



STUDENT HANDBOOK

2024



WELCOME TO INSPIRING TRAINING ACADEMY

Thank you for choosing Inspiring Training Academy for your VET Delivered in Secondary Schools program. As an RTO, we are privileged to offer nationally recognised courses and accredited Australian Qualifications Framework (AQF) VET qualifications.

Committed to excellence, we adhere to rigorous quality standards regulated by the Victorian Registration & Qualifications Authority (VRQA). Our dedicated team is here to support your educational journey and help you achieve your career goals.

We look forward to embarking on this educational adventure with you and guiding you towards success.

Welcome aboard!

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RTO CONTACTS



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Position	Staff Member	Email Address
RTO PEO Compliance & Finance Manager Trainer/Assessor (beauty stream)	Robyn Bartley	robyn@inspiringbeauty.com.au
RTO EO VDSS Coordinator & Child Safety Officer Trainer/Assessor (beauty stream) Noble Park	Natalie Stevens	natalie@inspiringbeauty.com.au
Student Administration (Wednesday's only) Boronia	Louise Rees	salon@inspiringbeauty.com.au
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Trainer/Assessor (Hair stream) Lilydale	Ashlee Shearman	ashlee@inspiringbeauty.com.au
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General inquiries	Office administration	info@inspiringbeauty.com.au



COURSE INFORMATION

You can explore detailed information about our courses through our marketing flyers available on our website. These brochures cover essential details such as:

- Qualification title and Code
- Estimated duration
- Pre-entry requirements
- Expected locations of delivery
- Modes of delivery available
- Contact information for any third-party providers involved in training, assessment, and educational support services
- Details regarding work placement arrangements

If you would like more information or wish to discuss specific details further, please book an appointment with our VDSS course coordinator., Natalie Stevens.

We are here to assist you every step of the way in your educational journey with us.

RTO REQUIREMENTS

It is important that you consider all the information about the training product to ensure it is appropriate to meeting your needs using your existing skills and competencies.

It is important to know, that before you undertake any training and assessment, our RTO requires you to complete the following tasks:

Task 1

Provide your Unique Student Identification Number

As your education and training provider, we need to collect and verify your USI. To help us do this, you can give us access to view and/or update your USI account and view your VET transcript. Providing access to your USI account and VET transcript will help us process your enrolment and any credit transfers or national recognition applications

Task 2

Complete a pre-training review

It's important that we ensure you meet the course entry requirements and have the appropriate skills (such as language, literacy and numeracy) to undertake training and assessment. It's also important that we meet your needs using your existing skills and competencies.

Task 3

Complete an enrolment form

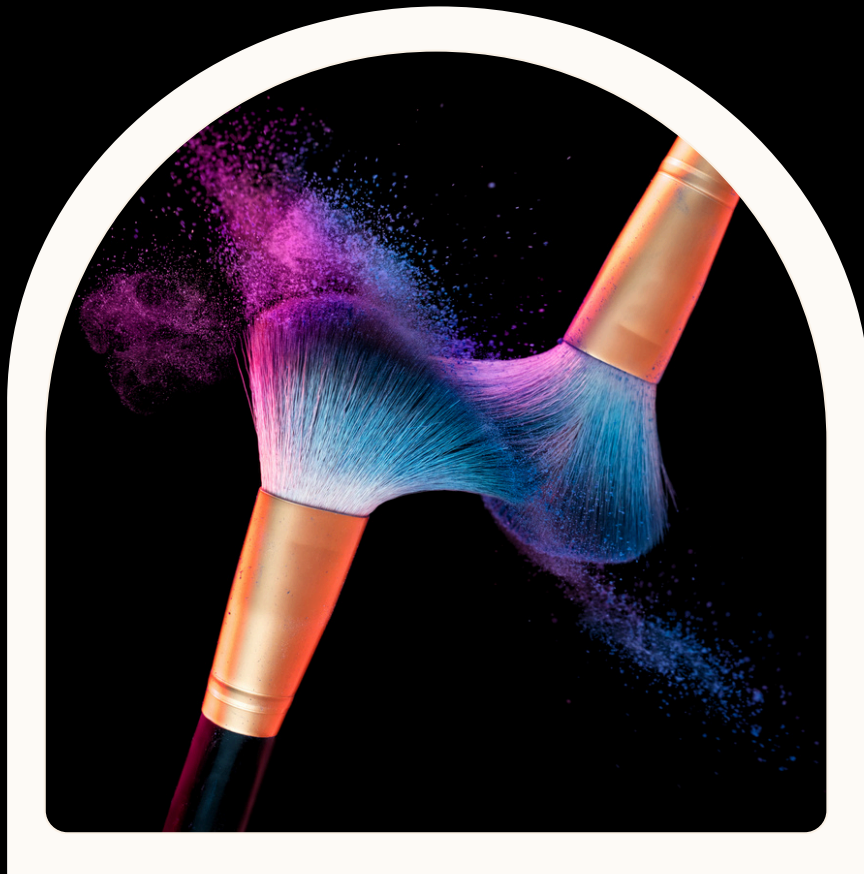
All registered training organisations (RTOs) are required to report all nationally accredited training activity. We do this via AVETMISS reporting. AVETMISS stands for the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard which ensures the consistency and accuracy of vocational education and training (VET) information

