

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 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.
- 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 workspaces clean and sanitized.

STUDENT SUPPORT

MC College provides 24-7 student support through the support app GuardMe. 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.

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.

STUDENT SHOP

MC College collaborates with Oriac to provide students access to an exclusive online shop where you can purchase professional tools and products at discounted prices. You will need your Student ID Number to access the discount pricing. Oriac.ca.

REFERRALS

You will \$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. MC College encourages the use of personal devices for promoting student services and building clientele through Social Media. Students are encouraged to take photos or videos to share their work with family, friends and potential clients.

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.

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 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

All complaints to be investigated by MC College will be treated in the strictest confidentiality.

Step 1: Ask the Offender to Stop

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

Step 2: Advice or Counselling

Report the situation to the Campus Director. 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 harassment or if the harassment continues, a formal written complaint should be filed with the Campus Director.

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, the Director will monitor the terms of agreement to make sure they are respected.

Step 4: 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 the Vice President.