



**The Nail and Beauty College  
Student Handbook and Procedure & Policies of the RTO**

# **STUDENT HANDBOOK**

## **RULES, POLICIES AND PROCEDURES**

**The Nail and Beauty College**  
**ABN: 32 088 274 168 | RTO: 31802**  
**Address: unit 2/363 Turbot Street, Spring Hill, Qld 4000**  
**P: 07 3881 1977 | E: [training@nabc.edu.au](mailto:training@nabc.edu.au) | Web. [www.nabc.edu.au](http://www.nabc.edu.au)**

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### 1. Welcome to The Nail and Beauty College

- Campus contact email: [training@nabc.edu.au](mailto:training@nabc.edu.au)
- Campus contact number (07) 38811977
- Office hours: 8.30am – 5pm Monday – Friday
- Head office address: Unit 2/363 Turbot Street, Spring Hill, Qld 4000

### 2. Introduction

The Nail and Beauty College (The NABC) is a Registered Training provider offering Nationally accredited training in Certificate III to Diploma qualifications in Nails, Beauty and Makeup, face to face as well as short courses and in-salon Diploma Traineeships.

We provide full training in all aspects of the Beauty industry including Nationally accredited Short Courses and workshops to meet industry standards.

The NABC has a team of highly skilled, industry standard trainers capable of assisting you to gain competency in all aspects of your chosen course.

All Certificate and qualification level courses are Nationally Accredited and the skills you will gain whilst completing these courses will equip you to work within these industries anywhere in Australia and Internationally.

### ATTENDANCE

- Evidence of attendance is a Government requirement of course completion and will be noted for your attendance record.
- The attendance record is used as evidence of absenteeism for Government requirements, Austudy (Centrelink), Abstudy, and in the case of emergency evacuation. Expulsion or suspension from college may occur if a student is found to be falsifying times/days attended in the attendance register or signing in on behalf of another student.
- Training packages are required and used to prepare students for the workplace. As such, every course run by The NABC requires practical assessment by a Trainer & Assessor to ensure requirements are met for employability skills as per the performance criteria supplied to us by the Australian Government. These requirements include attendance, punctuality, hygiene, cleaning, teamwork, working autonomously, and many other skills that form part of your employment in your chosen industry.

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- If you are unable to attend class or are running late, please call the main office or email us at [training@nabc.edu.au](mailto:training@nabc.edu.au) to advise prior to 8.30am – as you would at a workplace. If you require early departure from class, please notify your instructor by 9am or as soon as you know so class plans may be adjusted. If you are absent due to illness for more than a day, a Medical Certificate will be required for government requirements – particularly Centrelink recipients.

### MISSED TRAINING DAYS

- Missed training days are recorded for audit. Attendance sheets are scanned onto your electronic file and held as evidence.
- A nominal number of structured RTO college training hours are a requirement for each course and missed training days will require missed hours to be made up to meet those requirements. These make up hours are at the discretion of the trainer and may be dependent on when that subject is being taught again.
- Attendance – if you are unable to attend class, please contact the office prior to 9am. These missing days will be required to be caught up at another time to ensure students do not fall behind in the unit. Catchup days are completed on alternative days to your normal training day. Prac work, work experience days and student clinic days are a requirement towards your Cert III / Diploma / Cert IV hours to demonstrate competency.
- The NABC Trainers and assessors work to a strict timetable to ensure courses are completed within the specified time frame. Classes will not be retaught or rescheduled due to a student's failure to attend. Private training of units is not provided due to lack of attendance.
- If theory & demonstration classes (day one of each unit) are missed, students will be required to complete that unit the next time it is run by our calendar as it is not possible to repeat classes lessons until the next time that unit is offered. Theory & demonstrations are a vital part of your course and sets you above others in the industry with limited theoretical knowledge.
- Some theory and practical lessons are a prerequisite for other more advanced units of work. Please be aware that if you miss theory and practical lessons you may not be able to move onto more advanced units of work until you have completed all prerequisites.
- If nonattendance is due to illness – please contact our office so a training plan may be put in place on your behalf. A medical certificate may be required for multiple nonattendance days.  
**Please do not attend college if you are ill.**

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- Please schedule personal appointments outside of course delivery times. Only in extenuating circumstances may the principal grant you an exception.
- If you are employed under an apprenticeship as a trainee, you are required to stick strictly to the agreed training plan, and ensure that you keep a work log of your hours and what work you perform.