Task 4

Tell us about any other training and assessment you have completed.

You may be eligible for credit transfers for other units that you have completed in. Provide us with evidence of your previous studies.

We are responsible for proving you with quality training and assessment that can lead to issuance of the AQF [Australian Qualifications Framework] certification documentation if you successfully complete all the assessment requirements.



YOUR RIGHTS AS A STUDENT AT INSPIRING TRAINING ACADEMY PTY LTD

- You have the right to learn in a safe environment
- You have the right to submit a compliant and/or appeal and have that complaint or appeal investigated and acted upon.
- You have the right to opt out of our marketing consent and refuse the right to use your image or testimonials in our marketing. (this is located on the enrolment form)
- You have the right to be informed on the implications for government training entitlements and subsidy arrangements in relation to your selected course.
- You have the right to apply for a refund. See our refund policy for full details (SBATs only)
- You will be formally informed of changes to the status of the RTO if they affect the services we provided you.
- You have a right to access your training records at any time



YOUR OBLIGATIONS

- You need to meet the entry requirements for your chosen course
- You are required to complete all assessments assigned and be deemed competent in all units before a full qualification certification documentation will be issued.

USI requirements

A student's unique student identifier (USI) is a mandatory component of Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment and competency issuance data.

If you need to create a USI, you can do so via this website:

<https://www.usi.gov.au/students/get-a-usi>

Sharing your USI with training or education providers

As your education and training provider, will need to collect and verify your USI. To help us do this, you can give us access to view and/or update your USI account and view your VET transcript. Providing access to your USI account and VET transcript will help us process your enrolment and any credit transfers or national recognition applications

You can provide us access via the following link:

<https://www.usi.gov.au/students/give-provider-access>

USI Privacy Notice

We are committed to ensuring the proper handling of your personal information in accordance with the Privacy Act 1988 ('Privacy Act'). We are an 'APP entity' that must comply with the Australian Privacy Principles (APPs) which are set out in Schedule 1 of the Privacy Act. The Privacy Act and APPs regulates how entities must collect, use, disclose and hold personal information, and how people may access and correct their personal information.

For further information, please access the USI privacy statement provide in your enrolment pack or the USI website at www.usi.gov.au





WHAT TO EXPECT WHILST STUDYING WITH US

Classes at Inspiring Training Academy are engaging and enjoyable, incorporating interactive activities, group discussions, and practical exercises to make learning fun.

You can expect to gain valuable knowledge and skills relevant to your chosen course from our industry experts. The academy emphasizes quality education and up-to-date content.

Classes are designed to encourage active participation from students. Expect opportunities for group work, debates, simulations, and other interactive learning methods that enhance understanding and retention of information.

Our staff and trainers foster a respectful atmosphere where diverse perspectives are welcomed and every student feels valued. Respect for others' opinions and backgrounds is encouraged and celebrated.

We aim to empower students by providing them with the tools, knowledge, and confidence needed to succeed in their careers or further studies.

