

Student Handbook

A guide to our Policies and Procedures

2012

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ABOUT THE MASK ACADEMY

The Mask Academy Pty Ltd trading as The Mask Academy is an Australian owned company, which operates as a registered training provider (RTO). The Mask Academy offers accredited and nationally recognised qualifications to domestic and international students.

The Principal/ CEO, Katherine Gosson, worked many years as a hairdresser and make-up artist prior to establishing the Academy in 1992. Together with a team of industry experts, the Academy has grown to be a leader in hair and beauty orientated training. We have achieved an excellent reputation for delivering a quality education, providing our students with a valuable learning experience.

In order to make your progress at the Mask Academy as comfortable as possible we have put together this Student Manual for students attending this college. We believe that you will find it informative and it will answer most of your questions regarding the college policies and procedures. It is your responsibility to read the following information and clarify with your trainer or The Principal any concerns you may have regarding the information presented.

This document is updated regularly without notice. Updated versions are available from reception.

CODE OF PRACTICE

The Mask Academy:

- Will conduct its business with honesty, diligence and integrity.
- Complies with all state and territory legislative and regulatory requirements.
- Undertakes to provide the requisite equipment, materials and tuition to enable students to attain the practical skills and theoretical knowledge of a professional working in their chosen field.
- Endeavors at all times to keep a high standard in our range of courses and course delivery.
- Provides up to date facilities and equipment in a safe and hygienic environment.
- Provides accurate, relevant and up to date information, and states its fees on enquiry.
- Delivers, monitors and reviews training and assessment services to ensure that the welfare and interests of the students are maintained.
- Recognises qualifications / statements of attainment issued by registered training organisations within the Australian Qualifications Framework.
- The college never discriminates against age, sex, sexual preferences, race, colour, educational background, marital status, economic status and religion.
- Can recommend welfare and guidance services to students who may require it.
- Provides an appeals and grievance procedure and opportunities for reassessment.
- Encourages feedback and evaluation from its stakeholders.
- Maintains accurate, confidential and secure training and financial records.
- Our trainers and assessors are experts in their fields, sharing their vast experience with honesty, professionalism and deliver the highest standard of service.

COLLEGE INFORMATION

FEES:

Course fees advertised are current, and may be subject to change. All costs are discussed at the time of enrolment. Receipts are issued with every payment.

COURSE PAYMENTS AND REFUND POLICY:

- All deposits are **non refundable** and **non transferable**.
- The balance of fees is payable in installments.
- There is **no refund** for any course fees that are paid in installments.
- Those students who are unable to complete their course for personal reasons are entitled to a refund of any remaining course fees, If paid in advance.
- Any refund will be reimbursed with 4 weeks from notification.

DEFERMENT:

- Students unable to attend for a period of time may apply for deferment. This should be done on an “Application to Defer Studies” form. This form is available from the reception and must be lodged with the Principal. This may be made prior to commencement of a course or during a course. A deferment is granted only once and for a period of no longer than 12 months.
- **To re enter a course**, students must complete an “Application for Reinstatement to Study”. This is available from reception and must be completed within 4 weeks prior to the intended re - commencement.
- Permission to re enter a course after the 12 month period will be at the discretion of the Principal.

ATTENDANCE:

- An 80% attendance rate is required throughout your course. Exception from this rule will require a Doctors certificate or approval from the college. Lateness is not tolerated, and is marked on the attendance roll.
- Continual missed lessons and class time can lead to a withdrawal from a course.
- Our trainers are skilled in a range of fields. This means you may have the opportunity of having more than one trainer through the duration of your course.

STUDENT WELFARE AND GUIDANCE:

The welfare of the students at The Mask Academy is taken seriously. If you are having problems that are of an academic nature, please discuss this with your teacher first. If you are having problems that are of a personal nature that could hinder completion of your studies, or you need to

talk to someone for any assistance, please see the Student Liaison Officer or the Principal, who will be glad to help you in confidence.