### FIRE DRILL AND PROCEDURES

- In case of an emergency you will be required to follow fire warden(s)/ your trainer or office staff instructions and will be taken to the evacuation meeting point which is located at the front of College building
- Fire extinguishers located and fire/evacuation drill will be explained in orientation

### STUDENT SUPPORT

The NABC Trainers and assessors are available for your support in all areas of your course.

We are motivated to support you in the best way possible – Should you feel you need any support/advise in any area of your course, please contact us on by email at [training@nabc.edu.au](mailto:training@nabc.edu.au) or by phone during business hours.

### LANGUAGE, LITERACY AND NUMERACY

To study a Nationally recognised qualification you are required to complete a Language, literacy and numeracy test for your training at The NABC. This test has been developed by experts in this field and is designed to assist our staff in providing the necessary support to assist all participants to successfully complete their course of study. Competency in the Language, literacy and numeracy test is part of an entry requirements into certain courses within the AQF.

### LOCKERS

- Lockers are available for use when attending face to face classes. All bags must be put in lockers whilst you attend class to alleviate trip hazards.
- Please be advised, if should you lose a locker key, you will incur a \$10 replacement fee. Please leave your locker keys in the locker when not in use.
- The NABC will not take responsibility or be held liable for loss and/or damage of jewellery or effects that are brought to the College and/or left unattended or left in lockers.

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### MOBILE PHONES

- The use of mobile phones in class time is discouraged. We ask that mobile phones – when not required in class, please be left in your storage locker. We have a break every 1.5 hours, where you can check on mobile phones if need be.
- We ask that all mobile phones are placed on silent during class times so as to not disturb the flow of the class plan.
- If you have an emergency and require contact with your mobile phone, please advise your class instructor.
- Please also ensure the College phone number is given to your close contacts in case of emergencies.

### APPEARANCE AND UNIFORMS

- Under the training package requirements from the Australian Government, we are required to practically assess you in presentation and hygiene across several units across all qualifications and short course units.

*A very high standard of grooming is a college requirement for all The NABC students.*

- Students are to always wear their NABC uniform at the academy. Students are to be neat, professional, hygienic, and tidy all times. The NABC T-shirts can be worn any day, and formal Tunics (Diploma & Cert IV Beauty students) must be worn on Student Clinic days.
- Black tailored work pants are to be worn with both T-shirts and Tunics. Closed in black shoes are a requirement of Health and Safety Regulation.
- Hair is to be worn tied and pinned back of the face and is to be clean & tidy.

***Due to Workplace Health & Safety and College legislation and policies – no Jewellery is to be worn at the college during practical days, except for a single flat wedding ring.***

*Lockers are provided if jewellery is removed - however The NABC does not take responsibility and will not be held liable for loss and/or damage of jewellery or effects.*

- ***Due to safety, theft and Occupational Health and Safety legislation, jewellery (other than small earrings, wedding ring and watch, or medical jewellery) worn to the College must be removed prior to your 1st practical lesson and placed in your locker for the day. This policy reflects current legislation for the industry and risk minimisation for insurance.***

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- A smart Black jumper or Jacket may be worn in the cooler months. Sloppy Jo's, tracksuit tops, hoody's etc are unprofessional and therefore, unacceptable.
- A black or white plain long sleeve top worn under your uniform shirt is acceptable during colder months.
- Jackets, tops or any other items of clothing are to be worn over the top of your uniform shirt during practical work as it is clumsy and unprofessional and therefore, unacceptable.

**Under no circumstances are sandshoes, boardshorts, shorts, short skirts, hats, sunglasses, tracksuits, leggings or blue jeans to be worn.**

**Incorrect attire is deemed a breach of these policies & procedures and can result in being denied access to training, you will be directed to go home and change.**

### CLEANING

Under the training package requirements from the Australian Government, students are required to be practically assessed as a part of the criteria of each unit.

- Cleaning of Campus and clinic is required as a requirement of each unit and as part of each course.
- 15-30 minutes is allocated for clean-up for all classes at the end of each day.
- Each student is responsible their own workstation or sitting area as well as common areas.
- Specific areas/equipment that require cleaning prior to end of day can be found around the Campus/clinic.
- Trainers/ TSO and admin will check your area before leaving each day – this checkpoint works as part of practical criteria for every unit.
- Cleaning is not to be left as work for a few students – if a student is found to be not participating the cleaning or laundry duties, it may be marked as being Not Yet Competent in the unit involved.
- If student needs leave early, speak with their trainer and assessor who will allocated and area to clean before leaving e.g., Kitchen, Laundry

