

A GUIDE TO PERSONAL PRESENTATION



HELLO

In accepting a place to study with us here at The Aviation Academy, you have also agreed to become part of a team of people who take great pride in everything that we do. Personal presentation makes a bold statement about your personal values and who you are. Whilst studying with us, it must also reflect the culture and image that contributes so strongly to our overall success and ultimately your success in securing employment within the Aviation industry.

RULES & REGULATIONS

We have been recognised as a Centre of Vocational Excellence and expect high standards from our students and staff. When you enrol as a student at The Aviation Academy, you will be part of a professional education and training organisation and will meet many aviation professionals during your studies both at the academy and on visits.

The Aviation Academy is used regularly by a number of aviation organisations for training purposes, meetings and events. Personnel from the airport and other organisations help with delivery of our programmes and act as guest speakers often at short notice. As a student at The Aviation Academy it is expected that you will come into contact with a variety of people from the aviation sector and you will be expected to behave and dress professionally at all times. It is important that you remember that some of the people that you meet during your studies may become your future colleagues or employers!

Successful careers in aviation and/or tourism are based not only on academic study but also on development of the employability skills needed to gain interviews and thus employment. These employability skills give our students the edge in getting their first step on the career ladder. For this reason, we set professional presentation standards for both inside and out of College.

Feedback from employers who attended our recent careers day again reinforced this point. For us to ensure students are ready for employment, knowledge is not enough. Presentation standards and compliance must also be second nature. Our industry standards ensure students understand what is expected and that some things are not a choice. By signing your enrolment form you are confirming that you accept all of the terms and intend to abide by these as set by The Aviation Academy. Failure to follow these rules and regulations will result in you being asked to leave the course.

Information for Parents

We ask for your support in preparing our students for industry. Our motive is to help them understand that the development of employability skills is as important as academic results because it is both of these factors that will ensure they get the job they want.

GENERAL RULES

We operate a zero tolerance policy on site and students not observing the Rules and Regulations may be asked to leave the course.

Security

It is absolutely essential you understand the implications of study at an Airside location. Drop off/pick up area by unauthorised vehicles is after the initial parking barrier but before the security barrier. You get 20 minutes free parking, please **DO NOT** pick up in the Multiflight entrance to avoid congestion. Only students who have been processed through Disclosure Scotland and have been issued with an ID card (which must be worn and visible at all times) are able to proceed through the security gate. Failure to present your ID when asked will result in refused entrance onto the site.

Timetables

During induction you will be given your timetable of study. This will show your daily start and finish times, classes start at 09:15 and can end at 5:00pm. It will also show the units that you will be studying each day. Please ensure that you arrive in good time as lateness is noted on your record of attendance. Timetables are subject to change during the year and each semester. If you have a part-time job it must be flexible to suit your timetable.

Absences

If you are absent you must log each day before 8:30am, stating your name, course and reason for your absence, failure to comply with this may lead to a disciplinary from your course team leader. More information will be provided during your induction.

Holidays

Holidays must not be taken during term time unless in exceptional circumstances and then must be agreed in advance with your course team leader.

Appointments

Appointments should be made outside of College times unless in the case of an emergency. You will be required to provide evidence of your appointment to your course team leader. Driving lessons or any other personal appointments must not be taken during College time.

Parents Evenings

Parents of students under 18 years of age will be invited to The Aviation Academy on a regular basis to discuss student progress.

Food & Drinks

Food is not allowed in any of our classrooms. Water in a bottle with a cap or top may be taken into classrooms with the exception of our IT rooms. If using the break area, please ensure you put all litter in the bins provided.

IT Rooms

All students must observe the colleges 'Use of IT' guidelines which will be explained to you during your induction period.

Uniform – Dress Code

Our dress code is based on industry requirements for aviation employees. We believe this to be good practice for future employment in the aviation sector to adopt the habit of dressing in a business-like manner.

Visits

As part of your studies at The Aviation Academy there will be a number of visits that will be subsidised by Craven College as follows:- All students will participate in a variety of trips to support curriculum any costs incurred to yourselves will be advised nearer the time.

Equipment

Students will be expected to provide the following equipment:

- Text books – you will be notified of which books you will require
- Folders with dividers
- A4 notepad, pens, pencils, ruler, eraser
- Memory stick

If students wish to use their own laptops, this is acceptable, however, they will need to be PAT tested before they can be connected to the College's electricity supply.

Behaviour

The Aviation Academy expects all of its students to behave in an appropriate and business-like manner at all times, the following will not be tolerated at any time:

- Rudeness, bad manners and swearing on site
- Non-observance of the dress code
- Unexplained attendance and not attending regularly
- Lateness
- Vandalism
- Theft
- Bullying or threatening behaviour
- Smoking anywhere onsite
- Alcohol on premises or under the influence
- Drugs on premises or under the influence

Multiflight Rules

Multiflight own the site which The Aviation Academy stands on. You must abide by their rules at all times.

- Parking – You must purchase monthly car parking. Please see the Multiflight car parking application form
- 10mph speed limit
- CCTV is in operation
- No smoking on site (including café, car park etc.)
- Aircraft are privately owned. You must not take photographs or go up to the perimeter fence

UNIFORM



DRESS CODE

Dress Code for all Further Education students – Levels 1, 2 & 3

The Aviation Academy uniform (previous page) will be available to buy at Enrolment.

Male Students

- Grey Branded Shirt - **mandatory**
- Black Trousers - **mandatory**
- Aviation Academy tie - **mandatory**
- Smart black shoes – no training shoes
- Other branded clothing can be bought for the colder months: Jumper, Jacket & Gilet

Female Students

- Grey Branded Shirt - **mandatory**
- Skirt or Trousers - **mandatory**
- Red Aviation Academy scarf - **mandatory**
- Tights must be black opaque or nude with no ladders (no socks under tights) – have a spare pair in your bag! Or black socks with trousers (no trainer socks)
- Smart black court shoe or loafers – no training shoes or ballet pumps
- Other branded clothing can be bought for the colder months: Jumper, Jacket & Gilet

During winter months you can wear other shoes to travel in but must change on College premises so you will need a bag big enough for extra shoes as there is no locker facility onsite.

Smart boots can be worn with trousers. No UGG type boots or plastic wellies to be worn in College

PLEASE NOTE

All clothing (apart from shoes and any religious clothing) worn on the premises must be Aviation Academy branded. You can not wear other branded clothing.

All Students

- Jewellery* – to be kept to a minimum (only 1 ring allowed)
- No visible chains around neck, wrist or ankle
- No facial piercings including tongue, smiley/frowny, cheeks etc
- Only 1 x small pair of stud earrings in ears
- No visible tattoos
- Hair must always be clean and well kept – if longer than collar length then it must be neatly tied up at all times – see picture below
- Hair must not be heavily spiked, gelled or crew cut
- Natural hair colour or natural colour highlights – no bright coloured hair
- Beards, moustaches and sideburns must be neatly trimmed and designer stubble is not permitted
- Make-up – optional but should be natural and subtle (no false eyelashes)
- Nails should be clean and manicured to an appropriate length and only clear nail varnish, French manicure should be worn – no black or bright coloured tips
- Security I.D. Cards and Lanyards – These must be worn and visible at all times. Lanyards should only be The Aviation Academy specific lanyard

*Exceptions to the jewellery policy will be made to accommodate medical or religious requirements – please advise at enrolment.

Please email The Aviation Academy on info@theaviationacademy.co.uk if you have any questions regarding the uniform policy.

**Be proud of the way you look on the walk to and from College.
Employers and the general public do notice.**





Unlocking potential, changing lives

The Aviation Academy

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