If you would prefer to consult a professional counselor for assistance, the following names and numbers may be useful:

CONTACT NUMBERS

The following is a list of contact numbers to assist you:

Doctors: Argyle St Medical Centre Cnr Marsden and Argyle st, Parramatta.	9893 8733
Dentist: Parramatta Emergency Dentist 169 Macquarie St Parramatta	9687 2022
Emergency (any type)	000
Westmead Hospital	9845 5555
Locksmith – available 24 hours	0411 226 372

Youth Allowance

For those students who are eligible, the Youth Allowance is available. Contact Customer service at Centrelink on 132 490

Abortion Grief Counselling 1300 363 550

Alcohol and Drug Information Service 1800 177 833

(24 hour counselling and information)

DVline (Domestic Violence support and referral) 1800 811 811

Family Drug Support Information, help and support for families affected by drugs 1300 368 186

Lifeline (24 Telephone Counseling and Referral) 13 1114

Men's Line Australia 1300 789 978 for men with family and relationship concerns

Poisons Information centre 131266

Pregnancy Counselling Australia (Pregnancy termination alternatives and post termination counselling)
1300 737 732

Pregnancy Help Line 24 hour counselling and information for Pregnant women and their families 1300
139 313

Quitline 24 hour smoking cessation information and counselling 13 18 48

Salvation Army Salvo Care Line 1300 363 622

Statewide Sexual Assault Helpline 1800 010 120

Literacy and Numeracy Support:

National: Australian Council of Adult Literacy phone 03 9469 2950 email acal@pacific.net.au

NSW Adult Literacy and Numeracy Council

Phone 1300 655 506

Web: www.literacyline.edu.au

COLLEGE FACILITIES:

- Each student is responsible for the maintenance and cleanliness of their classrooms, equipment and work areas.
- All students are required to participate equally in cleaning duties.
- All college resources, equipment and supplies are to be treated with care and respect. Damage to any facilities should be reported to your teacher immediately.
- All student kits / text books are to be brought to each lesson as instructed by your teacher. No kit, no lesson.
- Occupational Health and Safety Procedures are to be followed at all times during your course.
- The Male and female toilets are situated at the back of the college.
- Smoking is not permitted in the college.
- A first aid kit is located at the Reception desk.

CHARGES:

- Phone calls - \$0.50
- Photocopies - \$0.20
- Re issue of a training manual - \$18.00

DRESS CODE:

All students require a professional standard of dress at all times.

- Beauty Students will be required to purchase a tunic. This is to be clean, ironed and worn during college hours and clinic days.
- Long hair must be pulled back securely off the face; short hair must be neatly styled.
- **Closed in black shoes** with adequate support must be worn. No high heels, sneakers or ballet flats. Closed in shoes are an Occupational Health and Safety requirement. This also means no thongs or sandals.
- Short fingernails. No chipped polish, nail art or bright shades
- Accessories and jewellery must be kept to a minimum as per Health and Safety regulations.
- Long black trousers to an appropriate length are to accompany the tunic. **No denim, cargos, tracksuit bottoms, shorts, singlet's, skirts, tights or revealing clothing is to be worn.**

KITS:

Some of our courses require students to purchase their own kits in order to participate. Kits are 'tools of the trade' and are a necessary part of the course. There is no refund or exchange on kits under any circumstances. You must bring your kits to class every day, If you do not bring your kit to class, the college **will not** supply tools for you.

STUDENT TREATMENTS – Hairdressing and Beauty Therapy treatments

Due to the high cost of products used in services, the Academy has a ‘Special Student Price List’.

This applies to any student wishing to have their hair coloured, permed or straightened or for beauty therapy treatments.

Each time you bring a person in as a model or for assessments, they will also be required to pay for the products used and will be charged at the same student rate.

No trainers will be available to perform any services on any student, so please do not ask them.

FEEDBACK:

As part of the college continuous improvement procedures, you will be asked to complete a feedback sheet at various times throughout your time at the college. This is your opportunity to provide the college with feedback on the course, the trainers and assessors, the assessment process, facilities and resources. This information is kept confidential. It is valuable for the college to better maintain course quality and relevance in delivery

TRAINING STAFF:

We abide by the AQF standards regarding trainer and assessor qualifications in relation to all training and assessment activities. We will ensure that all of our trainers and assessors will have as a minimum, the following combination of:

- Certificate IV in Training and Assessment.
- Vocational qualifications – to ensure knowledge of the occupation in which the training is being provided.

Industry experience – to ensure the currency and relevance of the training to industry and to the student.

- Conduct fair, flexible and reliable competency based assessments.
- Our trainers are skilled in a range of fields. This means you may have the opportunity of having more than one trainer through the duration of your course.

