

Australasian Academy of Cosmetic Dermal Science Code of Conduct

As a Registered Training Organisation, AACDS take pride in ensuring our management systems are considered best practice. We also wish to provide our students with a fair and positive learning experience. It is important that you read, understand and sign the **AACDS Student Code of Conduct** and the **AACDS Policies**.

Once enrolled, a student must be able to fulfil the following obligations:

1. 80% attendance for all theoretical lectures is required and 100% for all practical workshops. If a student does not attend a practical workshop, they must present AACDS with a medical certificate or an additional training fee will be issued to the student.
2. Punctual attendance is appreciated for all theoretical lectures and is required for all practical workshops.
3. Personal presentation and conduct at practical workshops and clinical work experience requires the following criteria:
 - Clean and ironed lab coat
 - Hair tied back
 - No jewellery
 - No open shoes
 - No sand shoes (sneakers etc.)
 - No jeans, cargo pants or mini skirts
 - Professional conduct at all times
 - Adherence to the Privacy Act 2000
4. Cheating is regarded seriously and will result in loss of marks, failing of unit or cancellation of enrolment. Penalties for cheating are given at the Academy's discretion.
5. Plagiarism is an act of academic dishonesty. It occurs when the work of another person, or persons, is used and presented as ones own without proper acknowledgment of the work quoted or reference made. Cheating or plagiarism is regarded seriously and will result in loss of marks, failing of unit or cancellation of enrolment. Penalties for plagiarism will be given at the Academy's discretion.
6. Late assignments: Failure to hand in an assignment by the due date will incur a 5% reduction of marks per late day. Students can request an extension though are required to do so one week before the assignments due date.
7. Failure to pass an exam or assignment: The Academy will permit a student to re-sit an exam or re-submit an assignment. If a student fails a second time they are required to complete the failed unit (at their cost) before their qualification is issued. (Exceptions include; serious illness or family/personal tragedy).
8. A student will be expelled and possibly prosecuted for criminal behaviour including disorderly conduct, abuse of the Academy's property, stealing, conduct dangerous to others and the improper use of drugs and alcohol.
9. Satisfy all financial obligations to the Academy at the due date. Late payments of course fees will incur a charge of \$50.00.

Australasian Academy of Cosmetic Dermal Science Policies

Cancellation of Enrolment Policy

Refer to AACDS Student Refund Policy.

Privacy Policy

The information requested as part of enrolment and throughout the course duration is used only for administration and maintaining student records at AACDS. This information is confidential with access only available to administration and lecturing/training staff. The AACDS adheres to the Privacy Act 2000 to ensure the privacy of all student models used for training purposes.

The information provided by overseas students may be available to Commonwealth and state Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code

Students have access to their own file when requested.

Skills Recognition Policy

Skill Recognition recognises what you have already learnt from other courses, other life experiences, from work experience and from any other training provided at work, and measures it against the course or unit that you wish to do. If your experience is relevant, you may not have to complete part of the course or unit. It is important to apply for Skills Recognition if you think that you have already gained some experience that may be relevant to the Advanced Diploma of Cosmetic Dermal Science. More information and/or to apply for Skills Recognition is available at AACDS or www.aacds.com.au

Recognition Qualifications Issued By Other RTOs Policy

AACDS recognises other qualifications and statements of attainment issued by other registered training organisations.

Appeal Process Policy

AACDS has a policy and process to allow learners to challenge assessment decisions and must inform learners of the grounds for appeal. The appeal shall contain:

- Details of the grounds upon which the appeal is made.
- Any supporting evidence.

All appeals must be lodged in writing with the Client Service Supervisor no later than 32 days from the official notification of results. See AACDS Appeals Policy and Procedure. The Appeal Policy and Procedure form is available at AACDS or www.aacds.com.au

Client Complaints Policy

AACDS has a policy in place for dealing with student grievances and complaints. If a student feels they have been treated unfairly by a fellow student, lecturer or any AACDS staff member or is unhappy with any aspect of the course, the following process will take place:

1. Students need to download the Grievances and Complaints Procedure Form from AACDS or www.aacds.com.au
2. The Client Service Supervisor will attend to the form and the grievance/complaint will be brought to the attention of the party(s) involved.
3. A suitable outcome is negotiated between both parties and a mediator.
4. Where a grievance or complaint cannot be resolved, AACDS or the student will seek a third party to further mediate the issue.

See AACDS Complaints/Grievance Policy and Procedure.

Assessment Policy

- 1. Students applying for an extension must do so in writing one week prior to the assignments due date
- 2. Late assignments (without granted extension) will incur a penalty of a 5% mark reduction per late day
- 3. Cheating or plagiarism is regarded seriously and will result in loss of marks, failing of unit or cancellation of enrolment
- 4. Students will have the opportunity to resubmit a failed assignment, however, if this is consistent, enrolment will be reviewed

Please sign below to indicate you have read and understand the AACDS Code of Conduct and Policies and you are willing to adhere to these regulations.

Applicant's Name _____

Applicant's Signature _____ Date ____/____/200____