

**Australian College of Make-up and Special Effects**

**Australian College of Make-up and Special Effects**

**Code of Practice, Policy and Guidelines**

# Australian College of Make-up and Special Effects

## TABLE OF CONTENTS

<b>CODE OF PRACTICE:</b> .....	<b>4</b>
VALUES UNDERLYING THE CODE .....	4
THE COLLEGE .....	4
COMPLIANCE WITH GOVERNMENT REGULATIONS.....	4
PUBLIC CONFIDENCE .....	4
CODE OF ETHICS .....	4
EDUCATIONAL STANDARDS .....	4
NATIONAL STANDARDS.....	5
RECRUITMENT AND ENROLMENT .....	5
INTERNATIONAL STUDENTS .....	5
FLEXIBLE DELIVERY .....	5
ACCESS AND EQUITY .....	5
DISTANCE LEARNING .....	6
RECOGNITION OF PRIOR LEARNING.....	6
COURSE/PROGRAM INFORMATION.....	6
INTERACTION WITH STUDENTS .....	6
RIGHTS OF STUDENTS .....	7
RIGHTS OF STAFF .....	7
CONFLICTS OF INTEREST .....	7
REPORTING CORRUPT CONDUCT .....	7
PERSONAL AND PROFESSIONAL BEHAVIOUR .....	7
USE OF COLLEGE FACILITIES AND EQUIPMENT.....	8
SERVICE STANDARDS AND CONTACT .....	8
CONFIDENTIALITY .....	8
STUDENT INPUT AND FEEDBACK .....	8
STUDENT SUPPORT .....	9
LIAISON WITH INDUSTRY.....	9
CURRICULUM ADVISORY BOARD .....	9
INTERNAL MONITORING AND REVIEW .....	9
COPYRIGHT .....	9
INSURANCES.....	9
MARKETING AND ADVERTISING .....	9
TRADE LICENCES.....	10
PHYSICAL RESOURCES .....	10
COURSE FEE REFUND POLICY .....	10
SANCTIONS.....	11
<b>CONFIDENTIALITY ACKNOWLEDGMENT AND UNDERTAKING .....</b>	<b>12</b>
<b>ETHICAL STANDARDS .....</b>	<b>13</b>
CODE OF ETHICS .....	13
OBJECTIVES.....	13
<b>CONFLICTS OF INTEREST .....</b>	<b>14</b>
<b>GRIEVANCE AND APPEALS POLICY AND PROCEDURES .....</b>	<b>15</b>
<b>OCCUPATIONAL HEALTH AND SAFETY POLICY .....</b>	<b>17</b>
<b>EQUAL OPPORTUNITY POLICY .....</b>	<b>18</b>
<b>CULTURALLY DIVERSE SOCIETY POLICY .....</b>	<b>19</b>
<b>DISABILITIES POLICY .....</b>	<b>19</b>
<b>WOMEN'S POLICY .....</b>	<b>19</b>
<b>HARASSMENT FREE WORK ENVIRONMENT POLICY .....</b>	<b>20</b>

# Australian College of Make-up and Special Effects

SEXUAL HARASSMENT .....	20
<b>RECORDS AND VERSION CONTROL POLICY .....</b>	<b>21</b>
VERSION CONTROL .....	21
RECORDS: .....	21
PRIVACY: .....	21
<b>HUMAN RESOURCES .....</b>	<b>22</b>
TUTORS/LECTURERS .....	22
ADMINISTRATIVE AND SUPPORT STAFF .....	22
STAFF RECRUITMENT .....	22
STAFF INDUCTION .....	22
STAFF TRAINING .....	22

# **Australian College of Make-up and Special Effects**

## **Code of Practice:**

Australian College of Make-up and Special Effects has an enviable reputation for the highest standards of excellence in its field. The College is committed to maintaining high standards in the provision of vocational education and training. The following Code of Practice describes, at a minimum level, the standards applicable to the College.

The policies set out in this Code of Practice underpin the operations of the College. All staff and students will abide by its provisions.

## **Values Underlying the Code**

The Code of Practice rests upon the assumption of a number of values:

- integrity
- honesty
- loyalty
- fairness
- conscientiousness
- compassion.

