

Professional Appearance Policy – VET CNB

Policy Code: CNB-01 **Version:** 3.0 **Effective Date:** 17 March 17

Purpose:

In order to prepare for a career in the Beauty Industry, enrolled students are expected to maintain high standards of personal hygiene, cleanliness and professional appearance. Students must have a high standard of personal presentation and grooming; as is required by the industry. By adhering to this policy students will gain self-confidence and the confidence of their clients.

This policy establishes standards for grooming, dress and professional appearance that define appropriate dress for the beauty therapy and salon environment. Students are required to dress according to the standards established in this policy. Students who are inappropriately dressed will be asked to leave practical areas.

This policy applies to College of Natural Beauty only.

Definition of “College” – *The Australian College of Natural Medicine Pty Ltd (ACNM) trades as Endeavour College of Natural Health, FIAFitnation, College of Natural Beauty and Wellnation. For the purpose of this policy, any reference to ‘College’ or ‘the College’ should be considered a reference to College of Natural Beauty only.*

Scope:

- All College of Natural Beauty students (including school-based)
- College of Natural Beauty practical supervisors

Policy Statement:

College of Natural Beauty has set itself apart as a leader in training. The College’s reputation in the industry is unsurpassed for the quality and commitment of its students. College of Natural Beauty students should maintain a professional appearance and atmosphere in which to demonstrate the quality of the College’s organisational values.

Additionally, College of Natural Beauty students interact with clients, prospective students and the community outside of the College as part of learning activities representing the organisation to the public; therefore all College of Natural Beauty students are representatives of the College in the eyes of the community. Students are therefore required to hold a high level of professionalism in dress and personal appearance.

Our commitment to excellence and the standards outlined in this policy will ensure that College of Natural Beauty maintains a professional appearance and atmosphere in which to ensure superior training.

Professional Appearance Guidelines

Please note that clothing must be clean and in good repair. Sweatshirts or cardigans may not be worn in a classroom. Adequate precautions must be taken to maintain good personal hygiene, such precautions include regular bathing, use of deodorants, shaving, and regular oral hygiene.

Students are required to wear the following to all classes, field trips, and clinic appointments (this is also known as the College's Dress Code):

Female Therapists:

- College of Natural Beauty tunic or t-shirt.
- Black dress pants hemmed neatly – no jeans, leggings or jeggings.
- Black socks or knee high opaque stockings (minimum 50 denier).
- WHS-compliant shoes - closed heel and toe, flat sole, non-wooden or heels (all shoes must have rubber soles).
- Identification badges to be worn on right hand side of tunic or t-shirt.
- No jewellery – except one small pair of stud earring in lower lobe, and wedding band if desired.
- Fob watch is recommended, as wrist watches are not allowed during practical sessions.
- Long hair must be worn in a dressed up style using bun sponge issued. Short hair must be blown dried and neatly styled.
- Nails manicured short and natural – no polish.
- Daily make-up application, including Zuii lipstick or gloss and tinted moisturiser as a minimum (issued with uniform).
- No tooth gems or tongue studs.

- Any facial piercings must be either removed or exchanged for clear plastic alternatives. Exceptions may be made for cultural reasons.
- Any visible tattoos must be fully covered.
- Coloured hair must be well maintained with no visible roots.
- No perfume or cologne is permitted while at College.

Male Therapists:

- College of Natural Beauty tunic or t-shirt.
- Black dress pants hemmed neatly – no jeans.
- Black socks.
- WHS-compliant shoes - closed heel and toe, flat sole, non-wooden or heels (all shoes must have rubber soles).
- Identification badges to be worn on right hand side of tunic or t-shirt.
- No jewellery – except wedding band if desired.
- Fob watch is recommended, as wrist watches are not allowed during practical sessions.
- Clean shaven and short, neatly groomed hair.
- Nails manicured short.
- No tooth gems or tongue studs.
- Any facial piercings must be either removed or exchanged for clear plastic alternatives. Exceptions may be made for cultural reasons.
- Any visible tattoos must be fully covered.
- Coloured hair must be well maintained with no visible roots.
- No aftershave or cologne is permitted while at College.
- Males are requested to limit the use of make-up to tinted moisturiser or mineral base for a natural look.

Other General Guidelines

Carrying personal cell phones is not permitted during class times.

The College, with its principles of natural beauty and well-being, is located in a non-smoking environment and strictly observes a non-smoking policy for all students whilst attending the College.

Not adhering to this policy

The College reserves the right to use professional judgement to address students with regards to their attire.

Student grooming will be checked prior to the start of each class every day. Those students not adhering to this policy will be dismissed from class for the day and will be required to make up missed hours.

Related Procedures:

Nil

Further Information:

Definitions: **Student** – is an individual person who is formally enrolled to study at the College. The individual person is that who appears on the College's documents such as enrolment, admission and payment documents, and who is assigned an individual student ID.

Related Policies: Nil

Related Documents: Nil

Related Legislation: Nil

Policy Author:	Director of Aesthetics Education
Policy Owner:	Director of Aesthetics Education
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Responsibilities for Implementation:	<ul style="list-style-type: none"> • Director of Aesthetics Education • Beauty Therapy Trainers/Assessors • CNB Student Support team
Key Stakeholders:	<ul style="list-style-type: none"> • Director of Aesthetics Education • Beauty Therapy Trainers/Assessors • CNB Student Support team • Director of Student Services • National Compliance Manager