

COURSEWORK COMPLETION AND SUBMISSION POLICY

This policy is to be implemented by Course Tutors, monitored by the Education Director and all deviations from this policy reported to SD.

- All students must adhere to their Course Completion Schedule and submit their work on or before the agreed due date.
- Students may request extensions for their work submission but this must be reflected in the overall Course Completion Schedule.
- Failure to submit work on time without prior arrangement will result in a Pass Only mark
- A subsequent submission date can be arranged but as above this extension must be reflected in the overall Course Completion Schedule.
- Final course work will be accepted 4 weeks prior to an exam schedule. Please refer to **The Extenuating Circumstances Policy**
- **At no time** will a backlog of coursework be accepted without an extension of the Course Completion Schedule

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Coursework Completion and Submission Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

THE TUTORIAL POLICY

It is a requirement of the Course Portfolio that there is evidence of every student's attendance to a regular monthly tutorial with their Course Tutor.

The student must make a monthly, 30 minute appointment with their Course Tutor when their progress, inline with their Course Completion Schedule, will be assessed and recorded.

A Student's attendance to their monthly tutorial will be logged and a report will be written by tutor for insertion into the student's Course Portfolio.

It is the responsibility of the student to maintain their own Tutorial Log for presentation to the CIBTAC Examiner

Students may contact their Course Tutors outside their regular appointment but within the Availability Schedule provided to them by their Course Tutor. Contact outside of these times is at the discretion of the Tutor.

Failure to attend a formal appointment without 24 hours notice will be documented within your Tutorial Log and so reflected in your portfolio.

Confidentiality

Students may request elements of their Tutorial Discussion not to be recorded in the Tutorial Log and their privacy will be respected, unless any information is disclosed that may compromise compliance with the Awarding Body's Policy for the completion of the qualification or the integrity of the Course Tutor

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Tutorial Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____



PRACTICAL TRAINING - BOOKING, PRE-ATTENDANCE & CANCELLATION PROTOCOL

Booking Your Practical Training

In your learning agreement you will agree a schedule of completion with your course tutor and this will include target dates for attending your practical training. Your course tutor will **provisionally** book you onto your selected practical training dates on the basis that you complete the underpinning knowledge for each unit BEFORE you attend as set out below:

Preparation for Practical Training

Before you attend your practical training days for any of the units of study, **you MUST have completed:**

- All elements of the e-learning programme for the unit
- The notes, Q & A and written exercises in the course folder
- The MCQs for each module of the unit and they must have been passed at a minimum of 70%
- The Assessment Workbook for the unit which must be submitted for marking prior to your attendance to the practical training in accordance with your Learning Agreement

Confirming Your Practical Training

During your tutorials your course tutor will monitor and assess your progress towards your agreed targets for completion of each course element. Six weeks prior to a scheduled practical training your tutor will ask you to confirm that you will have completed and submitted your coursework for the unit on time and that you will be attending on the appointed day.

Cancellation of Practical Training

If you find that you are unable to complete your coursework for the unit prior to the agreed training date you can do so with four weeks notice without charge.

Notice of cancellation of a practical training session which is given less than 28 days before the date of the training will incur a £125 + VAT charge which will be payable before any further practical training can take place. In the cases of illness a doctor's certificate will be required to avoid this charge being made.

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Practical Training Pre-Attendance Protocol and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

PROFESSIONAL PRESENTATION AND UNIFORM POLICY

At Sally Durant Aesthetic Education and Training we are committed to standards of excellence and our appearance and uniform policy is an extension of this commitment.

All delegates engaged in practical training and practical examinations will need to adhere to the policy whenever attending practical training and examinations.

Please Note

The Sally Durant reserves the right to:

- ask delegates to re-book their practical training and exams if they fail to present themselves in accordance with the Sally Durant Professional Presentation policy as specified in this document
- make an additional charge for rebooked practical training, mock examination or formative assessment day at a daily rate of £125.00 + VAT.
- Any delegate that has to re book an external exam will have to pay an additional examination fee to CIBTAC inline with the CIBTAC Examination Fee Schedule

Professional Presentation Policy - All Students

Clinical Training

- Uniform is not to be worn outside the training centre and so all delegates must arrive and leave in their own clothes in line with normal clinical practice.
- You will need to wear your name badge to all training, mock examinations and to the final external examination. If you lose your badge you will be required to purchase a replacement
- In accordance with equality and diversity legislation in the case of a requests for the uniform policy to accommodate cultural or religious needs, please address your requirements to your Course Tutor for due consideration.

Non-Clinical Training

If you are attending a theory class or seminar we request that you dress smartly and in a manner appropriate to a professional working environment.

Clinical Uniform for Women

Uniform

- As specified by your Sally Durant Centre

Shoes

- Colour to be specified by your Sally Durant Centre
- Enclosed – no sandals, peep toe or flip flops,
- Flat or low heeled
- No trainers/ sports shoes
- No boots / Hush Puppies
- Clean and worn inside the training centre only

Hosiery

- Sheer flesh coloured tights are to be worn with a skirt
- Sheer flesh coloured 'pop-socks' must be worn with trousers. Thick opaque tights / socks or woolen socks will NOT be accepted.