## **The College**

The name “Australian College of Make-up and Special Effects” accurately reflects the College’s nature and primary purpose

The names of all courses offered by the College accurately reflect the course content and qualification outcomes.

Advertising relating to the organisation as a whole and to the individual courses is to be clear and accurate in all respects.

All courses offered by the College are to be delivered in an adequate and safe environment with observance of health, safety and fire regulations maintained.

## **Compliance with Government Regulations**

The College complies with all relevant Local, State and Federal government regulations covering this type of organisation.

## **Public Confidence**

The public should be treated fairly, reasonably and equitably.

## **Code of Ethics**

The college maintains a Code of Ethics which all employees are obliged to observe.

## **Educational Standards**

College policies and management practices are designed to maintain high professional standards. Policies and procedures safeguard the interests and welfare of students.

# **Australian College of Make-up and Special Effects**

The College is committed to the success of students and maintains an environment conducive to learning. We have the capacity to deliver the nominated courses, provide adequate facilities and use appropriate methods and materials.

## **National Standards**

The College adheres to the Australian Recognition Framework (ARF) principles and standards and to the Australian Qualifications Training Framework (AQTF) which include:

- The National Principles for Mutual Recognition and Registration
- National Principles for Registration
- National Core Standards for Registration
- Product/Service Standards for Training Delivery and/or Product Service Standards for Assessment

## **Recruitment and Enrolment**

Students are recruited responsibly and ethically at all times and recruitment will be consistent with any curriculum requirements. The College is committed to non-discrimination in any form when recruiting and selecting.

Applicants are assessed by appropriately qualified staff to determine whether their qualifications and skills are sufficient for the program entry and likely to lead to successful achievement of target competencies.

## **International Students**

The College is bound by the Education Services for Overseas Students Act 1991 (as amended from time to time) when dealing with international students.

International students are expected to abide by the organisation's academic standards. However, extra assistance needs (eg. language support) and cultural differences relating to learning styles etc. will be taken into account.

## **Flexible Delivery**

The College recognises the principles of flexible delivery. Programs are designed to emphasise flexibility of delivery to maximise the opportunity for access and participation by disadvantaged students. Flexible delivery alternatives may include full/part attendance, face to face lectures, demonstrations, practical workshops and supervised work experience.

## **Access and Equity**

The College recognises and supports the NSW Government Charter for equity in education and training. Specifically the College encourages cultural diversity through an inclusive policy of student selection and clear direction in the implementation of policies on Equal Employment Opportunity, Disabilities and Women, as well as separate policies and procedures to assist staff and students in the performance of their duties and the understanding of their responsibilities.

In dealing with issues which arise from time to time concerning students, clients, other staff members and members of the public staff should be consistent in their approach, prompt and fair.

# Australian College of Make-up and Special Effects

## Distance Learning

Given the reliance on the practical component of College courses to enable successful completion, and the need to produce detailed and exhaustive course notes and instructions for students proposing to undertake their studies outside the College environment, provision of distance learning is not seen as feasible.

It is the intention of the College to investigate the possibilities for distance learning using internet resources.

## Recognition of Prior Learning

RPL is available for all subject units. Candidates initially self-assess against learning outcomes and assessment criteria of relevant modules. The Principal advises and assists them to prepare application and documentation to support self assessment.

Where the students qualifications have been issued under the Australian Qualifications Framework the College has an obligation to recognise those qualifications or Statements of Attainment where they have been issued by any other Registered Training Organisation.

If there is sufficient evidence in the application and supporting documentation, no further assessment may be necessary.