Overall, studying at Inspiring Training Academy should be a positive and enriching experience, combining a supportive learning environment with effective teaching methods to help you achieve your educational and personal goals.



DAILY STUDY TIPS

Here are a few tips for before you start your day at Inspiring Training Academy each week:

Start with a Positive Mindset: Begin your day with positive affirmations or thoughts. Believe in your abilities and approach your studies with enthusiasm.

Set Clear Goals: Establish clear, achievable goals for what you want to accomplish during your study session. Break down tasks into manageable chunks to stay motivated and focused.

CREATE YOUR OWN MENTAL WELLNESS RITUAL

Taking time to acknowledge and appreciate the positive aspects of life can promote a positive mindset and improve overall well-being.

FEES, CHARGES AND REFUND ARRANGEMENTS

FEES AND CHARGES ARE DEPENDENT ON THE TYPE OF PROGRAM YOU ARE UNDERTAKING AS OUTLINED BELOW.

VET Delivered in Secondary Schools Program (VDSS)

Tuition: Students are not charged tuition fees from Inspiring Training Academy. Inspiring Training Academy invoice your secondary school for your tuition fees. Your school may or may not require you to pay a fee to do your VET program, this is to the discretion of your school.

Materials: As with tuition, materials fees are also invoiced to your school. All materials remain the property of the RTO.

If students would like to purchase additional or alternative items, including the Inspiring Training Academy Uniform, this is at the student's own cost.

Schools are able to cancel their VET purchasing contract with Inspiring Training Academy by giving 30 days' notice. Fee and Charges, including refund arrangements are specified in the VET purchasing contracts.

School Based Apprentice (SBAT) and Individual training programs

Students enrolled in an SBAT program or individual program are charged fees from Inspiring Training Academy. The fees are payable in full but will be via an Ezypay payment plan over the duration of the course and broken down into the following;

- Tuition fees
- Material fees

(please see the SBAT flyer for the current program fees)

You will be provided with a tax invoice with your fees in details.

All enrolments are required to pay a deposit to secure their enrolment.

Students who give notice to cancel their enrolment 10 business days or more prior to the commencement of a program, will be entitled to a full refund of fees paid. Students who give notice to cancel their enrolment within the 10 business days prior to commencement of a program will be entitled to refund of fees paid, minus an administration fee.

Students who cancel their enrolment after a training program has commenced will not be entitled to a refund of any fees paid in advance, their payment plans will be cancelled upon receipt of a withdrawal form.

Students are entitled to refunds when we fail to fulfil service agreement and fees are refunded under our guarantee to clients.

PREVIOUS STUDIES

National Recognition

Is recognition by an RTO of the AQF qualifications and statements of attainment issued by all other RTOs, thereby enabling national recognition of the qualifications and statements of attainment issued to any person. Recognition by each state and territory's registering body of the training organisations registered by any other state or territory's registering body and of its registration decisions. Recognition by all state and territory course-accrediting bodies and registering bodies of each other's accredited courses and accreditation decisions.

CREDIT TRANSFERS

Credit transfer assesses the initial course or subject that an individual is using to claim access to, or the award of credit in, a destination course. The assessment determines the extent to which the client's initial course or subject is equivalent to the required learning outcomes, competency outcomes, or standards in a qualification. This may include credit transfer based on formal learning that is outside the AQF. More information can be found in our policy located on our website.

RECOGNITION OF PRIOR LEARNING

RPL is an assessment process that assesses an individual's non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a qualification.

STUDENT SUPPORT

Prior to enrolling into a course, you will complete a pre training review to identify any support needs you may have. You can also self-declare on your enrolment form any support requirements you may have. This information is recorded in your student file for your trainer to review to be able to provide you with the most appropriate support.

For general learning difficulties, you can also access the following programs.

Text to Speech

Natural Reader is a professional text to speech program that converts any written text into spoken words.