COLLEGE RULES

- All students are to respect the rights of their fellow students, teachers and staff at The Mask Academy.
- Derogatory comments, obscene language and racial slurs will not be tolerated within the college.
- Classes commence promptly at the allocated time and all students are expected to be here by the time class commences 9.30 to 4.30.
- Any student who disrupts the class will have their behaviour noted. Continual disruptions or harassment may lead to dismissal.
- You sign in and out at reception. If you are sick or unable to attend class, please call and let us know you will not be in.
- If you are late or absent, it is your own responsibility to obtain class notes to catch up.
- At the end of the day, all class rooms are to be cleaned and no student to leave until cleaning is completed.
- You must bring your own pens and paper to class; the Academy does not provide these items for you.
- All mobile phones are to be switched off in class - that also means not texting. If you need to be contacted please give out the office number.
- No food is to be consumed in the classroom. No chewing gum please.

DISCIPLINE

We will make all attempts to provide our training and assessment services in a spirit of co-operation and mutual respect. There are times however when a disciplinary action must be taken to ensure the safety and well being of all students and staff.

Action may be required if:

- A student fails to attend the required minimum number of classes for any course without a reasonable explanation
- Brings on or consumes any drug of addiction or dependence (except drugs prescribed by a medical practitioner)
- Brings or consumes on our premises any alcohol
- Exhibits any form of behaviour that is adversely affected by the influence of drugs or alcohol
- Damage or remove any resource or property of the Academy
- Assault (physically or verbally) any person or persons on our premises
- Fail to comply with any instruction given by a member of staff relating to the safety of any person or persons on our premises
- Exhibits any form of conduct whilst on our premises that is considered to be aggressive, disorderly, disruptive, harassing or interferes with the comfort, safety of any person
- Stealing is an offence and any student caught stealing the property of the school will be dealt with in the proper manner.
- Cheating or copying another student's work in an exam.

TRAINING AND DELIVERY SERVICES

The college delivers the following Makeup, Beauty and Hairdressing qualifications:

The Entertainment Training Package / Screen and Media Training Package:

- CUF50407 Diploma of Specialist Make-up Services
- CUF40407 Certificate IV in Make-up

The Beauty Training Package:

- SIB50110 Diploma of Beauty Therapy
- SIB40110 Certificate IV in Beauty
- SIB30110 Certificate III in Beauty Services
- SIB20210 Certificate II in Nail Technology
- SIB20110 Certificate II in Retail, Makeup and Skin Care

The Hairdressing Training Package:

- WRH20109 Certificate II in Hairdressing
- WRH30109 Certificate III in Hairdressing
- WRH40109 Certificate IV in Hairdressing
- WRH50109 Diploma of Hairdressing Salon Management

As well as these short courses from the Beauty Training Package:

- SIBXFAS201A Design and Apply Makeup
- SIBBHRS301A Perform Waxing Treatments
- SIBBFAS404A Provide Facial Treatments
- SIBBSKS504A Design and Perform Cosmetic Tattooing

THE TRAINING PROCESS:

All training is conducted on the premises at The Mask Academy. The college will train you in each module of which you are not yet competent.

The training delivery will consist of one or a combination of the following methods:

- Theory lessons – Training manuals, video training, and a range of written assessments.
- Practical lessons – Commence with an introduction to the lesson, practical demonstration by the instructor and students will work on each other. Videos may be used as a form of technique.
- Role play
- Practical sessions on clients in our studios

Your trainers will recognise:

- The cultural diversity of all students
- Ensure equal treatment of all students
- The learning needs of some students, and adjust the delivery to accommodate these.

- Provide flexible delivery when necessary and or required.

SPECIFIC LEARNING NEEDS:

Prior to enrolment, all students are asked to complete a form detailing any special needs or requirements you may have in regards to the learning and assessment process.

This will help your trainer should they have to accommodate any adjustments to the lesson delivery and or assessment and to assist you in the learning process.

In the event of Language, Literacy or Numeracy becoming an issue, your trainer will contact the student to discuss your requirements.