## Course/Program Information

The College provides accurate, relevant and up-to-date course information to students which includes:

- Admission procedures
- Assessment procedures and methods
- Assessment Appeals Procedures
- Arrangements for the recognition of prior learning
- Assessment facilities and equipment
- Certificate to be issued to the student on completion of course
- Code of Practice
- Competencies to be achieved by trainees
- Disciplinary regulations
- Equipment
- Facilities and Equipment
- Fees and Charges
- Grievances Procedures
- Learning Outcomes
- Program Timetable
- Qualification Details
- Refund Policies
- Trainee support services

## Interaction with Students

The particular requirements of individual students are taken into account by instructors and assessors wherever possible. Students are treated with respect and dignity through:

- Courteous behaviour
- Recognising students' particular needs and circumstances
- Organising and monitoring equitable access to and participation in activities
- Referring students who need specialised assistance unavailable to the organisation to external organisations appropriate to their needs

## **Australian College of Make-up and Special Effects**

- Explaining reasons for recording information about the students and assuring them of the confidentiality of information.

### **Rights of students**

Students rights and responsibilities are clearly set out in the Student Handbook. The College respects the right of students to receive up to date information. It provides advice and support to students through its policy framework and applies fairness and equity principles to all issues arising.

### **Rights of Staff**

The Staff of the College have the normal rights of employees, under the common law and within the provisions of applicable legislation. College policies that effect staff include Harassment, Equal Employment Opportunity, Occupational Health and Safety, Conflicts of Interest, Ethics, and Confidentiality.

### **Conflicts of Interest**

The college maintains a Conflicts of Interest policy by which the staff must abide.

### **Reporting Corrupt Conduct**

Staff have a duty to report to the Principal (in confidence) any unethical behaviour, wrongdoing or serious waste of college resources by any other member of staff.

### **Personal and Professional Behaviour**

College staff should perform any duties associated with their positions diligently, impartially and conscientiously, to the best of their ability.

In the performance of their duties they should:

- take reasonable steps to keep up to date with advances and changes in their area of expertise
- comply with any relevant legislative, industrial or administrative requirements they are aware of or which are notified to them by the College
- treat members of the public with courtesy and sensitivity to their rights
- treat students with courtesy and sensitivity to their rights
- treat other staff members with courtesy and sensitivity to their rights to foster a harmonious workplace
- strive to obtain value for College money spent and avoid waste and extravagance in the use of College resources
- not take or seek to take improper advantage of any information gained in the course of employment.

When faced with having to implement policy which is at variance with his or her own view, the staff should discuss the matter with the Principal to resolve the issue.

Staff should not harass or discriminate in work practices on the grounds of sex, marital status, pregnancy, age, race, colour, nationality, ethnic or national origin, physical or intellectual impairment, sexual preference, or religious or political conviction when dealing with their colleagues and members of the public. Staff should understand and apply Equal Employment Opportunity principles, and understand and observe the college's harassment free work environment policy, equal opportunity policy and anti-discrimination legislation.

# **Australian College of Make-up and Special Effects**

## **Use of College Facilities and Equipment**

It is expected that staff will be:

- efficient and economical in the use and management of College resources
- scrupulous in their use of College property and services and not permit their abuse by others.

College facilities and equipment should only be used for private purposes when permission has been obtained from the Principal.

## **Service Standards and Contact**

The College has a small staff and so it's not always possible to have someone available to provide immediate information and advice, but every endeavour will be made to do so.

Specifically the college will endeavour to

- respond to correspondence within three weeks of receipt
- address telephone inquiries within two working days or provide progress advice where the matter is unable to be resolved quickly
- whenever sought, general information of the College's activities to be provided within one week of the written or verbal request
- process enrolment applications within a reasonable period so that the length of time between application and final enrolment is limited. Scheduling of applicants practical assessments will be undertaken within a reasonable time from the application date, but on no account will exceed two weeks
- recognise an applicant's prior learning and take completed units where appropriate as an indication of ability and competency for selection in relevant courses
- strictly maintain discretion and confidentiality of client information.

## **Confidentiality**

The staff of the College are required to maintain and keep confidential to the College all confidential information which they receive in the course of their employment with the College relating to the affairs of the College, the affairs of clients of the College or any other party which has dealings with the College. This extends to information gained by employees, the confidentiality of which is not readily apparent. Specifically, staff of the College must not express or inadvertently disclose any confidential information relating to the College or its clients or any party dealing with the College to any third party without the prior approval of the Principal.

Staff are obliged to sign a confidentiality agreement upon their appointment.

