



UNIFORM AND GROOMING GUIDE



Personal Presentation

At Aviation Australia we pride ourselves on representing the professional and stylish image of the Company. Essential to the maintenance of this image is our strong focus on a consistently high standard of grooming.

Standards have been established and all students are expected to demonstrate these standards throughout the course duration.

When you are wearing the Aviation Australia uniform and when you are on the premises of Aviation Australia you are representing the Company, our vision and commitment to high standards of training. You have the ability to impact and influence customers that visit the facility and the perception of what we offer. This is an important responsibility, and one which must be considered an essential part of your role here at Aviation Australia.

Grooming Guidelines

Males

HAIR

Invest in a good haircut and aim to have a trim every 4/5 weeks to keep your cut in shape. Use a good quality shampoo and conditioner. Hair should be short clean and conditioned, with sideburns kept short and trim.

Hair must not fall onto eyebrows, over face or cover eyes, sit below back of shirt collar or 'ducktail'. 'Number 1' all overs permitted, but all hair must be the same length.

No frizzy perms, excessively slicked, spiky or Mohawk styles, 'wet look' hair. Obvious toupees, closely shaved sides with long length on top, wedged or pageboy cuts.

Ensure eyebrows are kept neat and tidy, for excess nose or ear hair use nose clippers or a small electric nose shaver to trim protruding hairs.

Colouring

Avoid unnatural colours, choose only shades which enhance your own natural colour and features. Maintain your hair roots. Ensure eyebrows are neat and tidy. If hair colour is altered, ensure eyebrows are dyed to match hair colour. This makes for a more natural look.

No wild colours, severe bleaching, obvious re growth, exaggerated highlights, or heavy streaking.

Wearing Your Uniform

Males

Aviation Australia Uniform is to be worn at all times when in the facilities.

Jacket: Black well tailored suit Jacket

Trousers: Black tailored pants to match Jacket

Shirt: Long sleeve white shirt / no rolled up sleeves or
Open collars

Tie: Aviation Australia tie (supplied on first day) / Windsor knot

Belt: Black leather belt to match suit / must be worn at
all times

Shoes: Black shoes and black socks only

YES

Business shoes

Classic lace-up loafer

Plain flat heeled ankle boots permitted (professional finish not casual or
riding style)

Shoes must be polished and maintained at all times

Plain black business/dress socks



NO

High shine
Black patent leather

Doc Martins
Suede

Sports style shoes or extreme fad styles
Platform or chunky styles
Shoes with metal trim or any other adornments, buckles or stitching
Grey or other colour rubber soles or shoes with obvious thick soles
No coloured, patterned or embossed socks

FACE

Invest in a good quality razor and shave cream, facial scrub, cleanser, toner and moisturiser with sunscreen.

Note for safety reasons beards are not acceptable for Cabin Crew.

Moustaches must be closely cropped, and not protrude below the lip line. An unshaven look is not acceptable.

No facial hair below the lip line, bushy beards, goatees, or soul patch (tuft of hair under the lower lip).
No facial hair below horizontal line through the mouth.

FINGERNAILS

Fingernails must be kept clean and cut short. Hand cream will help to ensure your hands look great.

No bitten, chipped or torn nails, dirty fingernails, nail polish, scaly and dry hands.

Accessories

You will be required to remove any item of jewellery that is considered inappropriate, unsuitable or excessive. Please ensure you are familiar with jewellery restrictions and adhere to these guidelines.

Watches

Gold, silver or dressed black leather band only
No bright or fluorescent coloured watches, cartoon character watches, novelty watches, sports watches, rubber or plastic bands.

Rings

Gold or silver only, plain or with diamond or other precious stone.
A maximum of 2 rings in total (not per hand)
No thumb or pinky rings

Bracelets

One bracelet max 5mm in width (chain style) in gold or silver only.
No copper or other metal bracelets, bands or solid bangles/bracelets for Occupational Health and Safety reasons. No visible leather costume/friendship or chunky bracelets.

Earrings

Earrings for me are unacceptable, (including tongue and face piercing)
No pocket chains, visible body piercing or tattoos (must be covered)

Necklaces

One (thin necklace) may be worn provided they are worn inside the shirt and not visible. Only gold or silver chains may be worn. Attachments such as pendants and charms are not to be worn.



Wearing Your Uniform

Females

Aviation Australia Uniform is to be worn at all times when in the facilities.

