

MC COLLEGE

Standards for Apprenticeship Training

WELCOME TO MC COLLEGE!

These standards reflect the standards of MC College and of Alberta Apprenticeship and Industry Training. For AIT specific standards, please visit:

<https://tradesecrets.alberta.ca/policy-manual/classroom-instruction/attendance-in-classroom-instruction/>

Our goal is to create an ordered and professional environment with clear expectations and guidelines for students, instructors and all staff members.

CORE VALUES

- **Commitment:** we do what we say we will do.
- **Fun:** we love what we do.
- **Integrity:** we do the right thing.
- **Respect:** we treat others the way we want to be treated.
- **Mentor Artists:** we nurture creativity.

MISSION

MC College empowers graduates for the Beauty and Fashion industry with skills to change their lives and enjoy rewarding careers.

As a member of the MC College Student Community, I understand and commit to the following standards:

- Be punctual and arrive prepared for each day.
- Recognize and respect the rights of all students to learn and all instructors to teach.
- Present an image reflective of this industry. Dress in appropriate attire that reflects the standards of the salon & spa industry.
- Follow all health and safety protocols and keep work spaces clean and sanitized.

STUDENT SUPPORT

MC College provides 24-7 student support through the support app Telus Health. This app is free for all students and provides support at any time through call, text or chat. Students may access this support for a variety of situations including mental health, anxiety, living away from home, student life, or academic stress. Students are encouraged to get registered in the app.

ATTENDANCE

Regular attendance is one of the most important contributing factors to student learning and success. Class times are Monday to Friday 9:00 am until 4:30 pm. Students will receive a half hour lunch break, and two 15 minute coffee breaks.

No student should attend school if feeling unwell. Students who are unable to attend must inform the Campus they will be absent no later than the morning of the first day of their absence. If a student is absent without informing the Campus and without an acceptable reason, this will be considered an unexcused absence.

If an apprentice reaches 12 hours of absence, a report will be filed with Apprenticeship and Industry Training. If an apprentice exceeds 18 hours of absence, they will be removed from the program.

YOUR PROGRESS

Students are evaluated through written and practical exams and practical work. Students should be prepared to receive constructive criticism and correction when necessary.

Progress is reviewed regularly. Students are required to maintain a grade average of 70% or better and must complete the required practical work.

Classroom instruction may be recorded for quality assurance.

Students who intentionally falsify college documents or cheat on college exams or assignments will receive a grade of zero for the assignment/exam and may face suspension or termination from the program.

GRADE APPEAL POLICY

MC College has clear and readily accessible marking criteria. Students who disagree with their marks should first request a review with their instructor and an explanation of how the criteria was applied. If the outcome of the review is not satisfactory, the student should take the issue to the Campus Director. The Campus Director will work with the student and the instructor to reach an agreement on the grade.

STUDENT DISCOUNTS

Students receive a 15% discount on all retail products and a 50% discount on all services performed by fellow students.

REFERRALS

You can receive \$100 if you refer a friend that enrolls in either the Hairstyling or Esthetics program. The person you refer must mention your name at their initial meeting with an Enrolment Coordinator.

SOCIAL MEDIA

The use of social media is important for interaction and connection.

Platforms such as Instagram are perfect for students to showcase their work and differentiate themselves through an Instagram portfolio. Following MC College @mccollegegroup and tagging us regularly will allow you to reach more prospective clients and employers. We use our platforms to promote students' work. This will increase your chances of getting hired or booked with clients.

@mccollegegroup Instagram, TikTok and Facebook

Students must not post photographs, video or other recordings of any Students, MC College Staff or Clients via social media, except with the knowledge and consent of the individuals involved. It is unacceptable to post harassing, abusive, or malicious, images or comments. Students who violate the social media policy may face disciplinary action.