## **Student Input and Feedback**

Student input and feedback may be gathered formally or informally and is used to evaluate past and current programs. Our trainers are expected to obtain evaluation feedback from the students.

Student and Staff feedback is used to plan future programs.

We obtain feedback in the following ways:

- \* Program evaluations
- \* Requests for specific programs
- \* Student appeals or grievances

## **Australian College of Make-up and Special Effects**

- \* Industry statistics
- \* Recent reports or journals

### **Student Support**

Students needing language and literacy support are identified on application. Where only a low level of support is required the Course Director may arrange for the student to receive extra-curricular assistance. Where extensive support is needed the student is referred to an external specialist provider. If the student's language and literacy skills will inhibit achievement of the course's outcome, the student's enrolment may be postponed.

### **Liaison with Industry**

The College liaises with the industry through professional associations and local employers as appropriate.

Input is collected from industry contacts to confirm that proposed and actual training develops skills to meet the employment and skill demands of industry and future growth areas for self-employment and employment of others. Industry input can include:

- Requests for specific programs
- Recent reports and journals
- Other evidence for skills to meet employment/skill demand

### **Curriculum Advisory Board**

The College Curriculum Advisory Board is composed of industry professionals and educationalists. It advises the College management on changes in industry practice, educational requirements and suggests curriculum adjustment where appropriate. The Board meets on a regular basis.

### **Internal Monitoring and Review**

All functions, processes and procedures are reviewed regularly for effectiveness and efficiency. Monitoring and review occurs through:

- Program records
- Student feedback
- Staff feedback
- Regular staff meetings to review current activities

### **Copyright**

The College holds the appropriate copyright approvals for educational materials used in the College, computer software, intellectual property and other materials and tools used in the conduct of the business. The use of licensed materials is acknowledged and recorded.

### **Insurances**

The College maintains up to date and adequate insurance cover for the premises and facilities, as well as appropriate workers compensation and public liability insurance.

### **Marketing and Advertising**

The College is committed to integrity, accuracy and professionalism in our marketing activities. The information provided to potential students will avoid vague or ambiguous statements and false or misleading comparisons with other courses. The Principal is responsible for overall marketing outlays and design and dissemination of marketing and

## **Australian College of Make-up and Special Effects**

advertising materials. All marketing and advertising material complies with relevant legislation and VETAB guidelines.

### **Trade Licences**

The College monitors accreditation requirements and arranges all accreditation relevant to its programs. Requirements are included in program information. Business Registration and Company registrations are maintained annually.

### **Physical Resources**

The College maintains suitable and up to date premises and equipment so as to ensure smooth and effective operations. Facilities and equipment are set up, cleaned and maintained regularly to provide a pleasant and efficient working and learning environment.

Staff and students have access to necessary instructional and assessment facilities, materials and equipment. Training facilities have:

- Accessible amenities such as toilets and drink stations etc
- Adequate acoustics without disturbance from external noise
- Adequate lighting for normal viewing, writing and reading without glare, brightness or distractions.
- Adequate ventilation and heating/cooling sufficient to maintain a suitable temperature for work and study.
- Clear sight and hearing from all points and to the point of presentation.
- Pleasing aesthetics.
- Sufficient power points placed appropriately.
- Suitable audio visual and presentation equipment.
- Suitable tools and equipment set up safely and securely.
- Tables that have appropriate space for writing and training activities.

### **Course Fee Refund Policy**

Fees paid by students enrolled in short courses (1 – 10 weeks) are non-refundable.

The Overseas Student Administration fee is non-refundable.

Health regulations prohibit return of the make-up kits once they have been supplied.

Full and part-time Certificate and Diploma course fees may be partially refunded at the discretion of the College and in accordance with the following schedule:

Withdrawal from a course prior to 1/3<sup>rd</sup> of the course having expired after commencement:  
50% refund of fee paid.

Withdrawal from a course prior to 2/3<sup>rd</sup> of the course having expired after commencement:  
15% refund of fee paid.

Should the College terminate a course or cease trading, a refund equivalent to the above will be provided.

