



APPRENTICE UNIFORM & DRESS POLICY

Purpose:

- Describe the College's policy in relation to Apprentice uniform;
- Describe whom the policy relates to;
- Describe when and under what circumstances uniforms can be replaced

Policy Statement:

It is important that there is a common uniform that staff, parents, employers, industry representatives and customers can immediately identify an apprentice of the Australian Trades College Western Australia (ATC WA) and that the appearance of apprentices, including personal grooming, portrays a professional image. In all cases when dealing with staff, employers and customers, employees should give due consideration to the image they are portraying on behalf of the College, and the influence that image may have on decisions made by employers and customers.

The Australian Trades College WA cares about the long-term safety of our apprentice's. For this reason, the College uniform requires specific short and long sleeve shirts, trousers, shorts, safety boots, safety glasses and protective dress (overalls) as appropriate to their trade (to be supplied by Westate Embroidery).

POLICY STATEMENT - UNIFORMS

1. The Australian Trades College WA uniforms are not to be modified.
2. Due to regular and direct employer and public contact, apprentices will be required to wear uniforms at all times at the College and, in their work place unless their employer provides an alternative.
3. When wearing a College uniform, apprentices will not mix it with other conventional clothing.

4. It is a requirement for continued enrolment that apprentices wear the uniform daily, unless a 'casual dress' day has been approved by the Chief Executive Officer.
5. All uniforms will have the Australian Trades College WA logo on one breast pocket.

POLICY STATEMENT - STREET ATTIRE

1. Apprentices must ensure their uniform (other than protective clothing) is clean, neat (ironed), in good repair and professional at all times.
2. Jeans, tee shirts, shorts, singlets, sleeveless or halter tops, leggings, tracksuits, strapless dresses, or any other type of casual or revealing clothing is not acceptable attire for apprentices conducting business at, for or on behalf of, the Australian Trades College WA.

GUIDELINES

1. At the time of enrolment the allocation of uniform will be dependent on the chosen trade.
2. If an apprentice loses, mis-places, forgets or damages the glasses through non-fair wear and tear they will be required to purchase another pair, from the College before being allowed to enter workshop areas or other work sites.
3. In winter months apprentices have two options for outer wear:
 - a. **Jacket:** Apprentices are able to purchase **at their own cost** a College approved solid navy blue outdoor bomber jacket for winter wear. The College will provide details of type of jacket and supplier if this option is chosen. No hood or any form of print/logo material is permitted on the outdoor bomber jacket.
 - b. **Jumper:** If apprentices wish to purchase a plain solid navy blue jumper, they are able to do so at their own cost. However, apprentices are not permitted to wear jumpers that have a zipper, hood, cords or any form of print/logo material.

4. Apprentices who wear items that do not comply with the above will be asked to remove the garment.
5. If apprentices wish to purchase additional uniform items, they are able to do so at their own cost.

ACCOUNTABILITIES

1. All apprentices are accountable for their own appearance and the maintenance of their uniform and compliance with this policy.

2. The enforcement of this policy is the accountability of all staff, apprentices and the Chief Executive Officer.
3. The updating and revision of this policy is the accountability of the Chief Executive Officer.
4. Exceptions to this policy can only be made by the Chief Executive Officer.

BREACHES OF POLICY

Apprentices will be disciplined for non-compliance of the College policy on uniforms and dress.

Policy Number :	ATCWA03
Policy Created :	04/01/2007
Policy Custodian:	Chief Executive Officer
Approved By :	Chief Executive Officer
Revision Date :	02/11/2010
Related Policies / Procedures/ Documents :	Apprentice Uniform Order Form Apprentice Uniform Voucher