Where Language, Literacy or Numeracy difficulties become an issue, we will make every effort to ensure that you are adequately supported to enable you to complete your course. Some examples of support are:

Language

- Present information in small chunks
- Speak clearly, concisely and not too quickly
- Give clear instructions in a logical sequence
- Give lots of practical examples
- Encourage students to ask questions
- Ask all questions to ensure students understand

Literacy

- Provide students only essential writing tasks
- Use group exercises to the writing responsibility rests with more than one person
- Ensure documents are written in plain English
- Assessments can be conducted orally

Numeracy

- Ask students to identify works, what the exact problem is and how they might solve it
- Show students how to do the calculations through step by step instructions
- Help students to work out what calculations are required to complete the task
- Encourage the use of calculators

THE ASSESSMENT PROCESS:

A number of approaches to course assessment are used by the trainers. Assessment approaches may include:

- Written short answer tests.
- Written assessments.
- Practical assessment including time frames for the assessment.
- Oral questioning during the practical assessment

- On the job assessment in student clinic

Students will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for.

Students will be given an opportunity for at least one reassessment for any competencies not achieved on the first attempt

Results for each practical unit are reported as:

Competent or Not Yet Competent

TUTORIAL SUPPORT:

Should any students find they are experiencing difficulty in their studies, encourage the students that their first step will be to contact their trainer. Some problems may be:

- Difficulty with the English language and the grammar
- Missing lessons
- Not understanding the process required in that lesson
- Finding the subject more difficult than the others

The trainers may run a tutorial lesson each afternoon for 1 hour to assist the students learning process.

Work Experience

To achieve competence for the WRH30109 Certificate III in Hairdressing and SIB50110 The Diploma of Beauty Therapy course, each student must be able to meet industry requirements of a job role under real, workplace conditions. It is considered to be essential by industry that prior to receiving a qualification, candidates have demonstrated reasonable experience in the workplace and have been able to demonstrate competency under real, operating workplace conditions of a commercial environment over a reasonable period of time. To achieve this goal, our students are given the opportunity of undertaking an additional 250 hours work experience in a salon during their course. This is outside of college hours. Many benefit from this valuable experience and we do advise that travel costs may be incurred. These additional costs will not be met by the Academy.

Students will be issued with a log book to record their hours, work undertaken and feedback from the employer.

Diploma and Certificate IV in Makeup students also are also required to spend the requisite hours on work experience.

NATIONAL RECOGNITION OF QUALIFICATIONS

Recognition of Prior Learning (RPL) and Credit transfer is offered to all students upon enrolment. This is a process where previous learning, knowledge or skills gain formal recognition, regardless of how, when or where the learning occurred. These could involve:

- Work experience
- Qualifications with another provider
- Relevant life experience
- Any of the above

How is my application for RPL assessed?

The student needs to provide evidence that indicates that the student is currently competent against the criteria of the relevant units. The evidence could include:

- Course certificated issued by another Australian RTO
- Academic transcripts
- Personal resume
- Summary of work experience that can be verified
- References from former employers that can be verified
- Testimonials from clients

Your application will be assessed against the following criteria.

Authenticity

Do you have evidence of your skills and knowledge? (You can include formal qualifications-certificates and academic transcripts, references and any other material you might have to support the application. The evidence must be authenticated by the appropriate authority.)

Currency

Are the skills and knowledge used in the work force now?

Quality

Are the skills and knowledge at a standard appropriate for current requirements?

Relevance

Are the skills and knowledge relevant to the particular profession?

Validity

Can the applicant demonstrate a skill required for the course? (This may be necessary for practical units.)

Sufficient

Is the evidence presented enough to verify the RPL?

If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary. If further assessment is required, it may take any practical form consistent with the assessment criteria for the claimed competencies.

Credit Transfer

The Mask Academy will recognize AQF Qualifications and Statement of Attainment issued by other Australian RTO's.

When do I apply?

The sooner, the better. This will avoid you having to attend the units again.

How do I apply?

- Contact your trainer. We will need to see the original certificate of your qualification and academic transcript, or any other material you feel is relevant.
- Once we receive your application, it will be assessed by the Principal within 7 days.
- You will be informed either in person, by mail, email and / or telephone, the outcome of your application.
- If a student does not have evidence of qualifications they wish to RPL, a practical assessment may be necessary

If the units you are applying for are from a lower qualification than the course you are undertaking, you will find that the unit to be undertaken will be more complex and you will need to do this unit again.

We will require you to demonstrate practical skills if you wish to be exempt from any unit.

STUDENTS WISHING TO DEFER STUDIES:

Students wishing to defer studies need to fill out an Application to defer studies form. This is available from Reception or the Principal.

Students wishing to discontinue a course need to fill out an Application to discontinue studies form. This is available from Reception or the Principal.