To qualify for fee refunds students must provide the College with adequate notice of their intent to withdraw. This should be a minimum of one month prior to the date of withdrawal. Applications for refunds should be made to the Principal.

## **Australian College of Make-up and Special Effects**

### **Sanctions**

The College acknowledges that if these Code of Practice obligations and regulatory requirements are not met, registration as an accredited training provider may be withdrawn.

## Confidentiality Acknowledgment and Undertaking

I, \_\_\_\_\_  
of \_\_\_\_\_

acknowledge and undertake as follows:

1. I acknowledge my obligations of confidentiality to Australian College of Make-up and Special Effects, (The College) and that I am bound by such obligations notwithstanding any other position of office that I may concurrently hold with any other organisation.
2. As one aspect of my obligations to The College, I undertake to treat as confidential and not reveal other than to the Board or management, use for business or private purposes or permit the use of any confidential information of The College, otherwise than in the proper performance of my obligations to The College or as required by law.
3. I acknowledge that confidential information of The College includes information embodied in the records and accounts of The College and information relating to the business, educational and other affairs of The College.

Signed in the presence of: .....

.....  
Witness

.....  
[Print name]

DATE: .....

# Australian College of Make-up and Special Effects

## Ethical Standards

Australian College of Make-up and Special Effects (The College) acknowledges the need for continued maintenance of the highest standard of corporate governance practice and ethical conduct by all directors and employees.

### Code of Ethics

The College aims to maintain the highest standard of ethical behaviour in its dealings.

### Objectives

In maintaining its ethical standards The College will

1. Behave with integrity in all its dealings with members of the public, clients, students, employees, government, suppliers and business partners;
2. ensure that its actions comply with applicable laws and regulations;
3. foster good relations with business partners, government, suppliers and clients;
4. maintain and implement policies that will enable employees to avoid situations where conflicts of interest could arise;
5. maintain high standards of financial probity and marketing and advertising integrity.
5. not engage in any activity that could be construed to involve an improper inducement;
6. achieve an environment where:
  - equal opportunity is rigorously practised;
  - harassment and other offensive behaviour is not tolerated;
  - the confidentiality of commercially sensitive information is protected;
  - employees are encouraged to discuss concerns about ethical behaviour with their superiors
  - college courses are delivered in an adequate and safe environment, with strict observance of fire, health and safety regulations.

The Principal is responsible for implementing, promoting and reviewing the effectiveness of the code of ethics.

## Conflicts of Interest

Staff of the College should avoid any financial or other interest or undertaking that could directly or indirectly compromise the performance of their duties. Conflicts of interest should be assessed in terms of the likelihood that staff possessing a particular interest could be influenced, or might appear to be influenced, in the performance of their duties on a particular matter.

Staff must always avoid situations in which they have the opportunity to prefer their own interests above those of the college.

In many cases only the individual will be aware of the potential for conflict. Therefore, the onus is on the individual to notify his or her supervisor if a potential or actual conflict of interest arises.

Staff members must inform the Principal of any paid work performed outside their duties, and must consider if there is a conflict of interest between the duties of their job and those of the other work.

Students are similarly required to seek permission from the Principal to undertake make-up related work whilst enrolled at the college (this requirement is designed to protect students from exploitation).

Staff must not use employment at the College in an improper way to obtain future employment opportunities. Having left the College they must not misuse information obtained during their employment with the College.

No member of the staff should accept a gift or benefit if intended or likely to cause the individual to do his or her job in a particular way, or deviate from the proper course of duty.

It is expected, however, that token gifts or benefits may be accepted in circumstances approved by the Principal, provided there is no possibility that the recipient might be, or might appear to be, compromised in the process.

As a general rule, gifts or benefits should not be accepted if they could be seen by others as either an inducement or a reward which might place a staff member under an obligation.

## Grievance and Appeals Policy and Procedures

The College seeks to prevent grievances by ensuring that students are satisfied with their program and its outcomes. Staff and students are expected to be fair, courteous and helpful in all dealings with each other. Any complaint about a staff member or program will be treated seriously and confidentially, investigated thoroughly and dealt with accordingly.