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### CLEANING SPECIFICS

- All rubbish bins are to be emptied & bin liner replaced after every class – including kitchen & toilet bins.
- All extension cords & leads are to be wrapped neatly and put away.
- All products are to be put away neatly in cupboards.
- All seats, tables and lights are to be wiped down after each class.
- All surfaces in kitchen to be wiped down including bathroom sink.
- Washing is to be completed daily by each class and all washing to be washed placed in wash baskets provided and all washing brought in from the clothesline is to be folded.
- All floors are to be vacuumed or swept & mopped daily including kitchen & bathroom.
- General waste & recycling rubbish bins are to be placed on the curb **EVERY Thursday**. Do not place general waste bags in the recycling bin!
- Any student found to have wilfully damaged any property of The NABC – may be liable for the cost of that property.

### **ASSESSMENTS**

- All assessments are graded on a competency basis – Competent or Not Yet Competent.
- Written assessments are completed as open book assessments. Sometimes these assessments can be worked into a class plan, predominantly these assessments are to be completed in the student's own time and handed in on the scheduled date as per your training calendar.
- Written assessments work in conjunction with a workbook for each unit being studied. Students will sign a log to ensure the receipt of each workbook. This log is scanned to each student electronic file at the end of the course for audit purposes.
- Practical observations are required as part of each unit. All students will be advised of the dates and requirements for each practical observation.

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- All unit dates are advised in your calendar, and it is in your best interest to go over your work each day and ensure you understand the subject, so you are best prepared.
- Online assessments are to be saved on your laptop or computer, and submitted by the due date to be marked. Any scheduled online theory class dates need to be attended and you will be advised of these dates.
- Each assessment completion date is either marked in the calendar or will be provided by the unit instructor. If an assessment that is not completed and handed in on the required date, may be deemed Not Yet Competent.
- To be marked competent in your exam and assessments you need to show 100% understanding of the subject. If you do not know a question, please try and answer it to see how we can help you if it is incorrect. An assessment with missing questions will not be accepted.
- Late assessments will be charged a \$50 late fee, as the trainer and assessor will need to set up another time to do your marking that is outside her calendar date for marking.
- You have 3 attempts to have all the answers correct, or you will be charged an extra \$50 fee for any attempts after the 3<sup>rd</sup> attempt. You have one week to resubmit a new attempt.
- Each unit workbook has activities that are required to be completed. The workbooks are to be handed in with the assessment for marking and recording for audit process. Only hand in completed books. We will not mark incomplete work. It is in your best interest to hand these in completed when you hand your assessment in, for hard copy workbooks.
- Each unit includes written assessments and practical observations. Assessments may also include theory-based questions, quizzes, roll play, assignments etc.
- Certain Assessments will have 1 – 3 Learner Checks (LC) prior to the assessment, and they take on the same agenda as an assessment. They are used to ensure students consistently able to perform the service on a client and gives opportunity to get ready for your Assessment.
- At the end of each term, you need to have completed and show competency in the subjects that were covered for that term, so you don't fall behind for the next term.

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- A logbook is given to each student to record all practical treatments that have been completed. This is to remain onsite at the College and must be updated at the end of each practical day. Trainee/ apprenticeships need to also keep a log of everything they perform at the workplace and the hours they attend.
- At the end of the year students may be invited to complete a final oral exam with a trainer and assessor that will cover all areas you have studied in your beauty therapy training to ensure they still have all the knowledge required for the workplace aswell as give the student the opportunity to discuss any questions with their Trainer prior to graduating.
- During your terms, students will have the opportunity to be benchmarked with a trainer or supervisor, in some instances. This includes a student performing treatments on a trainer or supervisor within the industry and being offered treatment feedback. This is a wonderful opportunity to work one on one with the Trainer or supervisor to assist where you can be fine tuned before entering the workforce!

### STUDENT CLINIC

- The Nail and Beauty College provides its students with the opportunity of working in a Student Clinic once new skills have been taught and treatments can be performed.
- The student clinic allows the student to gain confidence and experience in the industry by completing treatments on the public for discounted rates.
- This clinic is run by the students to allow valuable experience within the beauty industry. Students will be responsible for booking appointments, upselling products, completing the treatments and rebooking clients – under the supervision of trainers & assessors.
- The clinic is an assessable component and a requirement of the national standard of the qualifications.
- If a student's attendance drops below 95% a Doctors Certificate will be required for all absences. Any absences below 95% for the student clinic are required to made up in the future prior to course completion.
- Final assessments cannot be attended until clinic hours are bought up to date.
- Models visiting our student clinic realise our students are still in training and are happy to assist in your professional development.

