

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.

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.

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.

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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.

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

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.

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

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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.

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.

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

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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.

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.

Agreement Declaration

I, _____, have read all of above Ground Rules and agree to the terms outlined. I have asked for clarification where necessary and understand that I can request further information at any time.

I understand the uniform policy and agree to commit to wearing the approved uniform at all times when representing the Academy.

I understand my level of commitment is up to me and I agree to commit to achieving my goals, including completing my homework and practicing my skills at home.

I agree to act in a responsible and professional manner at all times whilst wearing the Inspiring Uniform and whilst at or representing the Academy.

I understand that a big part of learning is having fun and I agree to commit to do my best to have fun at all times.

Student sign: _____ Date: _____

Trainer sign: _____ Date: _____

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