QUALIFICATION ISSUE:

To receive a qualification or a Statement of Attainment, Certificate and Diploma, a student must have:

- Completed all core modules and all specified electives related to the course enrolled in.
- Completed all theoretical and practical work
- All assessments must be completed and a competent decision has been reached.
- All course fees are paid in full.

If all requirements are met, the Trainer completes all the paperwork and requests a qualification be issued. This will be sent out to you within 21 days after the course has been completed.

Students failing to complete a course will be issued with a Statement of Attainment for the modules completed.

STUDENT TRAINING RECORDS:

We have in place a policy and procedure for the collection, storage and protection all the training records of individual students.

- Whilst a person is a student at this Academy, all information relating to their attendance, course progress and assessment outcomes is kept in individual files. Students may have access to their training records at any time. If you wish to see your progress, ask your trainer.
- Upon completion of your course, your assessment outcomes and qualification issued is recorded in the computer system and kept on file. The issuance of your qualification can take up to 3 weeks from completion of your course.
- Copies of records are kept for a period of 30 years.
- All records are kept in the secure / electronic cloud

Access to individual training records must meet Commonwealth and State Privacy legislation and will be limited to:

- Individual students may access their records on request.
- Records are kept confidential and require written permission by the student prior to release of any information in their records.
- Access by officers from ASQA or their representatives may have access for activities required under the Standards for RTO's.

Re issue of certificates: Should at some stage you wish another Certificate or academic transcript to be issued to you, there will be a fee of \$25.00 for the certificate. The re issue of a certificate can take up to 7 days.

COMPLAINTS AND APPEALS PROCEDURE FOR STUDENTS

The Mask Academy takes all complaints and appeals seriously. Most issues and complaints are resolved at the local level and students and staff are encouraged to take steps to do so.

What are the reasons for an appeal against your assessment outcome?

- You believe you were marked incorrectly
- You don't agree with the assessors decision
- You believe the assessment process was unfair
- You believe the assessor was unfair

The following procedures have been put together to assist you:

Step 1: If you disagree with the assessment decision, you may discuss this with your trainer first. Approach your trainer and ask for a meeting after class with them. All complaints are confidential, informal and hopefully all parties reach an agreement at this point.

Step 2: If you do not reach an agreement, the trainer will organise a reassessment with another trainer. Then, the Trainer, student and Assessor will discuss the assessment outcome together.

Step 3: If you still are not satisfied with the outcome you may lodge a formal complaint.

Complaints Procedure Regarding Other Matters:

The following are procedures to follow if any student is confronted by a problem situation at The Mask Academy.

What is a problem?

- Is there a problem between yourself and another student?

- Is there a problem between yourself and your trainer or another member of staff?
- Do you have concerns about discrimination or harassment?
- Do you have concerns about the disciplinary procedure?

An informal meeting can be the most effective way of dealing with many issues.

Step 1: If you can, try to sort it out directly with the person involved. For example, where the matter relates to interpersonal issues, tell the person directly that you find their behaviour offensive or unacceptable. Often people don't mean to do things that hurt or offend others, this does not mean that their behaviour is acceptable. Telling them can give them a chance to stop or to change what they are doing.

Step 2: Seek assistance. Ask for help if you cannot approach the person yourself, or if this approach doesn't work for you. You can seek assistance from your trainer, another trainer you have confidence in, or if this is not appropriate, see the Student Liaison Officer to attempt to identify and explore options.

Step 3: If the concern is not resolved at this stage, those involved may agree to proceed to the formal procedure.

As a guide, every effort should be made to resolve the concern through informal procedures within 2 weeks.

Formal Complaints and Appeals Process

Please refer to the Complaints and Appeals process. To access the procedure in dealing with Complaints and Appeals, this is available from the Student Liaison Officer or Reception.

All complaints and appeals will be actioned within 10 working days of receipt of a complaint and or appeal.

Complaints and Appeals are of no cost to the Student. Where external appeals are sought by the Student, they are advised to initially source further information from the list below:

ASQA

1300 701 801

www.asqa.gov.au

LEGISLATIVE AND REGULATORY REQUIREMENTS

The Academy is bound by and operates within the following legislative and regulatory requirements.

- The NSW Occupational Health and Safety Act 2000
- Anti-Discrimination Act 1977
- Public Health (Skin Penetration) Regulation 2000
- Privacy and Personal Information Protection Act 1998

- VET Act 2005
- ESOS Act 2000
- Child Protection (Prohibited employment) Act 1998
- The National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students (National Code)
- Education Services for Overseas Students (Assurance Funds Contributions) Act 2000
- Human Rights and Equal Opportunity Commission Act 1986
- Hairdressers Act 2003

Current legislation is available online at: <http://www.legislation.nsw.gov.au>.

