

Academic Policy

Personal Appearance and Uniform Policy and Procedure

Version Control and Modification History Table				
Date	Version	Modification	Approval Authority	Approved & Published Date
8/01/2012	1.0	Modification of existing policy	Dr Ian Whyte	
27/6/2012	2.0	Addition re-covering garment over shirt/blouse & tie following uniform committee discussion	Dr Ian Whyte	
6/11/2012	3.0	Addition of the Changes to the Policy section	Dr Ian Whyte & Gerald Lipman	
16/11/2012	4.0	Changes to policy re-covering garment to include other years. 4 th year now to wear ICHM uniform not just business attire.	Dr Ian Whyte & Gerald Lipman	
28/11/12	5.0	Addition re ribbon	Dr Ian Whyte & Gerald Lipman	
9/7/2013	6.0	Addition re ICHM name badge	Dr Ian Whyte & Gerald Lipman	
18/8/2014	7.0	Addition re: Cookery Uniform	Dr Ian Whyte	
27/1/2016	8.0	Introduction of new uniform and combination possibility	Dr Ian Whyte	
11/11/17	9.0	Changes to some personal appearance features.	Dr Ian Whyte & Gerald Lipman	
30/07/18	10.0	Addition of dress code for post graduate students, study abroad students and other amendments to align with current industry standards.	Dr George Brown and Gerald Lipman	
19/07/19	11.0	Removal of gender specific wording, creating uniform choices A, B or C	Chief Executive	July 2019

POLICY STATEMENT AND PURPOSE

In preparation for their career in industry, ICHM students will dress and present themselves in uniforms appropriate to operations and management positions in the international hotel industry.

To comply with industry expectations, students shall maintain a very high standard of personal appearance and shall adhere to the uniform regulations as detailed below.

When delivering to ICHM classes, academic staff shall also maintain a very high standard of personal appearance appropriate to management positions (or chefs uniform when appropriate) within international standard hotels, for example business suit or attire.

1. SCOPE

This policy applies to all students of ICHM in both Undergraduate and post Graduate programs.

2. DEFINITIONS AND ABBREVIATIONS

'ICHM' is International College of Hotel Management

'Undergraduate' are students who are undertaking their first degree

'Postgraduate' are students undertaking their course of study after completing their first degree

'Study Abroad' are students who have joined the International College of Hotel Management on a 12 month study and placement program having transferred from their home university

3. POLICY DETAILS

3.1 Personal appearance when in uniform

In addition to wearing the specified uniforms, all students shall comply with the following personal presentation standards:

- Hair:** Must be kept neat and clean at all times.
- No multi-coloured or unnaturally coloured hair.
- If above shoulder – hair should not fall forward over face.
 - If longer than shoulder – hair should not fall forward over face. Hair should be professionally groomed and in accordance with accepted industry standards. Note that in practical classes on campus your lecturer will advise of the required standards in order to comply with WHS requirements.
 - Head band and hair ties must be of similar shade to hair colour.
 - Ribbon can be either black or white, no longer than 50 cm and max 2 cm wide.
- Hands:** Clean hands and manicured nails. Clear or nude nail polish only.
- Face:** Discreet make-up. Clean-shaven or well-trimmed beard/moustache.
- Uniform:** Neatly pressed, clean and well presented.
- Jewellery:** One conservative ring per hand or wedding ring set.
- One conservative necklace. Only medical or religious bracelets. One corporate style watch.
- Earrings:** Small stud/sleeper earrings only (diameter no greater than 1cm).
- Scents:** Avoid heavy perfumes, lotions or deodorants, light fragrance only.

3.2 Uniforms

All students in the Undergraduate program shall wear appropriate uniforms as issued by ICHM and as specified below, and in the prescribed manner, at all times whilst on campus or attending off-campus College activities. Generally, this applies, at a minimum, to the hours of 8:00am to 6:00pm, Monday to Friday when College is in session. Lecturers will exclude students from class activities if an inappropriate or incomplete uniform is worn, and/or their personal presentation does not meet ICHM requirements. All staff have the responsibility to ensure the correct uniform and personal presentation standards are maintained. Staff will not meet with students who are not in correct uniform.

There may be occasions where the student has been given dispensation to not wear the uniform or components of the uniform. All staff will be advised by Administration of these students and related time periods.

The full Management uniform must be worn at all times except for those classes where the Food and Beverage, Housekeeping, or Cooking rules apply.

Students cannot combine old and new uniform components unless permitted by the Principal.

Adjustments to uniform during a class may be made at the discretion of individual lecturers due to physical/practical aspects of class activity and/or by the Program Director Academic due to climatic conditions.