<https://www.naturalreaders.com/online/>

Speech to Text

Dictation accurately transcribes your speech to text in real time

<https://dictation.io/>

Recognised difficulties in studying and learning

Effective Study skills

A useful quick overview of study skills
www.adprima.com/studyout.htm

How to Study

A large directory to study skills websites, including how to study in specific subject areas.
www.howtostudy.org

Study Guides and Strategies

A wide ranging overview of the skills needed at all stages of learner life.
www.studygs.net



Inspiring Training Academy also offers students informal support by means of the messaging system available on RTOData Cloud, a student Facebook group for current students, email and have an 'open-door' policy. All support contact is recorded on the student's file and where necessary for the student's well-being or the well-being of others, may be reported to the liaison officer of the student's secondary school and/or the student's parent.

There are several organisations that provide much of the support and education for people with mental illness and their families and carers throughout Australia.

Some of the main groups are listed below.

Beyond Blue <i>Anyone feeling anxious or depressed</i>	Kids Helpline <i>Counselling for young people aged 5 to 25</i>
 beyondblue.org.au	 kidshelpline.com.au
 1300 22 4636	 1800 55 1800
MensLine Australia <i>Men with emotional or relationship concerns</i>	Open Arms <i>Veterans and families counselling</i>
 mensline.org.au	 openarms.gov.au
 1300 78 99 78	 1800 011 046
Lifeline <i>Anyone having a personal crisis</i>	Suicide Call Back Service <i>Anyone thinking about suicide</i>
 lifeline.org.au	 suicidecallbackservice.org.au
 13 11 14	 1300 659 467



CHILD SAFETY AND WELLBEING POLICY

AS PART OF OUR COMMITMENT TO CHILD SAFETY
WE WILL NOT TOLERATE CHILD ABUSE OR HARM.

Inspiring Training Academy are committed to providing a safe environment for all staff and students. A part of this commitment is to understand and work within the Child Safety Standards as set out by the Child Wellbeing and Safety Act 2005 and the VRQA.

Our Child Safety and Wellbeing Policy includes how ITA will achieve our commitment to child safety and other child safety objectives including;

- ✓ ZERO TOLERANCE FOR CHILD ABUSE
- ✓ ACTIVELY WORK TO LISTEN TO AND EMPOWER YOUNG PEOPLE
- ✓ HAVE SYSTEMS TO PROTECT YOUNG PEOPLE FROM ABUSE
- ✓ COMMITTED TO PROMOTING CULTURAL SAFETY FOR ABORIGINAL YOUNG PEOPLE, CULTURAL SAFETY FOR YOUNG PEOPLE FROM CULTURALLY AND/OR LINGUISTICALLY DIVERSE BACKGROUNDS, PROVIDE SAFETY AND INCLUSION TO YOUNG PEOPLE FROM THE LGBTQI+ COMMUNITIES AND TO PROVIDING A SAFE ENVIRONMENT FOR YOUNG PEOPLE LIVING WITH A DISABILITY.

Need a chat?

We are here to listen, support & assist.
No judgement!
Contact Natalie our Child safety officer
natalie@inspiringbeauty.com.au - 9720 1272