PRIVACY POLICY

MC College collects students' personal information for the following reasons:

- To maintain student records as required by Alberta Apprenticeship and Industry Training.
- To keep students/graduates informed of activities of the school.
- To issue T2202 Tax Receipts

Students' personal information is not used for any other purpose. If you have any questions about our Privacy Policy, you can direct them to Cheryl Harrison, COO/Vice President at charrison@mccollege.ca.

NON-DISCRIMINATION POLICY

MC College assures fair and equal treatment in all of its admission practices for all persons. We will not discriminate on the basis of race, colour, religion, sex, marital status, sexual orientation, age nor against any qualified disabled individual. MC College prohibits discrimination against qualified individuals with disabilities on the basis of their disability. MC College will make reasonable accommodations to meet the needs of any student with disabilities.

It is the responsibility of the student to inform the College of any disabilities, physical and/or mental, which might in any way affect the student's academic progress.

ANTI-HARASSMENT POLICY

The MC College Anti-Harassment Policy defines harassment as unwelcome behaviour which humiliates, insults, excludes or degrades another person.

At MC College, harassment is defined as behaviour that is known or ought reasonably to be known to be unwelcome. Harassment has the intent or effect of creating an intimidating or hostile climate. Harassment impairs full and equal enjoyment of education. Harassment includes any physical, verbal or non-verbal abuse near or on the premises of MC College.

MC College is committed to zero tolerance of violence or any form of physical or verbal abuse.

Complaint Procedure

Nothing in the following procedures for resolving complaints of harassment stops individuals from filing a complaint with their Provincial Human Rights Commission. All complaints to be investigated by MC College will be treated in the strictest confidentiality.

The following steps should be taken if a person feels she/he is being harassed:

Step 1: Ask the Offender to Stop

Tell the person the behaviour is unwelcome, inappropriate or unacceptable.

Keep a record of the alleged incident(s) of harassment. A person does not need a written record to make complaint, but a written record will make the person's case stronger. It is also not necessary to ask the offender to stop in order to move forward with a complaint.

Step 2: Advice or Counselling

Report the situation to the Campus Director. At this informal stage, the Campus Director will review the situation and may offer advice for next steps.

Step 3: Make a Complaint

If the above steps have not resolved the alleged harassment to the complainant's satisfaction, or if the harassment continues, a formal complaint should be filed with the Campus Director. The Director will be responsible for implementing the steps outlined below for addressing complaints.

A person must make a complaint within 1 month from the date of the alleged harassment. It is best to make the complaint as soon as possible after the occurrence. A person must put her/his complaint in writing before the Campus Director. The alleged offender will be given a copy of the complaint and an opportunity to respond to the complaint in writing.

The complaint should contain the following information:

- Name of the alleged harasser
- When and where the offence took place
- A description of what happened
- Name of any witness

The Director will talk privately with both parties. Both parties may have someone they trust come with them to this meeting. The Campus Director will try to help both parties reach a resolution. If a resolution can be reached, both parties must accept the resolution in writing. The Director will monitor the terms of agreement to make sure they are respected.

If the resolution is not accepted, the person making the complaint has 10 days to ask the Vice President to investigate the situation.

Step 4: Panel

The investigation panel, appointed by the Vice President and consisting of staff and management representatives, will conduct an investigation, which must begin within 5 working days of the appointment of the panel.

The investigation panel may wish to seek appropriate legal advice. The investigation panel shall investigate all persons who may provide relevant information. Such information shall be received in the strictest confidence and shall be documented in writing. The complainant and the alleged offender shall have the right to be accompanied in the interview by a third party of their own choice or to be represented by legal counsel at their own personal expense.

If the investigation results in a finding that harassment and/or discrimination has occurred, disciplinary measures, as determined by the Vice-President, will be imposed.

Step 5: Appeal

If the resolution is not satisfactory to the complainant or to the alleged offender, either party may appeal the decision.

The appeal must be made in writing to a third-party mediator agreed to by the complainant and the President and shall include all appropriate documentation. The appeal shall be made within 30 days of the finding made in Step 4 of this procedure.

The findings and recommendations of the third-party mediator shall be final and binding.