

Campus Information: WTC has 7500 sq. feet of space dedicated to the Aesthetics and Hairstyling Industries including a Spa and Salon for students skill development. The classroom is equipped with 9 computers for school use and also houses a resource centre/library. The school has two exits in front and 2 exits at the back of the building.

Admission Policies: Provincial High School Graduation Certificate, or equivalent. Non-High School or mature students may be eligible for admission to programs.

STUDENT SERVICE & ACTIVITIES

STUDENT ACCOMMODATION

Woodford Training Centre has a list of boarding houses in the general area. Assistance will also be given to find an apartment. These lists are provided as a service only and must not be treated as a record of recommended accommodations.

FINANCIAL ASSISTANCE

Financial assistance is available in the form of student loans or assistance from Employment Insurance for those who qualify.

Application forms for Student Financial Assistance are available at the school.

FOOD SERVICES

Kitchen facilities including refrigerator and microwave are provided on site.

LOCKERS

Each full-time student will be assigned a locker on the first day of classes. Woodford Training Centre will not be responsible for any lost or stolen items.

PARKING

Ample free parking is provided.

TUITION

Tuition is payable at the time of registration.

For those students who wish to pay on a monthly basis, post-dated cheques or cash payments are required on or before the first day of each month. At the time of registration, students selecting this option are required to pay the first month's tuition and the kit fee on the first day of classes.

A five percent (5%) interest charge will be calculated on all outstanding balances.

Other than program costs, the following charges apply:

- First Aid \$ 75.00
- Supplementary Exams (each)\$ 10.00
- Third & final test (any course)\$ 50.00
- Extra Transcript of marks\$ 5.00

Any student needing extra time for practical practice and/or testing after the completion of their program, may do so with permission from instructional staff and at a rate of \$40.00 per day.

ACADEMIC POLICIES

STANDARDS:

The program consists of a variety of academic components listed below:

Core subjects refer to the speciality training and knowledge you need for your career. You must achieve a minimum of 70% in core subjects.

Related subjects refer to training and knowledge required to ensure you have the basic skills required for employment. You must achieve a minimum of 70% in related subjects.

Work term refers to a professionally arranged on site period which provides you with an opportunity to gain experience in your field. Work terms are a valuable component of your training. They offer you an opportunity to gain experience, to get to know people in your field and perhaps it may even lead to an employment opportunity. You must successfully finish your work term in order to complete your program. Work terms must be completed during the academic period indicated in your program outline unless other arrangements are approved by senior administration in consultation with your instructor.

Mature Student Policy and Non High-School Graduate

An applicant who does not have a High School Diploma, ABE (Level III) or a GED pass or is at least 19 years of age may apply as a mature student. As a mature student, the applicant is interviewed by the Administrator of the School who reviews the applicant's educational background career training experiences, work experiences, and

hobbies/interests. As an aid in helping to decide, a CAAT test may sometimes be administered to ascertain the applicant's grade level in communication and mathematical skills. A recommendation regarding admission is then based on the interview and/or testing. Students would also be given a probation period of three months in which the Administration would use this time to determine their ability to complete the program.

TESTING

Testing procedures, time and allocation of marks will be described by the individual course instructors. A pass mark of 70% is required in all areas. Students not attaining the required marks will be advised accordingly and appropriate measures will be taken.

MISSED TEST POLICY

- If you are going to miss a test you must inform your instructor before the test is scheduled to begin. It is the instructor's discretion to determine if the reason you give is valid.
- If you have been given an excused absence from a test, you must write the test within the specified time allotted by the instructor.
- Instructors do not allow rewrites to "boost" marks
- Supplementary tests give you a second chance to pass a course. They are not a right but a privilege. They are granted at the discretion of your instructor and administration. The highest grade obtainable though a supplementary test is 70%. Each supplementary test you write costs \$10.00; payable before you write the exam. These exams are scheduled as determined by the administration of WTC.
- Rereads of any test will cost the student \$10.00 per reread. This reread will be done by another instructor who is not presently teaching the course.

ASSIGNMENTS

All assignments must be submitted on the date due. Marks will be deducted for late assignments. Students are required to participate in all on-site presentations.

ACADEMIC CODE OF DISCIPLINE

Students are expected to perform academically to the best of their ability and in accordance with campus policy.

- Cheating during any type of testing is strictly prohibited.
- Talking during any type of testing is not permitted.
- Copying assignments, module, or classroom work is disallowed.

ATTENDANCE

Employers expect perfect or near perfect attendance. WTC is required to keep accurate records of attendance.

It is the policy of the WTC, that attendance in the Hairstylist Program is mandatory.

Students with an eye for success in the industry should aim for 100% attendance. Certificates will be issued only to those students who have a minimum of 95% attendance.

In the event of sickness, students are required to call the school at 834-7000 before 9:00 am each day. Doctor's notes are required after three days. Under extreme circumstances, students who do not meet the attendance criteria may be permitted to purchase extra training time in order to graduate.

