Professional Attire Guidelines

1. Purpose

The Professional Attire Guidelines ("guidelines") outlines the Institution's requirements for staff and students to dress appropriately and professionally while on campus and while undertaking Institution based activities. Course specific attire may also be required and such details are provided to students upon enrolment and orientation.

2. Scope

These guidelines apply to all staff and students across all campuses in both face-to-face and online environments.

3. Business attire

3.1 Business attire is the primary dress code for staff and students. Business attire must be worn at the following times:

- during all face-to-face and online teaching and learning activities (including examinations);
- in all public areas from Monday to Friday, 8.30am to 5.30pm;
- for open days and promotional events;
- on Institution-led excursions;
- when representing the Institution on business.

3.2 On hot/humid days (i.e. above 25 degrees Celsius or days with higher humidity), jackets and ties (if applicable) may be removed and the top button of shirts/blouses may be unfastened.

3.3 Business attire includes:

- full business suit – coordinated jacket and trousers/skirt/dress;
- tailored separates;
- professional shirt/blouse/top, usually collared and buttoned;
- tie (if applicable);
- belt;
- enclosed business shoes;

- name badges (provided by the Institution) for Grand Dining Room students and all student-facing staff (e.g. Operations team, Student Life team, Work Integrated Learning team, Program Managers and lecturers).

3.4 Typically, the following items do not constitute business attire:

- jeans;
- t-shirts, polo shirts or tank tops;
- board shorts;
- mini-skirts;
- sneakers;
- thongs/flip flops;
- outlandish pieces of jewellery;
- casual dresses;
- sheer or cropped tops;
- singlets;
- ripped clothing;
- ill-fitting clothing or clothing that exposes the mid riff;
- active or beach wear.

4. Smart casual attire

4.1 On occasion throughout the study period (as determined by the Institution), and during vacation periods, staff and students may be permitted to wear smart casual attire. Staff and students are notified in advance of planned smart casual days. Acceptable smart casual attire includes:

- professional, but relaxed, separates;
- relaxed jacket (optional);
- smart, unfrayed jeans;
- neat shirt/blouse/top;
- polished, practical footwear;
- items with minimal logos and branding.

4.2 Shorts, tank tops, frayed clothing, thongs/flip-flops and other open toe shoes are not acceptable.

4.3 Smart casual attire should be appropriate for the Institution’s diverse community and must not display any political, religious or offensive

statements/language.

5. General presentation

5.1 All staff and students are expected to uphold the following general presentation standards:

- clothes should be freshly laundered and ironed;
- shoes should be in good condition and be closed toe;
- hair should be clean and neat;
- shirts/blouses/tops should be tucked in;
- accessories and jewellery should be kept to a minimum;
- considerate application of perfume and colognes;
- good personal hygiene should be maintained

5.2 The Institution will make an exception to these guidelines if a student has a medical condition or a dress requirement that relates to their religion.

6. Residential students

6.1 These Professional Attire Guidelines do not apply to residential students unless they are attending classes. However, any attire must not display any offensive logos or branding.

7. Breaches of the Guidelines

7.1 Staff and students are expected to follow the requirements outlined in these guidelines. Breaches of the guidelines constitute misconduct and are dealt with the General Misconduct Policy. Staff are subject to an informal warning from their line managers. All matters related to personal appearance and hygiene will be handled sympathetically and discreetly.

8. Roles and responsibilities

8.1 The President is the responsible officer of these guidelines.

8.2 The Executive Management Group (EMG) has overall responsibility for implementation of the guidelines in liaison with the PVC (Employability) and Registrar, and Chief Operations Officer.

9. Version history

Summary of changes	Approval date	Approved by
	17 May 2019	Board of Directors
Complete rewrite. Changed from a policy to guidelines.	8 March 2022	Board of Directors
Change the responsible officer from the PVCER to the President. Smart open toe shoes permitted.	28 May 2026	EMG