

STUDENT DRESS CODE POLICY

1. Purpose and Objectives

- 1.1 This Policy provides details of 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
- Work Health and Safety regulations- State based

4. Policy Statement

- 4.1 Le Cordon Bleu Australia (LCBA) requires its students to present in a professional manner, in respect of personal hygiene and appearance and by conforming to LCBA's dress codes and uniform requirements. These standards underly LCBA's commitment to providing excellence in the hospitality industry in conduct, and in health, safety and hygiene practices.
- 4.2 LCBA also recognises the contribution arising from adhering to a professional dress code including the fostering of self-esteem, self-discipline and pride in being a member of the LCBA community.

5. Policy

- 5.1 LCBA has a suite of uniforms appropriate for the different contexts in the delivery of their educational programs:
- 5.1.1 Chef's uniform - kitchen attire
 - 5.1.2 Theory uniform – classroom attire (Certificate III students only)
 - 5.1.3 Corporate uniform – classroom attire
 - 5.1.4 Business Attire
- 5.2 Students are required to maintain neat and professional presentation and grooming at all times.
- 5.3 Students are issued with their uniform(s) at the commencement of the relevant stage of their program.
- 5.3.1 Additional uniform items may be purchased at the student's expense.
 - 5.3.2 If a uniform item issued by LCBA is faulty, a replacement item will be issued at no cost to the student.
 - 5.3.3 VET students who are waiting for their Corporate uniform to be provided are required to wear Business Attire.
- 5.4 VET students are required to wear full uniform (as described in the Definitions section) while on campus and for other events, learning or workplace activities as directed by LCBA staff.

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- 5.5 HE students are only required to wear a full uniform while attending practical units and as specified in the relevant unit outline.
- 5.6 For HE practical units:
- 5.6.1 where the unit includes a food preparation component (in kitchens and demonstrations), a Chef's uniform is required; and
- 5.6.2 where the unit includes a food and beverage service component, Business Attire, a LCBA tie, and a blue LCBA bib apron are required.
- 5.7 Chef's uniforms are to be worn in kitchens and for Demonstration classes.
- 5.8 Chef's uniforms are not to be worn while travelling to and from campus.
- 5.9 Chef's uniforms should be transported in a hygienic manner.
- 5.10 Theory uniforms (Certificate III students only) or Corporate uniforms (Certificate IV and Advanced Diploma students) are to be worn in classrooms.
- 5.11 Students attending a kitchen or practical class should meet the uniform requirements as set out in this policy to be granted admission to class. Other appropriate attire and footwear will only be considered if uniform is not available to students prior to class. In this circumstance, student dress must meet the food safety and work, health and safety requirements; and is subject to the approval of the lecturer and LCBA.
- 5.12 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.
- 5.13 Students may be required to wear uniform at off-campus activities and events as instructed by a LCBA staff member.
- 5.14 While undertaking a work-based placement, students will abide by the dress code and uniform requirements specified for that workplace and their duties.
- 5.15 Extreme weather conditions may require modifications to the uniform policy from time to time, at the discretion of the Program Manager. Students will be advised of the variation when it occurs.
- 5.16 Clothing will be clean and pressed at all times, shoes will be kept polished and stockings will be free from holes.
- 5.17 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 white or plain blue in colour and made from cotton or other material which does not melt or burn easily
 - Be worn in addition to the neckerchief.
- 5.18 Articles of religious significance may be worn but must remain covered at all times.

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5.19 Students are expected to maintain suitable personal presentation and grooming as follows:

5.19.1 Hair:

- Neatly combed, conservatively styled
- If long, tied or pinned up, away from the face, with navy hair ties only

5.19.2 Hands:

- Clean and well-trimmed, manicured nails (nails should not protrude over the fingertip)
- No nail polish

5.19.3 Face:

- Clean shaven or well-trimmed beard/ moustache
- Beard nets may need to be worn as directed by LCBA staff
- Discreet make-up

5.19.4 Clothes:

- Neatly pressed
- Clean and well presented

5.19.5 Jewellery:

- No exposed jewellery
- No facial jewellery
- No visible piercings

5.19.6 Fragrance:

- Avoid highly perfumed aftershave, perfumes, colognes or deodorants

5.20 All LCBA staff have the right and obligation to enforce this policy and to 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*.

6. Roles and Responsibilities

Roles	Responsibilities
Lecturers	Monitor student uniform and enforce Policy
Program Managers	Oversee the implementation of LCBA's Dress Code and apply the Student Code of Conduct Policy as required
LCBA Student Services	Order and issue student uniforms

7. Definitions

'Practical unit' refers to a unit of study that includes work in kitchens or food and beverage service.

'Chef's uniform' - kitchen attire

- Le Cordon Bleu white chef's jacket with blue or white buttons
- Check chef's trousers
- Blue neckerchief

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- 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.

'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
- LCBA blue bib apron and tie/cravat (for HE practical units only)

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, and presented with the policy to the Corporate Board.

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- 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 issues uniform items to students at or soon after Orientation or prior to the uniform being required.
- 10.3 Students are responsible for laundering their uniform.
- 10.4 Additional items may be purchased online at www.durawear.com.au. To access this site LCBA Students require a login and password which 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
Registrar	Scheduled 3-year review, no changes applied.