

1 Purpose

This document outlines the expected dress standards of students and defines the process for staff organising uniforms for students.

2 Scope

This procedure applies to enrolled and prospective students and is applicable at all times when students are representing the Institute either on campus, at events and functions or off-campus.

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4 Definitions

ACRONYM / Term	Definition
Institute	Sunraysia Institute of TAFE
OH&S	Occupational Health and Safety
SuniTAFE	Sunraysia Institute of TAFE

5 Actions

5.1 General Presentation

- 5.1.1 TAFE is predominantly an adult learning environment that prepares students for employment and further education. As such students are expected to dress in a manner that is neat, clean, inoffensive and safe at all times, and in a manner that would be expected in the workplace. Therefore, whilst representing the Institute either on or off-campus, students must wear appropriate clothing as outlined in this procedure.

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Student Dress Code and Uniform Procedure

- 5.1.2 Students may be required to wear specific items in accordance with their area of study and be OH&S compliant.

5.2 Clothing Not Permitted

- 5.2.1 The following is not permitted for students at any time:
- (a) Clothing that is likely to offend others in terms of its lack of decency, modesty or cleanliness, or because of slogans, cartoons, or any symbol or graphic worn to provoke, intimidate, condemn or ridicule others
 - (b) Motorcycle helmets are not permitted to be worn inside buildings.

5.3 Footwear

- 5.3.1 It is not permitted to enter the Institute with barefeet.
- 5.3.2 Students studying in areas of potential injury risk including but not limited to the Trades and Kitchen areas must wear protective safety footwear as designated by their teacher or OH&S requirements.
- 5.3.3 Students studying in other areas may wear footwear as appropriate to their training environment, enclosed footwear is recommended.
- 5.3.4 Occupational health and safety requirements will at all times take precedence over uniform guidelines.

5.4 Student Designated Uniforms

- 5.4.1 Some course areas elect to adopt a designated uniform for students. The benefits of this include developing students' sense of team spirit and belonging, promoting positive community perceptions of SuniTAFE training, and eliminating the pressure on students to wear fashionable, expensive clothes.
- 5.4.2 Requirements for uniforms should not be discriminatory.
- 5.4.3 Students are responsible for the purchase cost of uniform items, and students must be made aware of this prior to enrolment. Accompanying items must be complimentary to uniform pieces.
- 5.4.4 **Approved Uniform Suppliers:** To maintain the integrity of the Institute logo all uniforms must be purchased from the Institute's approved uniform suppliers. This is to ensure that all Institute uniform items are branded correctly.

Mildura: Wear Corporate, 42 Deakin Avenue, (03) 5021 4257

Swan Hill: McAlpine Sewing Centre, 237 Campbell Street, (03) 5032 2303

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5.4.5 **Approval of Student Designated Uniform:** All student uniforms must undergo the following approval process; New student uniforms are to firstly gain the approval of the Education Business Manager who will then communicate the request to the relevant General Manager - Education for it to be tabled with the Senior Leadership Team for discussion and endorsement.

5.4.5.1 The criteria for approval will include, but not be limited to the following:

- (a) Safety – the uniform complies with OH&S requirements as appropriate
- (b) SuniTAFE brand – the uniform enhances the image of the Institute and complies with the SuniTAFE Brand Style Guide
- (c) Cost effectiveness – students should not be expected to pay excessive costs
- (d) Industry appropriate – the uniform conforms to relevant industry standards of dress
- (e) Student’s rights – the students need to be comfortable with the uniform choice and it should not be expected to be mandatory
- (f) Quality – will the uniform piece wear well and maintain a quality appearance across its lifecycle?
- (g) Slogans – must be appropriate for the course area
- (h) Additional logos – only the Institute logo is to appear on the uniform. Special circumstances may present for double badging such as the SuniTASTE training restaurant uniform.

5.4.6 **Annual Review of Student Uniform:** The relevant Education Business Managers will conduct a review of the Institute’s approved student uniform items at the commencement of each educational year.

5.5 Communication

5.5.1 Teachers are responsible for ensuring that their students are aware of the Student Dress Code and Uniform Procedure and will refer repeated non-compliance to Student Support Services for follow up.

5.5.2 Educational Business Managers, Teachers and Student Support Services staff are all responsible for including dress code and uniform information in the student induction process.

5.5.3 Students will be advised of the Student Dress Code and Uniform Procedure.

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6 Associated Documents

- Student Code of Conduct Policy
- Occupational Health and Safety Policy
- Staff Dress Code and Uniform Procedure.

7 References

- Nil.

8 Forms / Record Keeping

All records generated by this procedure should be listed and must state title, location, responsible officer and minimum retention period.			
Title	Location	Responsible Officer	Minimum Retention Period
N/A			

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