. Payment Methods

5.1 Learners are required to settle payments through SkillsFuture funding or electronic transfer with proof of payment. 5.2 Cash payments are not allowed to avoid fraud.

##### 6. Withdrawal and Refund

6.1 All payment withdrawals and refunds will be handled according to the Academy's refund and withdrawal policy. 6.2 Learners will be informed about this policy.

##### 7. PDPA Compliance

7.1 Learners must acknowledge and agree to the PDPA policy, ensuring they make truthful statements for the purposes of the courses applied under the SkillsFuture.

##### 8. Learner Orientation and Guide

8.1 Learners are required to read through the Learner Guide, available in hardcopy or via the LMS system, and acknowledge the policies. 8.2 Learners will be informed about the LMS system.

##### 9. Pre-Course Orientation

9.1 A pre-course orientation session will be arranged to assist learners with:

- LMS or Zoom access setup
- Understanding course procedures and expectations

##### 10. Certificate and SOA Information

10.1 Learners will be informed about the types of certificates or Statements of Attainment (SOA) they will receive. 10.2 Instructions on how to download certificates will be provided.

By adhering to this Pre-Course Policy, Beauty Valley Academy ensures that all prospective learners are well-informed, adequately prepared, and fully supported.