Undergraduate Management Uniform

Uniform A	Uniform B	Uniform C
<p>ICHM issue charcoal jacket</p> <p>ICHM issue charcoal skirt*</p> <p>ICHM issue charcoal vest**</p> <p>ICHM issue blue and white striped shirt (blue stripe), collar out</p> <p>ICHM issue long sleeved corporate jumper</p> <p>ICHM issue name badge</p> <p>Neutral, black or beige sheer hosiery</p> <p>Black court shoes (no open or pointy toes or high heels)</p> <p>Belt if skirt has belt loops</p> <p><i>*Alterations to shorten skirts are not permitted unless arranged through ICHM Administration.</i></p> <p><i>** Charcoal Vest can be worn as an over garment, but not to be worn under the Charcoal Jacket or over the Corporate Jumper.</i></p> <p>Note that students are responsible for purchasing their own hair accessories.</p>	<p>ICHM issue charcoal jacket</p> <p>ICHM issue charcoal trousers</p> <p>ICHM issue charcoal vest**</p> <p>ICHM issue blue and white striped shirt (blue stripe), collar out</p> <p>ICHM issue long sleeved corporate jumper</p> <p>ICHM issue name badge</p> <p>Neutral, black or beige sheer hosiery or black socks</p> <p>Black court shoes (no open or pointy toes or high heels)</p> <p>Belt if pants have belt loops</p> <p><i>** Charcoal Vest can be worn as an over garment, but not to be worn under the Charcoal Jacket or over the Corporate Jumper.</i></p> <p>Note that students are responsible for purchasing their own hair accessories.</p>	<p>ICHM issue charcoal jacket</p> <p>ICHM issue charcoal trousers</p> <p>ICHM issue charcoal vest</p> <p>ICHM issue blue and white striped shirt</p> <p>ICHM issue long sleeved corporate jumper</p> <p>ICHM issue name badge</p> <p>Black socks (no “anklets”)</p> <p>Black shoes</p> <p>ICHM issue corporate tie</p> <p>ICHM issue belt</p> <p>Note that students are responsible for purchasing their own hair accessories.</p>

Undergraduate Food and Beverage Uniform (also used for Housekeeping practical classes)

Uniform A	Uniform B	Uniform C
<p>ICHM issue charcoal skirt*</p> <p>ICHM issue charcoal vest**</p> <p>ICHM issue blue and white striped shirt (blue stripe), collar out</p> <p>Neutral, black or beige sheer hosiery</p> <p>Black court shoes (no open or pointy toes or high heels)</p> <p>ICHM issue name badge</p> <p>Belt if skirt has belt loops</p> <p>ICHM issue Waiter’s friend (corkscrew)</p> <p><i>*Alterations to shorten skirts are not permitted unless arranged through ICHM Administration.</i></p> <p><i>** Charcoal Vest can be worn as an over garment, but not to be worn under the Charcoal Jacket or over the Corporate Jumper.</i></p> <p>Note that students are responsible for purchasing their own hair accessories.</p>	<p>ICHM issue charcoal trousers</p> <p>ICHM issue charcoal vest**</p> <p>ICHM issue blue and white striped shirt (blue stripe), collar out</p> <p>Neutral, black or beige sheer hosiery or black socks</p> <p>Black court shoes (no open or pointy toes or high heels)</p> <p>ICHM issue name badge</p> <p>Belt if pants have belt loops</p> <p>ICHM issue Waiter’s friend (corkscrew)</p> <p><i>** Charcoal Vest can be work as an over garment, but not to be worn under the Charcoal Jacket or over the Corporate Jumper.</i></p> <p>Note that students are responsible for purchasing their own hair accessories.</p>	<p>ICHM issue charcoal trousers</p> <p>ICHM issue charcoal vest</p> <p>ICHM issue white striped shirt (blue stripe)</p> <p>Black socks (no “anklets”)</p> <p>Black shoes</p> <p>ICHM issue name badge</p> <p>ICHM issue Waiter’s friend (corkscrew)</p> <p>ICHM issue corporate tie</p> <p>ICHM issue belt</p> <p>Note that students are responsible for purchasing their own hair accessories.</p>