Students may appeal to the College against a decision relating to assessment, exclusion, course unit exemption or other related matters. The College policy for dealing with such appeals has a three tiered approach. Once a decision has been judged at the highest level of this appeal process no further appeal is possible within the college.

1. Grievance/Appeals must be in writing and lodged with the Registrar within fourteen days of the matter arising.
2. Grievance/Appeal documents must indicate the nature of the grievance/appeal and state the grounds for appeal. Documentary evidence should be supplied with the application where relevant.
3. The College will deal with the matter through the following process, where appropriate.
  - a) Interview conducted by the Head of School;  
where this fails to resolve the issue;
  - b) Interview conducted by the Principal;  
where this fails to resolve the issue;
  - c) The matter will be referred to the College Advisory Board for comment and resolution. The Advisory board will consider the matter within ten working days of the date of submission to the Board. The Board, through the Principal, will advise the student in writing of the resolution, including reasons, within five working days of the decision.
  - d) Should the issue remain unresolved an external mediator will be appointed. There will be no further right of appeal.
4. A student may appeal against an assessment decision on the following grounds:
  - a) Assessment requirements were varied without consultation or in an unreasonable way;
  - b) Assessment requirements were applied in a discriminatory way;
  - c) An error has been made in the computation of a grade;
  - d) Due regard was not paid to evidence of illness or misadventure submitted during the semester which is purported to explain poor performance in the unit.
5. Assessment appeals may be referred to an external assessor for arbitration. Only one external assessment will be provided and the decision reached by that assessment will be final.

## **Australian College of Make-up and Special Effects**

6. A student may appeal against a decision to exclude them from a course or unit on the following grounds:
  - a) Equal opportunity principles were not applied;
  - b) There were matters outside the student's control which contributed to the student's failure to meet the required standards for entry to the course/unit, and that those matters are unlikely to operate in the future;
  - c) Incorrect information was supplied to the student during the selection process;
  - d) The selection process was not followed correctly;
7. The role of the Advisory Board of the College in addressing matters brought before it is to ensure that due process was followed, not to re-assess academic work. The Board may ask for further written evidence or hold interviews with relevant parties at their discretion.
8. Should the processes outlined above not satisfactorily resolve a grievance the College will engage a professional mediator to resolve the issue.

## Occupational Health and Safety Policy

- 1 The College acknowledges its obligations to provide a healthy and safe working environment for its employees, its students and visitors to the organisation and these obligations are considered to be of the utmost importance. Resources in line with the importance attached to occupational health and safety are made available to comply with the New South Wales *Occupational Health and Safety Act 1983* and other associated legislation to ensure that the workplace is safe and without risk to health.
- 2 The responsibility of ensuring that health and safety requirements are complied with does not rest solely with the Principal or Directors of the College but is a core responsibility of staff members at all levels.
- 3 In order to achieve policy objectives, there are several key areas towards which attention and resources are focussed. These are:
  - i) compliance with Occupational Health and Safety legislation and other statutory and industrial agreements is observed
  - ii) elimination of hazards/procedures in the workplace which can cause death, injury or occupational disease;
  - iii) appropriate and adequate accident prevention measures and reporting procedures;
  - iv) appropriate and adequate occupational health and safety training and educational programs;
  - v) prevention of interference with or misuse of equipment or facilities provided for health, safety and welfare;
  - vi) overall safe and healthy work/study environments and procedures, and safe plant, equipment and substances;
  - vii) safe storage and handling procedures for hazardous materials is are observed.

Although the prime responsibility for health and safety rests with the employer, it is the responsibility of all employees and students to ensure their own and others' health and safety by observing safe systems of work and reporting potential hazards in their work and study areas.

Trainers must incorporate OH&S considerations when planning and delivering training and conducting assessments. Students must be advised of the OH&S requirements of their course and supervised accordingly.