Jacket: Black well tailored suit Jacket

Trousers: Black tailored pants to match Jacket

Skirt: Black straight skirt with hem 1 inch below knee or above, no longer or shorter

Shirt: Long sleeve white shirt / no rolled up sleeves

Scarf: Aviation Australia scarf to be worn at all times (supplied on first day). Stripes to be long way, not tiger strips.

Belt: Black leather belt to match suit

Shoes: Black shoes and hosiery only

Hosiery

Students must wear either sheer or support hosiery in black or nude, regardless of whether they are wearing a skirt or pants.

Opaque stockings/pantyhose are not permitted

Knee-highs are permitted with pants only. Socks must not be worn.

YES

Mid heel (3-5cm heel) worn with skirt and pants

High heel (5-6cm heel) worn with skirt and pants

NO

High shine

Suede

Patent leather

Lace ups or jiffy style shoes

Sport style shoes, Doc Martins or

extreme fad styles

Platform or chunky styles

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Boots

Shoes with metal trim, bows or any other adornments, gold or patterned heels, fabric shoes, buckles or stitching.

HAIR

Hair must be clean and conditioned.

Invest in a good hair cut. Choose style that is easily managed and flattering. Make sure you have a trim every 4/5 weeks to keep your cut in shape. Use a good quality shampoo and conditioner.

The Aviation image is professional, contemporary and stylish, thus conservative approach to hair and other grooming is essential.

Length

Long hair is to be well cut and managed properly.

Pony tail or plait should be no longer than 30cm. Ensure shoulder length and longer hair is tied back using recommended hair accessories.

If hair falls forward onto your face when you lean over, tie it back with a plain hair clip. If hair is short keep layering to a minimum in a conservative neat style.

Yes

French rolls or chignons

Low ponytail tied with recommended accessories or plait down back 30cm or shorter



No

Frizzy perms, hair falling on face, hair dangling loose around shoulders.

Plait or ponytail longer than 30cm down back.

Short crew cuts, spiky hair, obvious hair extensions, wigs, high ponytails or edgy and overly fashionable styles are unacceptable.

Eyebrows

Always tweeze/wax the hair between the brows and as a general rule, only tweeze hairs from below the eyebrow. Let the brow extend beyond the outside corner of the eye. Trim long brow hair with manicure scissors to keep them looking neat.

Colouring

Avoid unnatural colours and choose shades which enhance your own natural colour and features. Maintain your hair roots. Ensure eyebrows are neat and tidy, and if hair is coloured, consider colouring the eyebrows to match hair colour, for a more natural look.

No wild colours, severe bleaching, obvious re-growth, exaggerated highlights, heavy streaking, or obvious hair extensions.

Wigs are not permitted as they may interfere with the donning of safety equipment.

Fingernails

Fingernails must be kept clean and neatly manicured. For safety reasons nail length should be no longer than 2-3mm above tip of finger (including acrylic nails)

Chipped nail polish does not create a professional image, so wear a natural-toned or clear shade.

Recommended are natural tones such as French polish, nude, flesh tone.

Very dark or very bright colours are not permitted. Nail art does not fit the professional image and is not permitted.

Hand cream will assist in avoiding dry, scaly hands.

MAKE-UP

Make the most of your features and be confident you look your best.

Keep your make-up soft, simple and fresh. Too much make-up will emphasize imperfections and detract from your appearance rather than enhance it.

If you are unsure of how to apply make-up, or of the best colours to suit your complexion, please seek advice from one of the female instructors.

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Minimum make-up required to be worn:

Foundation, Eye shadow, Mascara, Blush, Lipstick

Other recommended products are:

Powder to finish and set your foundation

Eye liner to provide definition for the eyes

Lip liner to add definition to the lips and prevent bleeding of the colours

Foundation

Look for the closest match to your natural skin colour, there are many formulations on the market so it is always possible to find one to suit. Foundation will even out your skin tone and conceal small imperfections.

For a more natural look, apply a liquid foundation with slightly damp sponge where it is needed, usually the middle part of the face, cheeks, nose, forehead and chin. Use the sponge to blend base more thinly over the skin. Finish with a very light dusting of loose powder to set your foundation and reduce shine.

Blush

A good blush should add subtle glow and gently shape your face.

Crème-based blushes work best for drier skins, while powder blush works for all skin types.

Smile and find the apples of your cheeks, this is where you naturally blush and is the starting point for applying blush.

Eyes

Use eye shadows to emphasize your eyes. Earthy shades are recommended. Choose tones that complement your eye colour, and that don't clash with the AA uniform.

Ensure the depth of colour is not so pale that you look as though you are wearing make-up.

Mascara (black, grey or brown) should be worn to enhance lashes and finish the eye make-up.