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- Students are encouraged to practice acquired skills on family at home. Please be aware that fee-for-service treatments being performed by a student off campus, prior to completion of their course and qualifying, may require insurance.(ask the office for more information). Further, if a student gains employment in the industry prior to qualifying, it is best to enquire about employee insurance requirements from that employer.
- Attendance on clinic days is imperative, as is professional grooming and behaviour.
- Our trainers and assessors are constantly watching for teamwork, effort, initiative, and client care – THIS is what will help a student gain employment!

### EXTENSION REQUESTS

It is your responsibility to dedicate the time and commitment required to complete the course you have enrolled into. However, if you have any concerns or circumstances impacting your ability to complete your course within your course timeframe, please contact your Trainer and assessor or our office on email [info@erthentials.com](mailto:info@erthentials.com) and we will be able to offer advice options, and/or discuss tools and techniques to assist you towards completion.

### RECEIVING YOUR CERTIFICATE OR STATEMENT OF ATTAINMENT

Once you have completed your enrolled qualification in full you will within 30 days receive your Certificate and Record of results listing all the units of competency you completed. If you enrolled in a single unit or short course, once you have completed the unit of competency you will receive your Statement of attainment for this unit. Short courses that are not Nationally accredited will, on completion be issued a Certificate of completion.

### CHANGING YOUR DETAILS

Should you change your details (e.g. name, address, phone number, medical condition) throughout the duration of your course, please notify The NABC enrolment office by email the correct and new information.

### COMPLAINTS

If you have a complaint, please contact The NABC as soon as possible with the details, ideally by calling 07 38811977 or emailing [training@nabc.edu.au](mailto:training@nabc.edu.au) in the first instance. If you feel that your complaint/appeal has not been resolved, you may request a review from an independent body which can be provided to you by our office.

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### BEHAVIOUR, CONDUCT AND SAFETY

- Students are to behave in an orderly manner and be of sound mind during their time at the College. Anyone who does not comply may be asked to leave the Academy.
- Consideration to others is of utmost importance. Noise level and quality of your conversation may offend others who are working and/or the model they are working on.
- The NABC has a zero tolerance to using drugs and alcohol - this is a safety issue whilst working with other students, clients and with equipment.
- Students are not to be disruptive during class, or towards any other student.
- Safety – instructions are to be followed thoroughly and carefully.
- Students are NOT to use equipment in which they are not trained.
- Students are required to follow any lawful directive given by a staff member, particularly if it is in relation to safety.
- A high standard of behaviour must be maintained at all times while on the premises of the College or while wearing the College uniform.
- The use of unseemly or obscene language is not acceptable at any time.
- Behaviour must not cause damage to property or interfere with the comfort of any person lawfully on the premises of The NABC.
- A student may, at the discretion of the principal, be suspended, expelled and/or be billed for damage caused by the behaviour of the student, or any breach of policy outlined in this document. An appeals process is available to a student affected by the decision of the principal.
- If a student is suspended or expelled, that student is bound to still pay the course fees as per the enrolment agreement.

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### DRUG & ALCOHOL-FREE WORKPLACE

- The NABC prohibits students, staff or visitors the use of traffic illegal drugs or abuse of the use of prescribed drugs or alcohol while on the college premises or at any event representing the college.
- Being on the premises under the influence of illegal drugs or alcohol, including a hangover is also prohibited.
- Violation of this policy will result in immediate disciplinary action, which may include expulsion from the college.
- Being under the influence of alcohol, drugs or a hangover may jeopardise safety for other students and the trainer.

### LIBRARY AND RESEARCH

- If you are wanting to borrow from the library – you need to sign the library register, and show the trainer, get the office or trainer to sign. You can only borrow maximum 2 books at a time.
- If you wish to discuss your student records, please see our admin staff or your trainer and make a meeting time that may be suitable for you both.

### STUDENT PRIVACY

- In compliance with the Privacy Act, all information requested and stored by The Nail and Beauty Training College is only used for the process of accurately maintaining student records.
- All information is kept confidential and access to this information is only available to the Principal and Staff or Centrelink and other government departments that may have authority to request
- such information. In some cases, student names will be provided to suppliers for awards, no other information will be given out.