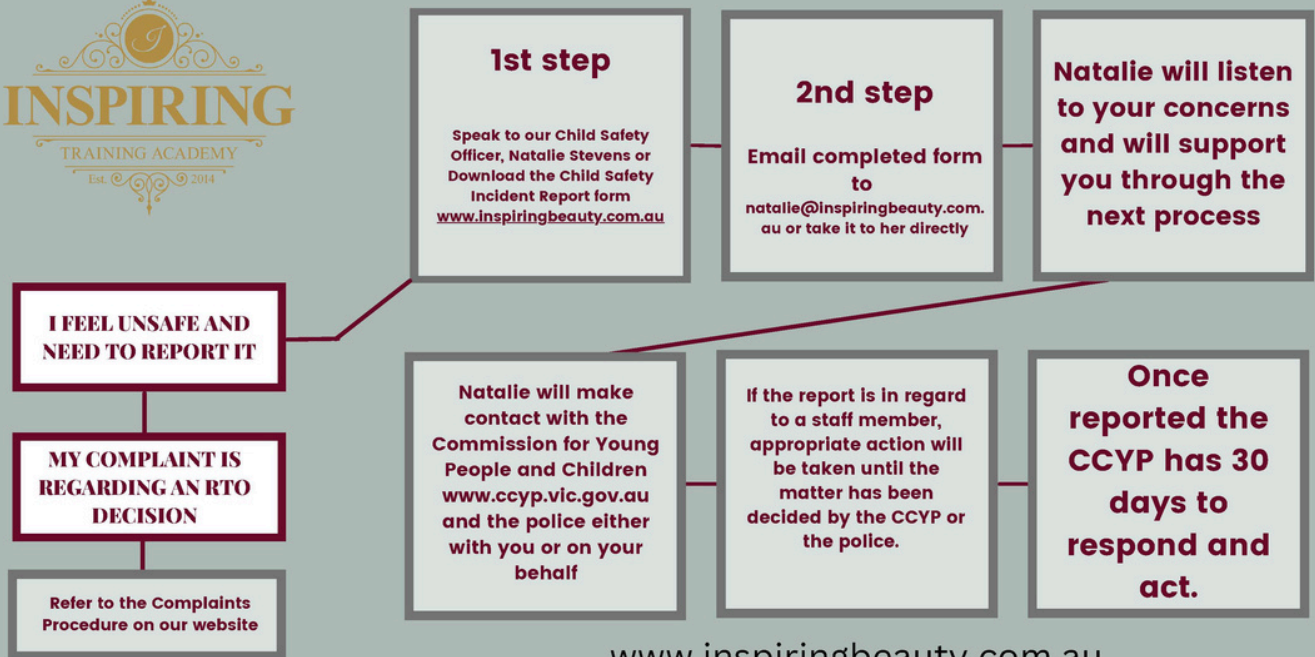


WHAT WOULD YOU DO IF YOU NEEDED TO MAKE A REPORT OF CHILD ABUSE?

Below is a process to follow if you need to report any form of misconduct, whether it affects you directly or someone else. This applies to all situations, not just those involving ITA.

You can find the Child Safety Standards incident report form on the ITA website by following this [link](#) or by speaking with ITA's Child Safety Officer, Natalie Stevens

How do I make a Child Safety Report



We take all reports and concerns very seriously and respond to them consistently in line with the Academy's policies and procedures.
Please refer to our full policy located on our website.



COMPLAINTS & APPEALS POLICY & PROCEDURE

ITA take complaints and appeals seriously. We follow a clear process to ensure all issues are handled professionally and confidentially for a quick resolution. This process is open to everyone involved with us.

You can make a complaint about:

- Our conduct
- Our trainers, assessors, and staff
- A third-party providing services on our behalf
- A student of our RTO

You can also appeal any decision made by us or a third-party providing services on our behalf, including assessment decisions.

All students receive a copy of the Complaints and Appeals Policy and Procedure in the student VET handbook to ensure:

- Everyone understands the steps in the Complaints and Appeals Policy.
- Students have details of external authorities if needed.
- All complaints and appeals are handled fairly, equally, and quickly.

ITA encourages everyone to approach complaints or appeals with an open mind and try to resolve issues through discussion.

How do I make a formal complaint



www.inspiringbeauty.com.au



COMPLAINTS & APPEALS POLICY & PROCEDURE

Steps to follow;

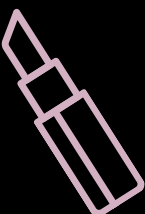
- Submit it in writing using the Complaints and Appeals Form found on the ITA website <https://inspiringbeauty.com.au/policies-procedures>
- ITA will commence investigating the complaint or appeal within 10 working days.
- You can formally present your case and have a third party represent you. We will provide a written statement of the outcome, including reasons for the decision, within 60 calendar days. If we need more time, we will explain why in writing.

If you are not satisfied after going through our complaints and appeals process, we will involve a third-party mediator.

If you are still not satisfied with the independent third-party mediator, the complaint can be lodged with the VRQA via:

<https://www.vrqa.vic.gov.au/complaints/Pages/making-a-complaint.aspx>

Each complaint or appeal and its outcome will be recorded in the ITA Complaints and Appeals register, discussed at Inspiring Training Academy Pty Ltd management meeting and filed in the continuous improvement register.



THE LEGAL STUFF.....

The following legislation is relevant to your enrolment. We need to comply with the various legislations to ensure we provide a safe and inclusive environment for learning and assessment, we protect your rights as a consumer and most of all, ensure the QUALITY of learning and assessment is at a high standard to ensure you leave your course at the national standard requirement.