PUNCTUALITY

What happens if you're late for class? Instructors differ in the way they handle students who are late. For all instructors late students are disruptive. Classes begin at 9 am. Students arriving late must fill out a late slip and may not enter the classroom. Repeated lateness will be addressed and may be viewed as unexcused absence

PRINCIPAL OF DISCIPLINE

Woodford Training Centre is dedicated to fostering a good environment in which everyone has an equal opportunity to learn and achieve. All students are expected to act in a responsible manner to staff, students, and customers.

Students are also expected to abide by these rules at all times, whether the students are on site or attending a school function in the community.

Principles of discipline are defined in order that regulations, restrictions and disciplinary procedures may be clearly understood by staff and students.

DISMISSAL

Any person or group of persons that disrupt the classroom, salon, or any area of the training Centre will be disciplined with course of action that is befitting the disturbance.

Use of profanities or actions that are disrespectful to staff or student is prohibited. This applies to any school gathering whether professional or social and where the school name is used. The course of action for such circumstances could lead to immediate expulsion.

Borrowing of school property without authorization is not allowed. If you do wish to borrow materials, please check with an instructor who will have you sign the necessary form.

Possible penalties for failure to comply with the code of discipline are as follows:

- rejection of submitted work with no credit given
- probation and/or reprimand
- loss of privileges
- suspension
- expulsion
- legal action may also be taken.

Penalties will be given according to the nature of the offence and its severity.

DISCRIMINATION

Discrimination of any individual or group for any reason such as color, race, gender, sexual orientation, physical or mental disability, nationality or ethnic origin is forbidden.

DESIGNATED GROUPS

It is the policy of WTC to provide equal enrollment opportunities without regard to race, color, religion, sex, national origin, age, disability or sexual orientation. The training center is committed to make good faith efforts to reach individuals with disabilities, women, and minorities with information about our program.

CRIMINAL OFFENCES

Any student committing crimes, that is, acts or offences covered under the Criminal Code of Canada, will be turned over to the proper authorities. The student is also subject to any penalties which may be levied under the Principles of Discipline.

DISABILITIES/REMEDIAL PROGRAMS

It is the policy of WTC to recognize the needs of the physically challenged, and, to that end, has made the facility wheelchair accessible. Efforts will be made to provide appropriate accommodations for students with physical disabilities who notify the training center of the needs prior to registration; however WTC is not in a position to provide modified or remedial programs at this time.

LEARNING DISABILITIES

For students with formally diagnosed learning disabilities, WTC will make every effort to provide appropriate accommodations for that particular disability.

GENERAL POLICIES

Note: All students must sign in at the beginning of each day and must sign out if leaving earlier than regular school hours.

UNIFORM/DRESS CODE

Woodford Training Centre believes that each student should be professionally dressed. Jeans, jogging pants, stretch pants, bobby socks, or sneakers are not permitted in the salon. Clean, comfortable clothing and footwear is essential. Students must provide their own white uniforms. Lab coats will be provided.

PROFESSIONAL IMAGE

Students will be provided with a class schedule upon registration. It is expected that when students arrive at the campus that they should be ready to attend class or work with clients. The students are required to have all personal grooming performed before entering the premises (for example.. hair styled, make-up applied, shaved, etc.). Student kits must be brought to school each day or the student may be marked absent.

SMOKING

Smoking is only permitted in designated areas outside the college.

TELEPHONE CALLS

Students will not be called out of class for personal calls, except in an emergency. In most cases, a message will be taken and placed at the front desk. It is the student's responsibility to retrieve these messages on a regular basis.

PHOTOCOPYING

Photocopier services are available at a cost of \$.25 per copy, per side.

EQUIPMENT

The equipment at our college has been obtained to help train you. Many of these pieces are very costly to replace. College equipment is never to be removed from the campus premises and should always be handled with the utmost care and caution. In short, treat equipment as if it were your own.

CHANGE OF ADDRESS

We like to keep in touch with all our students, both past and present. Therefore, we will be asking you to provide us with your home address and current address. If you change your address please let us know. Correspondence will be forwarded to the current address we have on file for you.

PERSONAL BELONGINGS

Nobody likes a thief. The sad part is that even at Woodford Training Centre, in such a friendly atmosphere, we have been victims to thieves in the past. We strongly advise you not to leave valuables in your classroom without supervision. Lockers are available, therefore, please do not leave any personal belongings or valuables around, remember they are the responsibility of the student.

HOLIDAY SCHEDULE

Thanksgiving
 Remembrance Day
 Christmas Break .
 Good Friday
 Victoria Day
 Canada Day
 Summer Break
 Labor Day

SHOP PROCEDURES

CLIENTS

Clients are the lifeline of your business. *Customer Service* is an intricate part of maintaining this line. Students are required to demonstrate Professional Behavior in the salon at all times. Not only is the school judged by your behavior, but so are you. If you need assistance with your work, excuse yourself and consult with an instructor. Be patient and so will your customer

Students are required to be prepared and to be organized at all times. Before starting your client, you are responsible for setting up the unit, and gathering all working materials and supplies. Please keep water bottles filled at all times. When you have completed your client, please clean the work unit, gather all working materials, and return all equipment to its proper place. All work completed on a client must be evaluated by an instructor before the client leaves the salon. The salon and classroom **must be cleaned** before students leave for the day.

