

STUDENT DRESS CODE POLICY

1. Purpose and Objectives

- 1.1 This Policy describes Le Cordon Bleu Australia (LCBA) student uniforms and sets out the requirements for when, where and how they are to be worn.

2. Scope

- 2.1 This Policy applies to all LCBA Vocational Education (Culinary) and higher education undergraduate students.

3. Legislative Context

- Work Health and Safety Act 2011

4. Policy Statement

- 4.1 LCBA students are required to wear the full and correct uniform while on campus and for other events, learning or workplace activities as directed by LCBA staff.
- 4.2 Students are required to maintain neat and professional presentation and grooming at all times.

5. Policy

- 5.1 Students are issued with their uniform at the commencement of the relevant stage of their program. The cost of this uniform is included in the program fees.
- 5.2 Additional uniform items may be purchased at the student's expense.
- 5.3 If a uniform item issued by LCBA is faulty, a replacement item will be issued at no cost to the student.
- 5.4 Students are required to wear full uniform while on campus.
- 5.5 Students who are waiting for Corporate uniform to be provided are required to wear Business Attire.
- 5.6 Chef's uniforms are to be worn in kitchens and for Demonstration classes. Theory (Certificate III students only) or Corporate uniforms are to be worn in classrooms.
- 5.7 Chef's uniforms are not to be worn while travelling to and from campus.
- 5.8 Chef's uniforms should be transported in a hygienic manner.
- 5.9 Lecturers may exclude students from a kitchen or practical class if they do not meet the uniform requirements as set out in this policy; and/or their uniform or any aspect of personal presentation presents a food safety risk or work health and safety hazard.
- 5.10 Students may be required to wear uniform at off-campus activities and events as instructed by a LCBA staff member.
- 5.11 While undertaking a work-based placement, students will abide by the dress code and uniform requirements specified for that workplace and their duties.
- 5.12 Extreme weather conditions may require modifications to the uniform policy from time to time. Students will be advised of the variation when it occurs.
- 5.13 Clothing will be clean and pressed at all times, shoes will be kept polished and stockings will be free from holes.

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- 5.14 Head coverings worn for cultural or religious reason must comply with Work Health and Safety requirements, which may require the removal or covering of the headwear with suitable fabrics (e.g. fire resistant).
- 5.15 Head coverings that obscure the face may not be worn as they impede the ability to taste, smell and use non-verbal communication cues, thereby impacting the student's ability to learn effectively through Le Cordon Bleu's approach.
- 5.16 Head coverings worn for religious or cultural reasons should conform to the following standards for reasons of safety and hygiene:
- Be close fitting and tucked into the jacket
 - Be made of plain white cotton or other material which does not melt or burn easily
 - Be worn in addition to the neckerchief.
- 5.17 Articles of religious significance may be worn but must remain covered at all times.
- 5.18 Students are expected to maintain suitable personal presentation and grooming as follows:
- 5.18.1 Hair:
- Neatly combed, conservatively styled
 - If long, tied or pinned up, away from the face, conservatively styled, with navy hair ties only
- 5.18.2 Hands:
- Clean and well-trimmed, manicured nails (nails should not protrude over the fingertip)
 - No nail polish
- 5.18.3 Face:
- Clean shaven or well-trimmed beard/ moustache
 - Beard nets may need to be worn as directed by LCBA staff
 - Discreet make-up
- 5.18.4 Clothes:
- Neatly pressed
 - Clean and well presented
- 5.18.5 Jewellery:
- No exposed jewellery
 - No facial jewellery
 - No visible piercings
- 5.18.6 Fragrance:
- Avoid highly perfumed aftershave, perfumes, colognes or deodorants
- 5.19 All Le Cordon Bleu staff members have the right and obligation to enforce this policy and report any non-compliance directly to the Program Managers. Students who are requested for the second time to comply with this Code may be penalised according to the *Student Code of Conduct*.

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6. Roles and Responsibilities

| Roles | Responsibilities |
|-----------------------|--|
| Lecturers | Monitor student uniform and enforce Policy |
| Program Managers | Oversee the implementation of this Code and apply the Student Code of Conduct Policy as required |
| LCBA Student Services | Order and issue student uniform |

7. Definitions

Chef's uniform - kitchen attire

- Le Cordon Bleu white chef's jacket with blue or white buttons
- Check chef's trousers
- Blue neckerchief
- Appropriate kitchen safety shoes that are enclosed, non-slip, flat heeled black shoes with a salt and acid resistant sole. Sneakers are not permitted. (Students are to provide their own shoes)
- Black ankle length socks
- White apron
- Hair net
- Chef's hat
- Head coverings worn for religious or cultural reasons must be flame retardant and blue or white coloured
- Le Cordon Bleu name badge

Theory uniform – classroom attire (Certificate III students only)

- Le Cordon Bleu polo top
- Le Cordon Bleu navy blue pants
- Enclosed black shoes - laced or slip on (no Velcro); or full court shoe - no sling backs, low heel or flat.
- Black ankle length socks

Corporate uniform – classroom attire

- Le Cordon Bleu long sleeve shirt with firm collar
- Le Cordon Bleu skirt or trousers
- Le Cordon Bleu tie or cravat
- Le Cordon Bleu blazer
- Le Cordon Bleu jumper
- Black socks with trousers or stockings with skirt.
- Le Cordon Bleu name badge
- Enclosed formal black shoes laced or slip on (no Velcro) or full court shoe, no sling backs, low heel or flat, no sports shoes/trainers.

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Business Attire

- White shirt
- Black pants, black belt or black skirt (at least knee length)
- Black shoes (closed-in, non-slip, leather upper, flat or low heel)
- Black socks with trousers or stockings with skirt.

8. Related Documents

- Student Code of Conduct

9. Implementation

- 9.1 The Registrar is responsible for ensuring that future major changes to this policy will be accompanied by a completed Implementation Plan, counter signed by the Dean and presented with the policy to the Corporate Board.
- 9.2 The Implementation Plan will include a Communication Strategy that identifies key stakeholders and the requirements for effectively implementing and monitoring this policy.

10. Procedure

- 10.1 Students are informed of uniform and dress code requirements for their program at the start of their program.
- 10.2 LCBA provides uniform items to students at or soon after Orientation.
- 10.3 Students are responsible for laundering their uniform.
- 10.4 Additional items may be purchased online at www.durawear.com.au/LCBA Students will need a login and password for access; these are provided to students at Orientation and are also available from Student Services on request.
- 10.5 If a uniform item is faulty, students should contact Student Services to arrange a replacement.

11. Summary of changes since last review

| Authored by | Description |
|----------------------------|--|
| Academic Registrar (KW) | Editorial changes (definition of Corporate Uniform updated to specify shoes as formal) |