EVACUATION AND EMERGENCIES:

Emergency exits are located at the back and front. When the alarm is sounded, please follow the directions given by the trainer and proceed to the exit doors in an orderly manner but with a sense of urgency.

In the event of an emergency, the following actions must be taken by a student:

- On the instruction of their trainer, you should proceed to the nearest safe fire exit.
- Once on the street level, follow the lecturer to the muster point to await further instruction
- Await further regarding return to class depending on the situation

You will occasionally be asked to participate in fire drills, as some time you are studying with us.

ACCESS AND EQUITY:

The Mask Academy provides equal access to training and delivery services for students of NSW. We ensure that our selection criterion is non discriminatory, providing fair access to training for all people. Where possible, we conduct flexible training to meet specific needs of individual students.

- Literacy skills are required to enable students to read and write course notes. A good understanding of the English language is required.
- People entering our courses require the full use of their hands. If entering the beauty and makeup fields, they also require the need to be able to stand, due to the type of work they undertake.
- Students are required to hold a Year 10 qualification or equivalent.

Learning Support Strategies at the college include:

- Demonstrating procedures
- Ensuring individual support and advice to students
- Assisting students to work at their own pace
- Provide written learning material
- Verbal exams if required

CLIENT SELECTION:

Information used as selection criteria may include relevant skills, experience and career plans.

It is the responsibility of each individual potential student to discuss this information with our staff at the pre enrolment interview. This information supplied will be used to assist in the decision as to which applicants will be offered an available place in a course.

The selection criteria utilized by us is as listed below:

- The ability and commitment of the potential student to complete the course.
- Why the applicant wishes to enroll in the course and how this course is relevant to their personal career plans.
- Students must be able bodied and require full use of their hands and the need to be able to stand.
- Be conversant in English language.

HARRASSMENT ANTI DISCRIMINATION POLICY

We recognise that no student, trainer, administration or support staff is fully productive if they have to work / train with a person who is harassing them in either a sexual way or because of their sex, sexual preferences, race, age etc.

Discrimination

Direct discrimination is where someone is treated differently or unfairly because of sex, race or other distinct characteristic.

Harassment and discrimination, including victimisation and bullying, is unwelcome, uninvited and unacceptable behavior that will not be tolerated.

Anti Cyber Policy

The Mask Academy does not condone the use of the internet to publish information regarding the college or fellow students. Our Harassment Anti Discrimination policy forbids harassment and victimization of any form. This includes participating in online chat where students may discuss or make derogatory comments about other students of the college

Students have the right to inform management of any harassment or discrimination and management has the responsibility to take immediate and appropriate action to address it.

The rights of all individuals will be respected and confidentiality maintained.

All complaints will be resolved by a process of discussion, cooperation and conciliation.

Both the person making the complaint, and the person against whom the complaint has been made, has the right to receive information, support and assistance in resolving the issue.

Drug and Alcohol Awareness Policy

Under the Occupational Health and Safety Act of 1983, The Mask Academy has an obligation to provide a safe working environment for all staff and students. The rights of individuals to drink and take drugs socially is acknowledged, but when work performance suffers or individuals are endangered, then some action must be taken. Students and Employees should not be adversely

affected by alcohol or drug use during working hours and must at all times carry out their duties and responsibilities in a safe manner.