# Australian College of Make-up and Special Effects

## Equal Opportunity Policy

- 1 The Australian College of Make-up and Special Effects has a policy of equal opportunity in employment and education.
- 2 In seeking to pursue these policy objectives and in accordance with the objectives of the New South Wales *Anti-Discrimination Act 1977* and the Commonwealth *Affirmative Action (Equal Employment Opportunity for Women) Act 1986*, the College will act:
  - i) to eliminate and ensure the absence of direct and unfair systemic discrimination on the grounds of sex, age, marital status, race, ethnic origin, sexual preference, political or religious belief, intellectual or physical impairment, HIV or AIDS status in relation to:
    - access to the educational, research and other facilities of the College;
    - the recruitment, advancement and conditions of employment of staff;
    - the daily routines of the College community;
  - ii) to promote equal employment opportunity as an integral part of the College's policies and practices;
  - iii) to review and evaluate the progress towards achievement of this equal employment opportunity policy;
  - iv) to establish procedures for dealing with grievances covered by this policy.
- 3 Harassment or victimisation of staff or students because of their race, sex, ethnic origin or any of the grounds listed above by other members of the College community is formally condemned by the College. The College has in place a policy on work place harassment, and promulgates that policy.
- 4 Sexual harassment as a form of sex discrimination is unacceptable; it creates an offensive, intimidatory or hostile environment, and is contrary to the educational and employment policies of the College.
- 5 The College has established a system for the handling of grievances by persons who feel they have been discriminated against, or denied equal employment opportunity or fair treatment by the College. Those procedures are outlined in the Student Handbook and as a separate policy within this document.
- 6 The sole consideration in assessing all applicants for College courses is the applicant's potential to make a career of and contribute to the profession, to the College community and the broader community as well as their own personal development. Although the College is committed to actively preventing any form of unfair discrimination, there are circumstances where the appropriateness of persons attending the College may be subject to the discretion of the Principal. These circumstances might include:
  - i) Persons under the age of 18 may be advised to defer a full-time College course for one to two years, depending on an assessment of their personal maturity.
  - ii) Persons with a physical impairment may have limited access to the College premises and College courses depending upon the nature and extent of their impairment. If the Principal is uncertain whether an individual would be capable of successfully completing a course, certification by a doctor will need to be produced stating that the individual is capable of performing the required work without undue risk of endangering themselves or others.

# **Australian College of Make-up and Special Effects**

## **Culturally Diverse Society Policy**

The College recognises and supports the NSW Government Charter for a Culturally Diverse Society and seeks to implement the principles of the charter in its dealings with students, staff and the general public.

## **Disabilities Policy**

In employment and student selection the College makes every effort to accommodate the needs of persons with disabilities. The College has in place an Equal Employment Opportunity policy which guides the selection of candidates for employment and education.

The College's primary objective is to provide professionally trained make-up artists to the film, theatre, television and fashion industries. Within the limits of employment in those industries the College will endeavour to promote the aspirations of disabled persons while acting within the framework of its Equal Opportunity policy.

Given the College size and particular focus it is not practical to provide physical resources required to provide total access to College facilities for severely disabled persons. However where possible within the limited resources of the College it will endeavour to adopt an inclusive approach to such cases.

## **Women's Policy**

The College recognises the importance of fostering opportunities for women. It agrees with the key objectives of the NSW Government Action Plan for Women and promotes those objectives in its training programs and employment where appropriate. The College is not obliged to observe the requirements of the NSW Affirmative Action Act 1986 as its employment levels are significantly less than 100 persons, however employment levels in the college currently consist of 75% female staff, a position the college would hope to maintain in the future.

# Australian College of Make-up and Special Effects

## Harassment Free Work Environment Policy

The College promotes a productive work environment that is free from any type of harassment (verbal or physical) which may interfere with the terms and conditions of employment. Verbal or physical conduct by any employee which harasses, disturbs or interferes with another employee's work performance or which creates an intimidating, offensive or hostile environment will not be tolerated.

Harassment, either intentional or unintentional, has no place in the work environment. Accordingly, the College does not authorise and will not tolerate any form of harassment of employees (e.g. supervisory or non-supervisory) and students based upon race, sex, sexual preference, religion, colour, national origin, age or disability.

### Sexual harassment

It continues to be the policy of the College that sexual harassment in any form of employees or applicants for employment will not be tolerated. Sexual harassment includes unwelcome sexual advances, requests for sexual favours, or physical conduct of a sexual nature.