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- At times during the course, staff, other students, or contractors may take photos and/or video for use in promotional activity. These photos remain the property of The NABC and will not be sold to any third party. Some of the media may be used for promotional editorials in public and professional publications and other such media. Acknowledgement of an individual's acceptance in participating in such activities is given by the signing of these Rules and Policy 2023. Should students wish to view or purchase copies of any such photo/video outside the normal distribution, this request should be made in writing to the Administration Manager. Photos will then be made available following Graduation.
- At times another student may request they take of photo of their work. This often occurs within the Make Up units as part of a student's portfolio. Signing these Rules and Policy 2023 allows permission for a student taking a photo for the use in a personal professional portfolio. This agreement also states that any photos used and taken with the consent of other students will only be used in a personal portfolio for professional reasons. No money will be paid by the college or by a student for these practices.

### SOCIAL MEDIA AND PROFESSIONALISM

- It is common knowledge that social media sites are used to communicate and correspond with friends, colleagues and to obtain new friends. The NABC asks students to remember the industry they have chosen to work in, and that once things are published on the internet that future employers can also get hold of this information. Remember to have a degree of maturity about your comments.
- No hurtful, derogatory comments should be made about any of our students nor about the Academy. In the event this happens, further legal repercussions may eventuate against that individual.
- We ask our students to Think before they Write. - is appropriate? Do not post in haste because of a bad day with someone.

### NO SMOKING

- **Smoking is not permitted inside, at the front of the building, under the air conditioning vents outside, in the car park near any of the building or any other area that has been legislated by the Qld Government.**
- If a student is a smoke, please ensure that mouthwash used after, a body spray is used on clothing and hands are washed to reduce tobacco odours.

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- Smoking is not permitted whilst wearing The NABC uniform.
- The NABC respects the rights of individuals however we encourage the avoidance of tobacco smoke which is recognised as a major cause of serious illness in the community.
- From your fellow student's perspective or a clinic model perspective, it is most unpleasant to have a smoker leaning over you, performing a treatment.

### COMMON AREAS – KITCHEN, BATHROOMS & HALLWAYS

- Kitchen is to be kept clean and tidy. It is to be tidied after each use, particularly lunch.
- Students are not to be excused from class until all the cleaning is completed. Everything must be away at the end of day.
- The fridge is cleared out on the last day of the week. Anything left in the fridge on a Friday may be thrown out if not collected.

### OTHER INFORMATION

- Any relevant notices will be given out at the start of class.
- A confirmation letter may be provided to be used for industry trade show events, wholesale pricing and for public transport (Full time).
- Any changes to students' details including address, email and phone numbers must be given Administration Manager ASAP.

### CAR PARKING

- The NABC has student car parks available on a first come, first in basis. Other car parks are available down the side street, or at pay stations, or you may choose to take public transport.
- Use of the car park is at your own risk and the College will not be liable in any way for any damage, theft or loss incurred to your car while parked in the car park. If a student is responsible for damage to other vehicles or the car park the legal responsibility to fix the damage within 30 days falls to that student. Damage must be repaired by qualified repairers or tradesperson.

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### THEFT

- It is a criminal offence to steal from the College, staff, a client, model, or a fellow student. The relevant authorities will be notified and immediate expulsion from the college will result should a student be found to have stolen.
- Such a student will not be entitled to any refund of fees paid and remain liable for any fees owing as per any signed payment plan.
- The NABC Academy accepts no responsibility for lost or stolen items. As previously advised, please do not bring valuable items to the College.

### CHEATING

If any student is found to be cheating in any type of assessment at the NABC, in the first instance the student will immediately be given a satisfactory or a not yet competent grade for that assessment and will be required to sit another assessment within one week at an additional cost of \$100. If the same student is caught cheating again, they will be expelled from the college.

There will be no refund issued and the student will remain liable for any outstanding fees. If action for the recovery of outstanding fees is required, the student will be liable for any additional costs incurred by the College necessitated by this action.

### SECURE AND PRIVATE RECORDS KEPT

At The NABC all your assessment data will be kept secure and private. If you require any information on your progress through the qualification/course you can contact your trainer and assessor in the first instance, who will contact the admin office to discuss this further with you privately. At any time you will be able to see your progress through your LMS portal.

### FEES & Charges

The Nail Beauty College's Tuition Fee Schedule is available at <https://nabc.edu.au>

It is subject to change. Your individual tuition fee will vary depending on the course you are enrolling in and concessions that may apply to your individual circumstances. Before enrolling into your course, you will be provided with your individual tuition quote (Statement of Fees), based on the above-mentioned circumstances. The deposit is collected prior to the course commencement on enrolment, and the first fees are charged and collected prior to lesson one commencement. Collection of fees are on a payment plan where required.