Undergraduate Cookery Uniform

All Students	PLEASE NOTE
<p>ICHM issue white chef's jacket and white buttons</p> <p>ICHM issue black and white checkered chef's trousers</p> <p>ICHM issue dark, navy blue neckerchief</p> <p>ICHM issue white knee length apron</p> <p>Black, fully enclosed leather, non-slip protective shoes with heels under 3 cm (No training or running shoes)</p> <p>Black full length socks</p> <p>ICHM issue name badge worn on left hand side of jacket below ICHM logo on jacket</p> <p>Hairnet and ICHM traditional white chefs toque (permitted religious headwear must also be white)</p>	<p>Fingernails must be clean, short, trimmed and free of nail polish. Hair must be entirely covered as much as practical in a hair net. The wearing of external jewellery is NOT permitted, with the exception of wedding rings and medical/religious bracelets.</p> <p>Note that students are responsible for purchasing their own hair accessories.</p> <p>A failure to wear any of the attire can result in you being asked to leave the kitchen.</p>

3.3 Kitchen Hygiene Policy and Procedures

Students must:

1. Wash their hands with soap and warm running water in the hand washing facilities provided and dry them thoroughly whenever there is any risk that they might contaminate food.
2. Report any personal health issues, which are likely to cause a hygiene risk, to the lecturer or lecturer's assistant. This includes skin lesions or discharges from their ears, nose or eyes, Hepatitis A and illnesses caused by Giardia, salmonella and campylobacter. Students must also tell the lecturer or lecturer's assistant if they are suffering from diarrhoea, vomiting, a sore throat with fever or jaundice unless they know their symptoms do not relate to a food-borne illness. Students must do everything they can to make sure they do not contaminate food. Do not participate in food handling activities where there is a risk of food contamination as a result of a health issue.
3. Maintain a clean ICHM chef's uniform and only use organisation-approved bandages and dressings to prevent contamination to food. Ensure that no clothing or other items worn contaminate food.
4. Avoid any practice that could cause food contamination. For example, the student must avoid cross contamination and must prevent unnecessary direct contact with ready to eat food. The students must not eat near or over unprotected food and they must clean and/or sanitise chopping boards, knives and utensils after each use. Students must not allow food to become contaminated with any body fluids or tobacco product from sneezing, coughing, blowing nose, spitting or smoking.
5. Maintain the use of clean materials and clothes and safe and hygienic practices to ensure that no cross-contamination of other items in the workplace occurs. Report all hygiene hazards or whether you have contaminated food, to the lecturer or lecturer's assistant.

6. Store all food products correctly, as stated in the ICHM Learner Guide. Food must not be stored in the danger-zone (5° C and 60°) for more than 2 hours.
7. Clean and sanitise all contact surfaces to keep microorganisms at safe levels.
8. Ensure all kitchen fittings, work benches and equipment are clean and in good working order.
9. Ensure all food items are cooked or processed as stated in the recipes and demonstrated by the lecturer to make them safe.
10. Students may wish, following a culinary class, to retain food items they have prepared. To comply with strict hygiene regulations students must provide their own food grade containers that are re-sealable, hygienic and washable and clearly labelled with the student's name and group number. All food will be checked before it is permitted to leave the kitchen. Food removed must be stored correctly.

3.4 Study Abroad Management Uniform

Study Abroad students are expected to comply with the same personal presentation standards as undergraduate students. Students are permitted to wear the uniform issued from their home institution.

3.5 Postgraduate Management Uniform

Postgraduate students are expected to comply with the same personal presentation standards as undergraduate students. All students must wear a dark business suit with coordinating accessories, appropriate to contemporary management positions in the international hotel industry.

Option A	Option B
Charcoal/ Navy/ Black jacket	Charcoal/ Navy/ Black jacket
Charcoal/ Navy/ Black trousers	Charcoal/ Navy/ Black skirt/trousers
Long sleeved corporate shirt	Corporate shirt or blouse
Coordinated neck tie	Neutral, dark or beige sheer hosiery to match the suit
Dark socks (no anklets) to match the suit	Dark socks (no anklets) to match the suit (trousers only)
Dark shoes to match the suit	Dark shoes to match the suit (no open toes)
Dark, hair tie or head band (similar to hair colour) or hair clip (optional)	Dark, hair tie or head band (similar to hair colour) or hair clip (optional)
ICHM issue name badge	ICHM issue name badge
If a vest or jumper is worn it must complement the business suit.	If a vest or jumper is worn it must complement the business suit.

4. SUPPORTING DOCUMENTS

[ICHM Style Guide](#)

5. REVIEW

The Director Finance and Administration is responsible for the review of this policy for all minor and major changes or on a 3 yearly basis, whichever comes sooner.

6. APPROVAL

ICHM Policy Framework	
Policy Owner	Director Finance and Administration
Version Number	1.0
Approval Authority	Chief Executive
Approval Date	19/07/2019
Next Review Date	19/07/2022