



PROFESSIONAL ATTIRE

INTERNATIONAL COLLEGE OF MANAGEMENT, SYDNEY

'The ICMS professional performance program equips students with the self-discipline they will need when they start their careers; whether it be in the way they dress or the way they communicate. This change in business attire is part of a larger change we've made to our professional performance program, to ensure that our students know how to think, act and dress from the day they begin their careers.'

- Frank Prestipino, Managing Director

For the past year the ICMS community has been working to transform the Professional Performance Program (PPP) to extend the emphasis from professional attire to developing the entire professional. This is integral to our aims of educating students who are 'work ready from day one'.

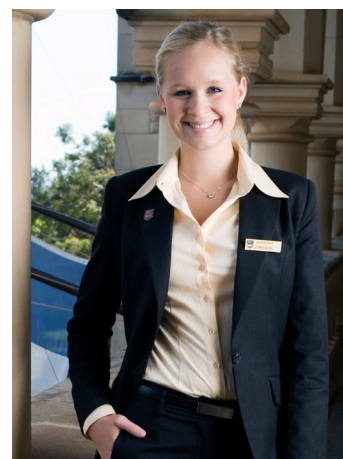
As an extension of these developments, ICMS is proud to introduce a change to the business attire requirements which means that, from February 2011 ICMS students can wear their own business suits.

New students who do not already have a suit will be able to purchase their business attire (and any accessories required) from a range of local shops to suit their needs and budget, providing students with options that can be more flexible and more convenient.

New students who require guidance when purchasing their business attire will be given full assistance during O week.

Students may also purchase their business suit in their home country if they are an international student, so long as they adhere to the guidelines overleaf. All new students will be expected to be dressed in their own full business attire by the first day of class.

See over for guidelines.



ICMS



STUDY + EXPERIENCE = SUCCESS

Find out more at www.icms.edu.au/ppp

or email Christian Milz at cmilz@icms.edu.au with enquiries regarding business attire at ICMS.

EMPOWERING OUR FUTURE LEADERS

From February 2011 ICMS will no longer have a compulsory uniform. Current students have the option of wearing their own suits or mixing and matching shirts and ties with their existing ICMS business suits.

Guidelines - Men

- Full business suit – matching jacket and trousers.
- Business shirt – collared, long or short sleeved and with or without cufflinks.
- ICMS tie or corporate style tie.
- Conservative, closed toe business shoes chosen to coordinate with your suit.
- Leather belt – matching your suit and shoes.
- Clean shaven or neat and trimmed beard.
- One conservative ring but no earrings or other visible jewellery.

Guidelines - Women

- Business jacket worn with a coordinated business skirt, pants or dress - skirts/dresses should be no more than 5cm (two inches) above the knee.
- Professional business shirt or top – short, three quarter or long sleeve; transparent fabric or plunging necklines are not appropriate.
- Tie, cravat or business scarf optional.
- Makeup – should be professional, minimal and natural.
- Business leather shoes (such as court shoes) – should match your business attire, heels should not exceed 5 cm (two inches). Ballet style shoes are not appropriate.
- Stockings are optional, and should be a single plain business colour or nude.
- No coloured nail polish or fancy tips. A professional French manicure is acceptable.
- One earring per ear (on the ear lobe), plain studs or small sleepers only and no larger than a five cent piece.
- Hair accessories should be small and follow business colours.
- General accessories/jewellery – should be kept to a minimum. A maximum of two conservative rings per hand. No rings on thumb or index fingers.

Guidelines - General

- Name badge must be worn at all times.
- V-neck knitted cardigan or vest – may be worn under the suit jacket.
- Hair should be neat and tidy, always kept off the face and natural hair colour.

Students will be able to access the ICMS guidelines and view examples of business attire online anytime at www.icms.edu.au/ppp.

Find out more information at www.icms.edu.au/ppp