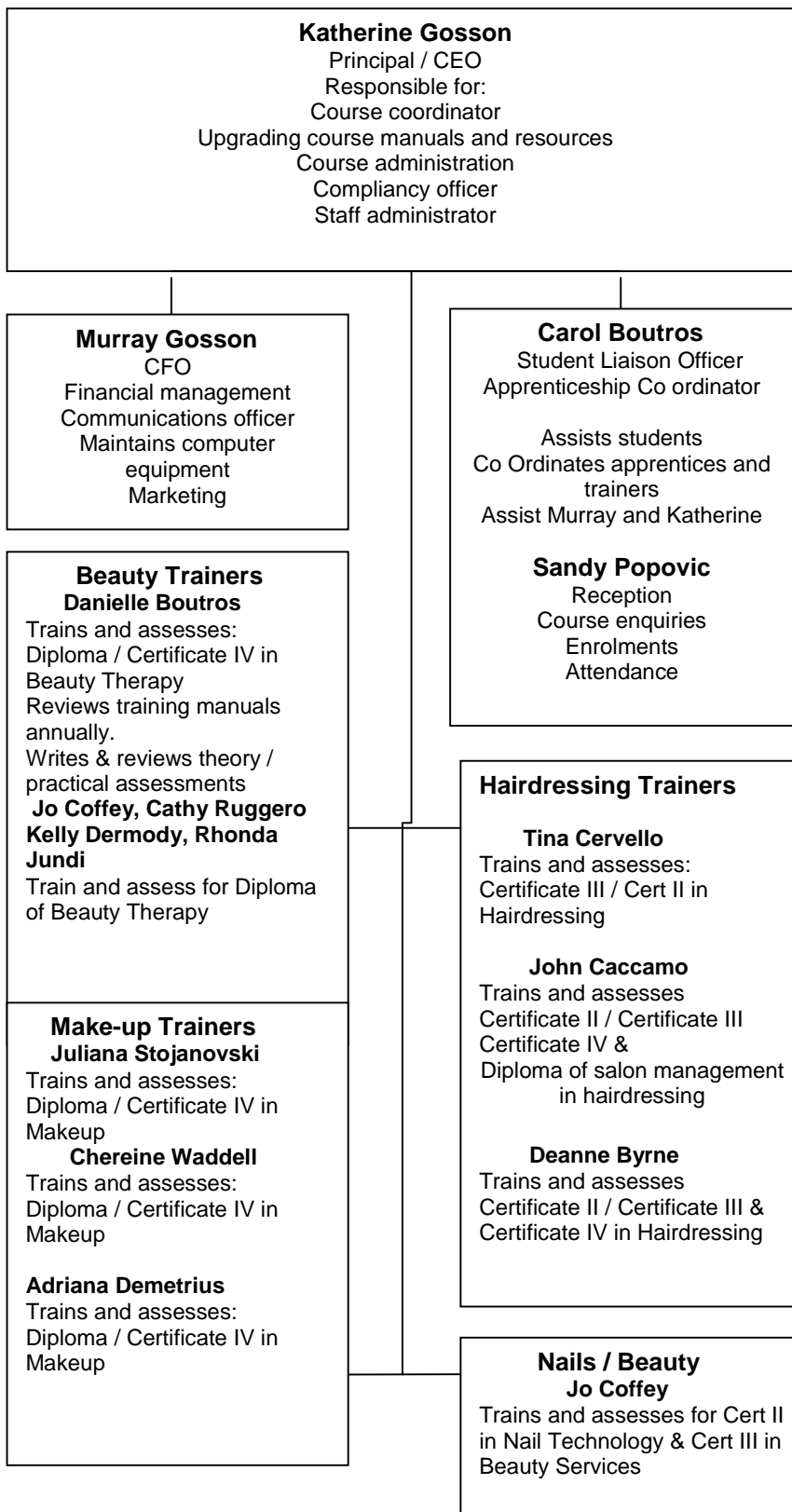
STAFF TRAINING:

The college is committed to its staff remaining up to date with current trends in the Makeup, Beauty and Hairdressing industry and in training and assessment. Staff members are encouraged to identify their training needs and to negotiate arrangements for addressing these needs.

We would like to take this opportunity to wish you every success in your studies with The Mask Academy

***ADMINISTRATIVE STAFF / SUPERVISOR CONTACTS
As of February 2012***

THE MASK ACADEMY
VERSION 3 2012



CHECKLIST

Please check off each box to confirm that you have been issued with the appropriate materials:

- ISSUED WITH A COPY OF STUDENT MANUAL
- ASSESSMENT PROCESS HAS BEEN EXPLAINED
- SIGHTED THE CODE OF PRACTICE
- RPL PROCESS HAS BEEN EXPLAINED
- COMPLAINT PROCEDURE EXPLAINED AND IS CLEAR
- ISSUED WITH INFORMATION ABOUT CURRENT LEGISLATION

DECLARATION

I _____ have read and understand the information outlined in the Student Handbook.

I understand that failure to comply with the terms and conditions in this Student Handbook may result in dismissal with no financial reimbursement from The Mask Academy of Make-up Beauty Nails and Hairdressing

Students signature:

Date:

Please complete this form, tear out and hand to your teacher