- Education and Training Reform Act 2006 and Education and Training Reform Regulations 2017



- Child Wellbeing And Safety Act 2005
- Student Identifiers Act 2014
- Privacy Act 1988 and Australian Privacy Principles (2014)



- Work Health and Safety Act. 2011
- Competition and Consumer Act 2010



- Anti-Discrimination Laws:



- Age Discrimination Act 2004
- Disability Discrimination Act 1992
- Racial Discrimination Act 1975
- Sex Discrimination Act 1984
- Disability Standards for Education 2005



- Fair Work Act 2009
- Copyright Act 1968



For more information about legislation and how it affects your enrolment, please contact the RTO manager.

YOUR LEARNING JOURNEY

The following is an example of how each of your units of competency will be delivered and assessed



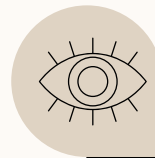
LEARNING

- In class presentations
- Online Learner Guides
- Online learning activities for self-paced, at home study



PRACTICE

- In class practice with classmates
- Practice at home



ASSESSMENT

- Knowledge Assessments
- Practical Assessments
- Trainer's Observations



THE ASSESSMENT PROCESS

Your trainer will use the following process when preparing you for your assessment

1

Trainer Preparing for Assessment

- Your trainer will read the Assessment Instructions and ensure all resources are available for assessment, including the Assessment Recording Tool.

2

Preparing you for your Assessment

- Ensure you have completed the required learning activities to prepare you for assessment
- Ensure the you have been provided sufficient time to understand the assessment requirements and seek clarification if needed.

3

- Conducting the Assessment & Recording the Result
- Conduct the assessment according to the assessment instructions and record the assessment result via the Assessment Recording Tool. Provide feedback to the student.
- If the student is not satisfactory, then set another time to reconduct the assessment.

4

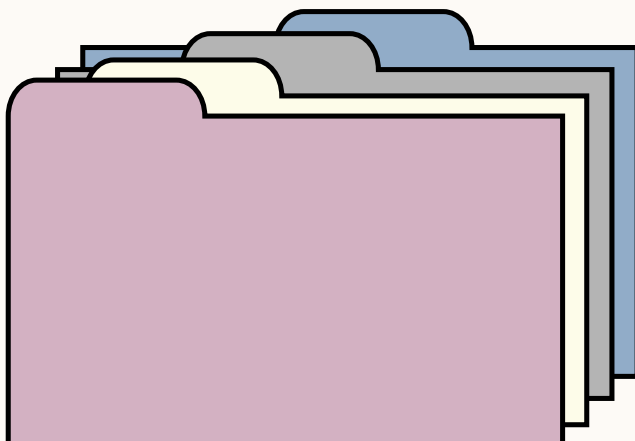
- Storing the Evidence of Completion
- A copy of the completed assessment and Assessment Recording Tool is available to the for their records via the RTODData Cloud LMS
- Store a copy of the completed assessment and Assessment Recording Tool with administration



Accessing your Records

You can access your training records at any point in time during your enrolment. This includes your progress in your learning and assessment. Please ask your trainer and they will provide your current progress within 7 days. If you need to access records such as enrolment form etc or update your information, please download the Records Access Form from our website, complete and return to ITA.

<https://inspiringbeauty.com.au/policies-procedures>



STUDENT CODE OF CONDUCT

Employability skills are an extremely important part of your course and getting you 'work-ready'.

As a part of your learning here at Inspiring Training Academy we are constantly working to help you achieve high levels of work ethics and employability skills throughout your course.

On the following pages are some Ground Rules to help you along your journey with us. If anything is unclear or you would like further clarification, please do not hesitate to ask. We expect you to regularly refer back to these Ground Rules throughout your course to help you keep on track.

Respect

Number one rule of Inspiring Beauty;

1. RESPECT for all, it is important to remember, everyone is on their own individual journey.

Number two rule;

2. Teamwork with respectful communication is essential

With everyone treating each other and the workplace with respect we will create and maintain a harmonious and fun environment for all.

Absences

· We expect students to call the Academy if they are running late or going to be absent. Absences require a doctor's certificate or other supporting documents.