Hair

- Must be neatly secured back from the face if above shoulder length
- Must be taken up and secured in a bun or pleat if shoulder length or longer.
- No casual pull-up and scrunch styles
- No trailing hair.

Nails

- Short, clean & unvarnished
- Gel polish can be worn but the gel must be clear, not coloured and nails must still be clean and short.
- Anyone wearing gel polish will need to wear disposable

Jewelry

- Must be kept to a minimum
- No bracelets or watches on the wrists. Fob watches can be worn.
- No rings – except for plain wedding bands
- No neck chains
- Earrings must be of the stud-type not drop-type and one or two sets of earrings as a maximum.
- New piercings will need to be covered with surgical tape

Make-Up

- A professional day make-up will need to be worn to all practical training sessions and examinations



Clinical Uniform for Men

Uniform

- As specified by your Sally Durant Centre

Shoes

- Black
- Enclosed – no sandals
- No trainers/ sports shoes
- No boots / Hush Puppies
- Clean and worn inside the training centre only

Socks

- Plain black

Hair

- Must be neatly secured back from the face if likely to trail forwards and tied back if longer than shoulder length.

Beards

- Must be clean and neatly trimmed
- For beards longer than 2cm a surgical mask must be worn during clinical sessions.

Nails

- Short and clean

Jewelry

- Must be kept to a minimum
- No bracelets or watches on the wrists. Fob watches can be worn.
- No rings – except for plain wedding bands
- No neck chains
- Earrings must be of the stud-type not drop-type and two sets of earrings as a maximum.
- New piercings will need to be covered with surgical tape

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Professional Presentation Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

CODE OF CONDUCT POLICY

At Sally Durant Training Aesthetic Education and Training we are committed to standards of excellence and our code of conduct policy is an extension of this commitment, underpinned by professional ethics, legislative and regulatory compliance and respect for others.

General Conduct

In all elements of their course completion delegates should:

- Conduct themselves in a courteous, polite and respectful manner towards to SD staff, fellow students and clients whether this is by phone, email or when speaking in person.

Learning Agreement

- All students must have completed and signed a Learning Agreement which must be completed with their Course Tutor. This agreement will enable the student to clarify all requirements for completing the course and to agree a schedule for this completion.
- While the Learning Agreement is not binding and can be amended as required, any requested changes to the agreed completion schedule must communicated to the Course Tutor and confirmed in writing.

Tutorial Attendance

- A student may contact their tutor for support and guidance at any time during their course but formal mandatory Tutorial Appointments will be scheduled every 4 weeks.
- It is the responsibility of each student to attend these appointments. A record of each tutorial will be logged and form part of the student's register of attendance and their final portfolio.
- 24 hours' notice of cancellation is requested and failure to keep an appointment without notification will be documented. If the student does not facilitate the required appointment to be made or if an appointment is missed without notification this will be recorded within the student's portfolio as unprofessional conduct.

Preparation for Training Attendance

All students must:

- Ensure that all elements of the e-learning, folder completion, MCQs, and assessment workbooks have been completed inline with their Learning Agreement, prior to their attendance to the training centre.
- Liaise with their course tutor in respect of the above
- Book their practical training in accordance with the SDTC booking policy and confirm their attendance by email on admin@sallydurant.com
- Be punctual
- Have everything required for the session being attended.
- Comply with the Uniform & Professional Presentation Policy students will not be allowed to take part in the training if this is not adhered to. If training has to be rebooked for this reason a charge of £125.00 + VAT will be incurred.
- Bring their course folder, a pen and note-book to their training
- Students must be prepared to stay for the full day and should refrain from making travel or other arrangements before they have been notified of the finish time - Many practical training days will not finish until 7.00pm.
- **Note-** students will only be able to be certified for attendance if they complete the full day.

Conduct Within the Practical Training Environment

While within the training environment all students must:

- Comply with all legislation, regulations and guidelines as required in the workplace and within a clinical environment to include:
 - All Health and Safety Laws, Regulations and Guidelines
 - Equality and Diversity Legislation
 - Data Protection Law
 - Clinical Governance and Accountability
- Be aware of, and compliant with, all SDTC practical protocols, procedures and policies pertaining to:
 - Code of Conduct
 - Data protection
 - Professional Presentation
 - Hygiene and Safety
 - Organisation and preparation of the work area
 - Contact with clients
 - Treatment modalities and product use
 - Documentation of practical treatments
 - General tidiness and cleanliness
 - Clinical sanitisation and clearance of their work area at the conclusion of training.
 - Assisting others

Telephones and Tablets

- Student telephones and tablets are not allowed in the practical training room for the purpose of avoiding disruption and due to hygiene risks,
- No delegate will photo or video any clients without their consent in line with the SD data Protection Policy
- Any photos or video taken of training activities and demonstrations must only be used for the sole purpose of assisting the learning of the delegate.
- Any photo or video must not be shown to any other person or shared across any social media network unless to a closed group and permission has been granted by both the client concerned and by Sally Durant
- Any photos or video taken must not be made available on any web sites or APP.