Refusal to do clients will be subject to dismissal for the day. These hours will have to be made up.

Discussions of clients, fellow students, instructors, school or personal matters are not permitted in the salon.

Remember our clients have friends!! In order to keep this relationship on a professional basis, make our salon a pleasant and comfortable place to be for all.

Cooperation and helping one another is an essential part of an effective team.

RECEPTIONIST

Communication is a very important components of the Aesthetics program. This is practically mastered by assuming the duties of the receptionist. While in this position, the student will grasp the importance of meeting and greeting clients, making conversation, developing professional telephone behavior. *First impressions are lasting. Make them good ones.*

Students will rotate on a daily basis handling appointments, cash, customer service requests, and inventory. The receptionist will remain at the front desk at all times.

Please have all customers sign the register book before any services are performed.

HOUSEKEEPING CHORES

As a guide, a weekly *Duty Sheet* will be posted. These chores will be rotated. Chores are to be completed before leaving.

APPROACH TO LEARNING

The instructional staff at Woodford Training Centre, use various teaching methods for the transferral of information and the development of skills for its students.

As well as the traditional classroom methods, the program uses modified self-directed learning modules. This modified program evolved so that students may successfully meet the challenges and opportunities in the learning process. This type of learning requires planning and commitment on the part of the student. Procrastination is to be avoided in this type of program. Failure to maintain an adequate pace can cause great difficulties in completing the course. It should be noted that modules must be completed prior to having them signed in the Record of Occupational Progress. (Apprenticeship Log Book).

PROGRAM COURSE INFORMATION

Course modules containing course outlines are available to students throughout the duration of the program and are located in the resource centre at the back of the classroom.

COUNSELLING SERVICES

Upon admission, WTC will provide counseling on the student loan process through a representative from Student Financial Services; during the year such counseling is provided in-house through the administrative staff. Academic and Career counseling is provided by the administration and staff at the time of the registration and on an ongoing basis. WTC provides a referral service for those in need of personal counselling.

DISCRIMINATION

Discrimination of any individual or group for any reason such as color, race, gender, sexual orientation, physical or mental disability, nationality or ethnic origin is forbidden.

COURSE LAYOUT GUIDES

A course outline will be provided for the student in individual subject areas. These guides will help the student meet the challenges of the program. These guidelines suggest time needed to complete various components and objectives. This outline assists the student to keep pace for successful completion. If for any reason you are unable to complete the modules at the suggested time, our instructors are available for assistance.

Peer Tutoring and Study Group

These approaches to learning are encouraged as many students will benefit from being involved with other classmates. Working with others can develop not only social and communication skills, but can help improve a better understanding of the material.

Tutoring

Students experiencing academic difficulties may be eligible for tutoring services. This service must be requested of the administration; however, only students who demonstrate a commitment to a high standard of attendance and effort will be considered.

Instructors

The previously described approaches to learning are some of the methods the instructors use in the classroom. The instructors will help you to create your personal plan for successful completion of the program.

Job Placement

Woodford Training Centre will do everything in its power to assist each and every student in finding suitable employment. With your skills, this will be done through our On-The-Job Training Program, Employer Contact, Human Resource Development Centers, and your personal job search.

Policy on Students with Learning Disabilities

For students with formally diagnosed learning disabilities Woodford Training Centre, Inc. will make every effort to provide appropriate accommodations for that particular disability.

Transfer of Credits/Advanced Standing

Credit transfer is defined as the granting of credit by an institution to students on the basis of previous study undertaken in another institution. Students must provide a copy of transcripts from previous institutions. Due to the nature of the Aesthetics Program, transfer students will ne expected to perform skill testing in required areas.

Criteria for selection of students for various skills competitions outside of WTC

(Beauty Suppliers, Provincial or National) In-House Competitions will be held for each group of students and selected students will be determined by an evaluation marked and submitted by industry (Not Woodford Training Centre Staff).

Potential Employment Opportunities

WTC believes in the equitable treatment of students and, to that end, criteria has been established for the selection of students in response to potential employment opportunities.

Designated Groups

It is the policy of WTC to provide equal enrollment opportunities without regard ro race, color, religion, sex, national origin, age, disability or sexual orientation. The training centre is committed to make good faith efforts to reach individuals with disabilities, women, and minorities with information about our program.

Woodford Training Centre, Inc. Student Complaint Form

The complainant may call the Department to register a concern. They are advised that their first course of action in resolving the issue is to address it with the administration of WTC. The response of WTC to the complainant should be in writing to eliminate misunderstanding in interpretation. If the issue remains unresolved to the satisfaction of the complainant, they may then communicate their concerns to the Department, in writing, and attach a copy of the letter of response from Woodford Training Centre, Inc.

Student(s) Name: _____

Date Received: _____ **Received By:** _____

Respondent: _____ **Response Date:** _____

Nature of complaint:

WTC Response:

Copy of form can be obtained from main office.