By doing so not only are you respecting your trainer and your fellow classmates, you are also implementing strong work ethics and employability skills that are an expectation of most workplaces.

Breaks

• Morning Tea mainly occurs around 10.30am for 20 minutes

• Lunch breaks are usually at 12pm for 1 hour

It is extremely important that break times are adhered to for the same reason as being on time to classes. Not only will this ensure you are not missing something important, but also this is another extremely important work ethic and employability skill.

Class Times

· *Arrival* - Classes are scheduled according to the course you are attending. Students are required to arrive in plenty of time to allow classes to commence on time. Trainers will not be able to wait for students to arrive.

Arriving on time will ensure that all students gain all of the information that is being delivered. Missing the first few minutes of a class could mean you may miss vital information for that unit or the start of an activity. As there is a lot of course content to get through, your trainer will not be able to hold up the rest of the class.

· *Finish* - Classes are scheduled to finish at 4pm or 4.30pm (depending on the course you are undertaking). It is expected that all students start classes together and finish together.

· If you have completed any practical tasks allocated for that day then you will have the opportunity to continue working on your theory, reducing the amount of work to be done at home. By everyone finishing and leaving at the same time means that all students are equal, all students are contributing equally to the tasks for the day (in particular the end of day cleaning tasks) and all students are attending the correct hours for their course requirements.

STUDENT CODE OF CONDUCT

Practical Participation

·All students must be prepared to participate in all classroom practical activities as both a therapist and a model unless there is a medical condition that can be verified by a physician

Participating in practical activities as a therapist is a non-negotiable part of your training in this industry, however, participating as a model for your classmates, not only fosters great teamwork, but also gives you as a therapist vital experiences of how a client would receive a treatment. We do understand there may be underlying medical conditions that may present themselves ie: allergies etc, if these have been verified by your physician then so as not to impact on your learning experiences or that of your classmates, you are advised to bring in models on those days.



Mobile Phone Policy

·Mobile phones must be switched to silent and kept away during class times. It is acceptable to have your mobile phone in your pocket as you may be required to take photos or do internet research, however, please do not have them out on the table or in your hands whilst you are in the classroom.

·In the salon environment or whenever there are clients in the training, mobile phones must be put away, not in pockets.

·Phone calls must not be taken during class times, parents may call the office if there is an emergency.

We understand that mobile phones are a part of our everyday lifestyle, however, in the workplace they are still not accepted. It is extremely rude and frustrating not only for the trainer, but for fellow classmates if someone is constantly on the phone, texting, on social media or even taking a personal call during class/salon time, so going back to our number one rule of 'Respect'. This is a great opportunity to learn some self-discipline and leave our phones alone during class time.

End of day cleanup

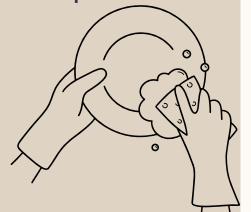
• Everyone is responsible for cleaning up after themselves and the treatments they have performed but there is also End of day cleanup activities that also need to be done each day. These activities will not commence any earlier than 30 minutes prior to the end of class unless instructed by your trainer

By all students participating in end of day clean up as a team means not only everyone can all leave together but the training environment is clean and ready for the next class. Salon hygiene is a very big part of the course you are undertaking.

Kitchenette and Student facilities

·Inspiring Beauty provide a small kitchenette with fridge, microwave and tea/coffee facilities for staff and students, please ensure this area is kept clean at all times, we are all responsible for cleaning our own mess.

By doing this we will not be leaving the mess to someone else to clean up and we can be sure there is a clean cup/spoon for the next person



Smoking/vaping Policy

- It is a requirement that students do not smoke or vape within the visible vicinity of the academy.
- There is no smoking/vaping in the Inspiring Training Academy uniform.
- Smokers are to wash their hands and ensure clean breath prior to coming into the Academy. Our industry represents health and beauty, in which smoking/vaping does not fit with these standards. Not only is smoking/vaping incredibly dangerous for your health and for the health of those around you, it is no longer a socially acceptable activity.