Please note. SDTC reserves the right to exclude a student from the training environment if their Code of Conduct grossly contravenes this policy, disrupts the training or is abusive towards any member of SD staff, fellow student or client.

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Student Code of Conduct Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

HEALTH, HYGIENE AND SAFETY

(CLINICAL TRAINING ENVIRONMENT SPECIFIC)

It is a mandatory requirement that all students comply with all health and Safety legislation and the Sally Durant Health, Hygiene and Safety Policies throughout their time at the Training Centre and in all their clinical practices.

Each treatment procedure will carry its own health and safety protocol and students are required to adhere to these protocols at all times. This will include the generic provisions for:

- The use of PPE
- Clinical hand-washing procedures
- Use of alcohol hand -gel
- Disposal of soft clinical waste is designated bins
- Disposal of sharps
- Sterilisation and sanitation procedures
- Infection control

Students must ensure that their work area is prepared, maintained and cleared away before, during and after all procedures. They will specifically be required to replace items into storage correctly and leave their working area inline with the protocol provided in line with professional clinical practice.

Students will not be able to leave the training centre until their work area has been checked

Please refer to the General health and Safety Policy on the Student Zone

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Student Code of Conduct Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

THE PLAGIARISM POLICY

Plagiarism is the act of presenting someone else's ideas or work, without acknowledgement, as your own.

Written work

All written work submitted by you for assessment must be written by you and not by anyone else, either in whole or part. You will of course want to use the work and ideas of others in your own work but you must clearly indicate this by referencing your sources. You will need to use the rules of the specified academic referencing style.

You must not

- Copy from text from any source without quoting the source
- Copy the work of another student, past or present
- Copy tables, diagrams, photographs or pictures without acknowledging your sources
- Use clinical data and statistics without acknowledging your source.
- Use the exact notes or words of tutors from lectures, presentations, videos or tutorials
- Use the ideas or words of your fellow students or those of past students.
- Paraphrase too closely from any text. You will always need to put content into your own words, as far as it is possible to do so.
- Use downloaded text from the internet or that exchanged on social networks.
- Use the work of others that can be bought from the internet or any private individuals

Practical work

All practical case study work submitted for assessment must have been performed and fully documented by you.

Any of the work you submit must be your own work and by signing this policy declaration you are clearly saying that you understand what this means and that you will abide by this policy

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Plagiarism Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

THE EXAMINATION ENTRY POLICY

At Sally Durant Education and Training we are committed to ensuring your qualification is successfully achieved within the time frame agreed in your learning agreement and to this end we will need to you to commit to the examination entry policy.

Twelve weeks before the examination scheduled in your learning agreement you will need to verify your examination intentions to your tutor and confirm whether you do or you do not want to be registered for the examinations scheduled.

This decision will in the main be determined by your readiness for completion. You will need to verify that you will be ready to submit final pieces of portfolio course work to your tutor for marking **four weeks prior** to the scheduled examination date, in line with the course completion schedule. If this is not possible then you will need to re-schedule the proposed examination date.

Note- you will need to have been working in line with your course completion schedule. it will not be possible to submit large volumes of course work for marking four weeks prior to the exam date.

A minimum of ten weeks before the scheduled examination date you will need to pay the required examination fee to Sally Durant Education and Training who will then ensure that this fee is passed to the awarding body. This payment will give rise to your examination registration.

Note- You must understand this this fee is non-refundable. If you subsequently change your mind or find you cannot submit your portfolio course work in time and the exam entry has to be re-scheduled, then you will lose this money and will need to pay again for the subsequent examination registration.

Four weeks before the scheduled examination date you will be required to submit any final pieces of portfolio course work for marking. If this time frame is not adhered to you will unfortunately be withdrawn for the chosen examination schedule. We feel confident that with the ongoing tutor support that this is unlikely to occur but we do have to make clear the implications of this occurring.

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Examination Entry Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____

THE EXTENUATING CIRCUMSTANCES POLICY

If a student fails to comply with any of the policies or protocols to which they have agreed in their learning agreement then the default terms of those policies will be implemented.

However, if the student can provide evidence of Extenuating Circumstances, any record of the default or supplementary charges will not be applied. This evidence will be assessed on an individual basis but may include:

- A Doctors Certificate
- A Solicitor's Letter
- Proof of Travel Difficulty

The student bears the full responsibility for providing this evidence

Student Declaration

I hereby confirm my understanding and acceptance of the terms and conditions laid down in the Sally Durant Extenuating Circumstances Policy and agree to comply with these terms.

Student Name (Print) _____

Student Signature _____ Date _____