Sexual harassment also includes, but is not limited to, unwelcome sexual flirtations, advances or propositions, verbal abuse of a sexual nature, subtle pressure or requests for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about a person's body, sexually degrading words used to describe an individual, a display in the workplace of sexually suggestive objects or pictures, sexually explicit or offensive jokes, or physical assault.

No employee shall threaten or insinuate, either explicitly or implicitly, that another employee's, applicant's or student's refusal to submit to sexual advances will adversely affect that person's employment, work status evaluation, wages, advancement, assigned duties, hours, or any other condition of employment or career development. Similarly, no employee shall promise, imply, or grant any preferential treatment in connection with another employee, applicant or student engaging in sexual conduct.

### What to do if you feel you are a victim of harassment at work

Any employee who feels that they are the victim of harassment by any supervisor, management official, other employee, customer, client, or any other person in connection with their employment should bring the matter to the immediate attention of the Registrar. An employee who is uncomfortable for any reason in bringing such matter to the attention of the Registrar should report the matter to the Principal

Any question about this policy or potential harassment should also be brought to the attention of the same persons. The College will promptly investigate all allegations of harassment in as confidential manner as possible and take appropriate corrective action if warranted

Any employee who is determined, after an investigation, to have engaged in harassment in violation of this policy will be subject to appropriate sanctions up to and including summary dismissal.

## **Records and Version Control Policy**

### **Version Control**

The College has adopted a policy which will ensure the documents and electronic information available for the public are those most recently written or compiled.

Documents intended for internal use by the College also follow these procedures.

For printed documents the footer must contain the words:

“Version #.# “ (# = Number) plus the [Date]

Electronic information is stored with the creation date and revision date encoded.

Database information displays the record creation date and revision date automatically inserted when a database record is accessed and/or revised.

### **Records:**

Records are maintained of program development, program delivery, program outcomes, individual student achievements, physical resources and financial activities. Records are kept accurate and up to date.

Archived physical records must be stored with the years that they cover clearly displayed.

All Archived physical records relating to students, including results, assessments, units achieved and qualification gained, must be stored for a period of 30 years from the year of their creation.

Archived electronic records must be stored with version information applied to the box or case, and the contents.

The Principal maintains master copies of financial documents, and master copies of curriculum and course related documents. Student records are held in electronic form, and regular back-ups of the information are made ensuring multiple copies are available. Back-up copies of electronic data are also stored in a secure location off-site.

Access to files is limited to staff involved in their maintenance and appropriate program personnel. Access by students to their records is available on request.

### **Privacy:**

The College conforms to privacy legislation as it effects personal and confidential information stored physically and electronically.

# Australian College of Make-up and Special Effects

## Human Resources

### Tutors/Lecturers

Staff involved in the instruction and assessment process must possess the appropriate pre-service and/or in-service competencies and knowledge.

Instructors and assessors must possess knowledge, skills and experience such as would be attained in at least five years of high-quality industry experience relevant to the unit(s) being taught/assessed.

Tutors and Lecturers who are required to teach for a period exceeding 200 hours per year must also be qualified at a level of Certificate IV in Workplace Assessment & Training as a minimum, and have formal evidence of successful completion of a relevant course of study on the content area.

Instructors and assessors must appropriately maintain and upgrade professional competencies and knowledge, relevant to the content.

### Administrative and Support Staff

All administrative and support staff must have qualifications suitable to the duties required of them. Such qualifications may be experienced based or formal.

### Staff Recruitment

Staff are recruited responsibly and ethically at all times and recruitment is consistent with any curriculum requirements. The College is committed to non-discrimination in any form when recruiting and selecting and at all times complies with equal opportunity and anti-discrimination legislation.

### Staff Induction

New staff undergo an induction process in order to;

- Familiarise them with the organisation, its goals and structures
- Introduce colleagues
- Identify other staff members
- Familiarise them with premises and equipment
- Instruct them in organisational principles and standards

### Staff Training

The College encourages staff to undergo appropriate training courses, and will consider providing assistance in training based on the relevance of the proposed training to the objectives and requirements of the College.