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### **COURSE CANCELLATIONS AND REFUNDS FOR QLD FUNDED STUDENTS ONLY**

Student Fees for programs funded by the Queensland Government may be paid on behalf of the student by the student's employer or another third party. The employer should refer to The Nail Beauty College's Training Services Agreement for information regarding refunds under this agreement. Students who are responsible for paying their own student contribution fees, are invoiced for the necessary fees, and are required to pay the invoiced fees prior to the commencement of training. If a student withdraws from the course, the student is entitled to a full refund of student contribution fees paid for any unit of competency that has not commenced at the time of the cancellation of enrolment. Students may be eligible for a proportional refund if they withdraw after commencing a unit of competency.

Please contact the Administration Manager for further information regarding refunds.

### **DISCIPLINARY PROCEDURES**

Every student is required to sign the form at the end of this handbook. By signing this you must abide by the rules governing Earth Sentials Beauty and Spa Training Academy. A person violating these rules will be given two warnings in writing, if it takes a third warning you will be withdrawn from the course immediately and any fees which may be deemed to be owed to the student will be forfeited.

### **CODE OF PRACTICE**

As a Registered Training Organisation, The Nail and Beauty College has agreed to operate within the Conditions and Standards of the Australian Quality Training Framework. Legislative Requirements.

The Nail and Beauty College will meet all legislative and regulatory requirements of State and Federal Government that are relevant to its operations and scope of registration. In particular, Workplace Health and Safety, Workplace Relations and Vocational Placement Standards will be met at all times.

Legislation and regulations which specifically impact on staff, contractors and visitors and the way work is carried out is addressed through induction training and on-going orientation programs and professional development. Legislation and regulations which specifically impact on the role of our learners is addressed during training. The rights and responsibilities of all parties are explained and adhered to, The Nail and Beauty College. Internal audits are conducted regularly to ensure any potential breaches of legislation are identified and dealt with in an appropriate and timely manner.

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### The relevant Acts include:

- Anti-Discrimination Act 1991 (QLD)
- Disability Services Act 2006 (QLD)
- Equal Opportunity & Public Employment Act 1992 (Commonwealth)
- Privacy Amendment Act 2000 (Commonwealth)
- Work Health and Safety Act, 2011(QLD)
- WorkCover QLD Act 1996 (QLD)
- National Vocational Education and Training Regulator Act 2011
- Copyright Act 1968 (Commonwealth)
- Commission for Children and Young People and Child Guardian Act 2000
- Industrial Relations Act 1999 (amended 2002)
- Child Protection Act 1999 (amended 2002)
- Fair Work Act 2009
- Public Health (Infection Control for Personal Appearance Services) Act 2012

The Nail and Beauty College will honour all guarantees outlined in this Code of Practice. We understand that if we do not meet the obligations of this Code or supporting regulatory requirements, we may have our registration as a Supervising Registered Training Organisation withdrawn.

### FEEDBACK

Your feedback is important to us! We thank you for taking the time to read through our Student Handbook. If you have any questions, please do not hesitate to talk with your Trainer or our NABC Admin / enrolment staff. If you appreciate the extra effort a trainer or staff member has given you, or you have any concerns about something, we encourage you to let us know. This allows us to constantly evaluate and improve our services to you.

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Informal feedback can be sent to:

**The principal**

**Email:**

By signing the Declaration Acknowledgment below, you are confirming that you have been fully informed about the course, the student handbook rules and policies, the payment terms and arrangements have been agreed upon, the assessment requirements, and you are signing this declaration prior to the commencement of your course.

*This training is fun, this training is hard work! We expect honesty and integrity, a certain amount of responsibility, as it is adult education, good communication as if you were at work, team work and initiative. We want you to be the best that you can be. Your best effort combined with being a thinking therapist being trained by some of the best, highly skilled and knowledgeable trainers and assessors in our industry, will result in you being the best that you can be!*

### DECLARATION ACKNOWLEDGEMENT

<b>Student name</b>	
<b>Student signature</b>	
<b>Date</b>	
<b>Parent or guardian name</b> (if student is under 18 years old)	
<b>Parent or guardian signature</b>	
<b>Date</b>	
<b>Signature of The NABC enrolment/admin staff</b>	
<b>Name of The NABC enrolment/admin staff</b>	
<b>Date</b>	

**Please initial each page that you have read and understood the Rules and Policies in this Student Handbook and you acknowledge that you have been fully informed about your enrolled qualification/course.**