STUDENT CODE OF CONDUCT

Social Media

- Students must not post any photo of any other student or trainer on social media without that person's explicit consent. At times you will be asked to take photos of treatments you have performed, these are for the trainer and auditors only.

- Cyberbullying will NOT be tolerated!

This is an important rule to remember, not everyone wants to be posted on social media for their own reasons, and by doing so is a breach of privacy and can result in legal undertakings. We have a Facebook closed group page for all of our current students that we encourage you to join. We find this to be a great communication tool for trainers and students. Often trainers will post to the group page as this can be a much quicker way to communicate to students. We will not post anything personal or private and ask that you do not do so either. It is a great place to share ideas and information to each other. Posts will be approved by Natalie or Robyn before they are posted.

<https://www.facebook.com/groups/inspiringbeautyacademy/>

Staff Office

- Students should not be in the staff office without a staff member present.

This is to ensure all student's sensitive information is kept private and safe.

At Inspiring Beauty, we have an 'open door' policy, this means that we are accessible to our students at all times should they need us, however, please bear in mind that sometimes we need a break too, particularly coffee and lunch, so unless your query is urgent, please allow us to take some time out.

However, if you do have a private issue/concern that you need to discuss with either Natalie or Robyn or both, please let us know so we can ensure we are available to you in private.

Stock Control

- If you use it, replace it
 - If you empty it, refill it or give it to your trainer to be ordered
 - Under no circumstances should you remove an item from the retail area to use in the classroom/salon unless directed by your trainer
- Stock is the greatest expense of the training academy or of any salon for that matter, so by using it wisely and minimising waste as much as possible means we will have enough to get through the course, if we run out of stock before the end of the class term due to wastage, it will not be replaced until the next round of ordering, this may impact greatly on your practical learning experiences.

If you are unsure of how much product to use, ask your trainer for guidance.



Student Belongings

- Each student is responsible for their own belongings, at no time is it acceptable for a student to go into the belongings of another student without that student's consent.

- Due to space limitations, please only bring to class what you require for that day, and keep bags and books off the floor.

Again we go back to the number 1 rule of 'Respect' as well as ethical employability skills. We don't want anyone rummaging around in our own private belonging, it is also a good idea not to bring valuables to classes as ITA cannot be held responsible for your items. We do have cubicles in the kitchenette area you can use to store your belongings.



STUDENT CODE OF CONDUCT

Uniform Policy

- Wearing a 'uniform' as a beauty therapist at Inspiring Training Academy is compulsory
- ITA offers as an 'opt-in' the Inspiring t-shirt for purchase, alternatively the student may wear a plain black t-shirt or shirt, the rest of the uniform must be plain black 'dress' pants (not sports leggings or jeans), black closed toe, low heel shoes (not joggers or sandals)
- No deviation from the above is acceptable (no hoodies, ugg boots or tattered pants)

Maintaining a professional image is important in the beauty industry and our Inspiring Training Academy uniform when worn correctly, looks fantastic and very professional. Students are welcome to wear a long sleeved black top under their uniform or a plain black cardigan over it should they desire.

Jewellery & Nails

- Students are not to wear jewellery or long nails to classes.
- Both of these are amazing for harbouring germs which can then be cross-contaminated to others. Not only that, but when wearing jewellery to classes you run the risk of the items being damaged from products or lost as they need to be removed. Long nails do not allow for therapists to perform the treatments adequately and run the risk of scratching others. We do accept short, neatly manicured nails with SNS or gel polish.



STUDENT FEEDBACK

Inspiring Training Academy also provide students with the opportunity to feedback to the academy any thoughts or ideas on some of the needs of the current students. This will be conducted via a focus group on a 12 monthly basis, generally towards the end of the calendar year so all suggestions can be taken into account during the planning stage for the following year.

This information will be collated and recorded along with the student satisfaction surveys. Any actions taken from these focus groups will be reviewed in the next 12 monthly focus group to assess the outcomes of the actions to deem their success.

The staff at Inspiring Training Academy are excited to have you join us, we are here to help and guide you through this journey and we encourage you to reach out at anytime, but most of all

HAVE FUN 😊

ATTITUDE IS A LITTLE
THING THAT MAKES A
BIG DIFFERENCE

- Winston Churchill

