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Australasian Academy of Cosmetic Dermal Therapy (AACDS) is a division of Niche Education Group Pty Ltd (Niche). As a Registered Training Organisation, Niche takes pride in ensuring our management systems are considered best practice. We also wish to provide our students with a fair and positive learning experience. It is important that you read, understand and adhere to the Student Code of Conduct specific to AACDS and all other relevant policies of Niche.

**Once enrolled, a student must be able to fulfill the following obligations:**

1. Online Students: Ensure you have adequate computer skills, access to a computer with a stable Internet connection and an active email address. You will also require Microsoft Office and Adobe Reader.
2. Face to face students:  
80% attendance for all theoretical lectures (applicable to on-campus students) and 100% attendance for all practical workshops is required. If a student does not attend a practical workshop, they must present AACDS with a medical certificate or an additional training fee will be issued to the student. Punctual attendance is appreciated for all theoretical lectures and is required for all practical workshops.
3. Personal presentation and conduct at practical workshops and clinical work experience requires the following criteria:
  - Clean and ironed lab coat or clean white top/shirt suitable for performing dermal therapies.
  - Hair tied back
  - No or minimal subtle jewelry
  - Dress shoes (no open shoes, sand shoes or sneakers, etc.)
  - Dress pants (no jeans, cargo pants or skirts, etc.)
  - Smart presentation with make-up if appropriate.
  - Professional conduct at all times
  - Adherence to the Privacy Act 1988
4. Cheating is regarded seriously and will result in loss of marks, being deemed non competent in a unit or cancellation of enrolment. Penalties for cheating are given at the Academy's discretion.
5. Plagiarism is an act of academic dishonesty. It occurs when the work of another person, or persons, is used and presented as ones own without proper acknowledgment of the work quoted or reference made. Plagiarism is regarded seriously and will result in loss of marks, being deemed non competent in a unit or cancellation of enrolment. Penalties for plagiarism will be given at the Academy's discretion.
6. A student will be expelled and possibly prosecuted for any inappropriate or criminal behavior including (but not limited to) disorderly conduct, breach of intellectual property, breach of confidential information, abuse of the Academy's property, stealing, conduct dangerous to others and the improper use of drugs and alcohol, discrimination, bullying or harassment.

7. All course fees must be paid upfront. Refer to Student Refund Policy applicable to you for information on these areas.
  
8. Rude or aggressive behavior will not be tolerated either face to face or via email.

### **Cancellation of Enrolment Policy**

Refer to:

- Niche Student Refund Policy – (Non-VET FEE-HELP Eligible Students)
- Niche Student Refund & Re-Credit of VET FEE-HELP Balance Policy – (VET FEE-HELP Eligible Students)
- Niche Student Refund Policy – (International Students)

### **AACDS Intellectual Property**

All rights in and title to the Course including the Course materials and the Course curriculum remain the property of AACDS/Niche and the Student does not acquire any right, title or interest in them by enrolment, undertaking or completing the Course, or otherwise.

Any unauthorised provision or use of the Course or the Course materials or the Course curriculum by the Student is to be deemed an infringement of AACDS/Niche's intellectual property rights. The Student must immediately notify AACDS of any apparent or threatened infringement of or challenge to AACDS/Niche's rights in and title to the Course that they become aware of.

The Student must not directly or indirectly challenge or assist any third party to challenge the validity of AACDS/Niche's rights in or title to the Course and must not register any business name, trade mark, corporate name or any other name or mark that relates to the Course without the prior written approval of the Licensor.

### **Confidentiality**

The Student acknowledges that the Course materials and Course curriculum are confidential and agrees to treat such materials and curriculum in the strictest confidence. The Student must not use or disclose to any person the Course materials or the Course curriculum provided to it by AACDS/Niche, without the prior written consent of AACDS/Niche.

### **No Competition**

For a period of 2 years after completion of the Course and/or the expiration or termination of this Agreement, the Student must not and must not assist any third party in any capacity to develop, promote or provide any course, program or training which resembles or is in any way similar to the Course or the Course curriculum.

### **Privacy Policy**

The information requested as part of enrolment and throughout the course duration is used only for administration and maintaining student records at AACDS. This information is confidential with access only available to administration and lecturing/training staff. AACDS adheres to the Privacy Act 1988 to ensure the privacy of all student models used for training purposes.

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The information provided by overseas students may be available to Commonwealth and state Agencies and the Fund Manager of the ESOS Assurance Fund, pursuant to obligations under the ESOS Act 2000 and the National Code.

### **Student Access to Records**

Students have the right to access their own records when requested. AACDS retains learner's records of attainment of units of competence and qualifications for a period of 30 years. Replacement records and qualifications will attract a fee to cover administration and handling costs.

### **Skills Recognition Policy**

Skills Recognition process recognises that you may have already learnt from other courses, life experiences, work experience and any other training provided at work and measures it against the course or unit that you wish to do. If your experience is relevant, you may not have to complete part of the course or unit. It is important to apply for Skills Recognition if you think that you have already gained some experience that may be relevant to your course as part of your enrolment process.

More information and/or to apply for Skills Recognition contact AACDS or visit [www.aacds.edu.au](http://www.aacds.edu.au)

### **Recognition Qualifications Issued By Other RTOs Policy**

AACDS recognises other qualifications and statements of attainment issued by other registered training organisations.

### **Appeal Process Policy**

Niche has a policy and process to allow learners to challenge assessment decisions and must inform learners of the grounds for appeal. The appeal shall contain:

- Details of the grounds upon which the appeal is made.
- Any supporting evidence.

All appeals must be lodged in writing with the Chief Executive Officer (CEO) no later than 32 days from the official notification of results. See Niche Academic and Non-Academic Grievance Policy and Procedure.

### **Client Complaints Policy**

AACDS has a policy in place for dealing with student grievances and complaints. If a student feels they have been treated unfairly, by a fellow student, lecturer or any AACDS/Niche staff member or is unhappy with any aspect of the course, the following process will take place:

1. Students need to download the Niche Academic and Non-Academic Grievance Policy and Procedure from AACDS or [www.aacds.edu.au](http://www.aacds.edu.au)
2. The CEO will attend to the form and the grievance/complaint will be brought to the attention of the party(s) involved.
3. A suitable outcome is negotiated between both parties and a mediator.
4. Where a grievance or complaint cannot be resolved, AACDS or the student will seek a third party to further mediate the issue.

## Assessment Policy

Assessments Marked “Competent” or “Not Yet Competent”:

- Must be completed by the due date specified in the student manual for each corresponding unit.
- If a student fails to meet the due date as specified, without submitting a 2-week extension form, your Statement of Attainment will be withheld until the assessment has been received by the due date reset by your lecturer.
- If a student consistently achieves “Not Yet Competent” and demonstrates poor performance in all assessments, AACDS reserves the right to terminate the student’s enrolment for the corresponding unit.

Graded Assessments/Exams:

- Must be completed by the due date specified in the unit guide and assessment plan for each corresponding unit.
- All exams are closed book.
- A student will have the opportunity to re-sit a failed exam, however on the second attempt the pass mark will increase by 10%.
- If a student fails on the second attempt, the student must re-enroll into the failed unit at the current full-fee.
- Non-attendance of a scheduled exam without proof of extenuating circumstances, i.e. medical certificate, will attract exam re-scheduling fees to cover the cost of an exam invigilator.