Eye shadows not to be worn are:

Sparkly or shimmering type eye shadows, metallic or brightly coloured shadows (such as blue and pink). Avoid heavy eyeliner.

Lips

Tip - Use a lip liner to stop lipstick bleeding. Trace a line around the outside of the lips. Filling in the lips with the liner before applying lipstick

will help your lipstick stay longer. The perfect lipstick is one that complements the uniform, and maintains an earthy / natural palette.

The lip liner should match the lipstick shade.

The following products are not permitted:

Sparkly or glittering lipstick, bright pink or purple.

Accessories

Hair

Hair accessories should be contemporary, professional and stylish, consistent with the tone of your AA uniform.

Use rounded or flat ponytail bar in black or tortoise-shell only.

Not permitted:

Clips and combs with fancy trims or adornments.

Terry-toweling bands, scrunchies or head bands.

Obvious bobby pins, hair slides and pinch clips.

Coloured (including black) elastic bands, silver or gold hair accessories or bows.

Bandannas

Hair clips or hair ties made from imitation hair.

Watches

Gold, silver, black or brown leather bands

No bright or fluorescent coloured watches, cartoon character watches, novelty watches, sports watches, rubber or plastic bands.

Rings

Gold or silver only, plain or with diamond or other precious stone.

A maximum of 3 rings in total. (not per hand)

No thumb or pinky rings

Bracelets

One bracelet max of 5mm in width (chain style) in gold or silver only.

No copper or other metal bracelets, bands or solid bangles / bracelets for (OHS) reasons.

No visible leather costume / friendship or chunky bracelets.

Charms or attachments are not to be worn.

Earrings

Stud earrings only (1 in each ear only) silver, gold, pearl or diamond.

Not permitted:

Hoop, hook or dangling earrings cannot be worn for safety reasons.

Tongue, face and other visible body piercing is unacceptable.

Necklaces

Single necklace only. Pearl or small pendant in silver or gold.

No chokers, costume jewelry, big chunky gold or silver necklaces.

Undergarments

Wear natural skin tone under white blouse.

No black or any coloured bra's to be visible under white shirt



Recommended Colours To Complement The Aviation Australia Uniform

Aviation Cosmetics

Cream beige
Sandy beige
Natural beige

Titanium stick foundation

Cream beige
Tender beige
Natural beige

Translucent Powder Loose

Neutral
Nude
Cream Beige

Translucent powder pressed

Neutral

Pressed powder blush

Sparkling Cider
Peach Parfait
Naked Rose
Whisper Rose
Kiss of Pink
Champagne Glimmer

Pressed mineral powder blush

Rose Marble
Velvet Crush
Desert

12hr Call sign Series Lipstick

Bravo
Delta
India
Juliet
Romeo
Sierra
Lima

Pilot Series Lipstick

Matt
Luke
Dave
Tim
John

Slimline Lip Pencil

Bare
Sienna
Rum Raisin

Automatic Lip liner

Cappuccino
Spice

Eye Pencil & Mascara

Eye Pencil black / brown
Waterproof mascara black

Triple Split Eye Shadows

Bistro / Tribeca/ Utopia
Hemisphere / Parlour
Metropolis

General Standards and Protocol

Class attendance

- Course times are from 8.00am to 4.00pm daily Monday - Friday
- Students ***must call us before 8.00am*** if not attending or running late for the day.
- Students are not permitted to advise of their sickness to Aviation Australia through other students.
- If students need to leave early for any reason this must be cleared by the Cabin Crew Manager the day before.
- If not notified and students are late they will be marked absent on the roll and allowed in class at the next break time.

Classroom

The following are not permitted

- Chewing gum
- Smoking
- Mobile phones must be turned off and in bags
- Eating
- Consuming alcohol

Computer room

The following are not permitted

- Tea / coffee
- Food items/eating
- Mobile phones

Internet use

Limited to:

- Airline research
- S-Drive
- On-line applications with Airlines
- Employment website
- Personal Email

Not permitted to use the internet for any other purpose other than Airline employment unless authorized by a Cabin Crew Instructor.

Personal Presentation

Uniform

- White shirts must be clean and well pressed
- Shirts to be tucked in at all times
- Scarves and ties to be worn at all times
- Suits should be well pressed and clean
- Shoes should not be scuffed and well polished
- Stocking to be worn at all times
- Student I.D. to be worn at all times

Body Art

- Body piercing must not be visible whilst in uniform.
- Face piercing must be removed whilst at Aviation Australia
- Tattoos must be covered.