



## **EXTRACT FROM LEARNER MANUAL 2023: Female**

### **1. DOMESTIC AFFAIRS**

#### **1.1 Accommodation:**

Accommodation for learners is provided on a share basis. All rooms can accommodate between two and four learners. Learner bedrooms are non-smoking.

The following electrical equipment is **NOT** allowed in learner bedrooms: heaters, kettles, clothing irons, microwave ovens. **NO** cooking, washing or ironing of clothing is allowed in learner bedrooms. Learners may **NOT** take their meals to the bedrooms and may **NOT** keep perishable foodstuff (cooked or uncooked) in their rooms, including left-over food and take-away food.

All rooms are equipped with mirrors, lockable clothing cupboards, bath or shower and toilet facilities and light fittings. Each learner is provided with a bed and bedding (1 pillow, 1 pillow case, 1 night frill, 1 fitted sheet, 1 flat sheet, 1 duvet cover, 1 duvet inner, 1 blanket, 1 bath towel, 1 hand towel), desk with chair, bookshelf, desk lamp and waste paper basket. Learners may provide, at own risk, extra bedding/towel, if preferred.

Learners are to provide their own padlock-and-key (2) for clothing cupboards.

Lights and other electrical appliances (hair dryers, radios) must be switched off when you leave your room.

Water is a precious commodity in South Africa, and especially so in Graaff-Reinet. **USE IT SPARINGLY.**

Toilet paper will be issued on specified days

The College **does not** provide toiletries.

Learners are responsible for the cleaning of their rooms on a daily basis, and will be assessed on this as part of training. Brooms, dust rags, toilet brushes and cleaning agents will be provided. A vacuum cleaner will be available at the reception desk in the Main Building and will be signed out to learners by the Accommodation Affairs member of the Learning Committee who will be responsible for the proper upkeep thereof.

Cleaning agents will be available upon demand from reception in the Main Building for cleaning of learner bedrooms.

The contents of waste paper baskets are to be emptied on a daily basis into a special (black) waste container placed outside each block of rooms.

Problems in respect of electricity, water and other supply to rooms as well as room equipment should be noted for action on a Room Maintenance form available from the Main Building Reception desk.

## 1.2 Laundry Service

Clean linen and towels will be provided weekly, according to a roster. Learners are responsible for the stripping of beds. It is the responsibility of learners to hand in used linen and towels at the College laundry. Clean linen and towels will be provided on a strictly exchange-for-used-items basis. Learners are responsible for the re-making of their beds. Handing in of towels for washing in-between is not permitted.

Training uniform may be handed in (and collected) in accordance with a roster, for washing and ironing by the College laundry. Jerseys and dry-clean only items (jackets) will not be accepted for laundering by College laundry staff and have to be hand-washed by learners.

It is the responsibility of learners to wash their personal clothing items with washing powder provided by learners themselves. A fully equipped learner laundry room is available for this purpose.

Uniform items handed in for laundering to College laundry staff must be marked with a linen name tags only, to be sewn onto the garment. The tags will be provided by the College. No direct marking of any uniform items will be allowed.

**The College do not accept any responsibility for lost, stolen or damaged items. Learners will be responsible for the replacement cost of any lost item (linen, uniform, etc).**

## 1.3 Meals

All learners are assured of a balanced diet. Learners are expected to notify management about individual dietary restrictions, which will be considered, subject to certain conditions. Dietary restrictions pertaining to health or religious beliefs must be proved by the necessary documentation (medical report, proof of membership of relevant church, etc).

Meals will be served as follows:

<u>Monday – Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Breakfast 07:00	08:30	09:00 (Coffee/tea and rusks)
Lunch 12:30	12:30	12:30 (Main meal)
Dinner 18:30	18:30	18:30 (Light supper)

The dining hall is in the Main Building on the ground floor. Meals are served from the main kitchen on the ground floor. Learners are responsible for clearing the tables and for cleaning the dining hall at the conclusion of each of their meals.

***Learners may not take any food/meals from the main building to their rooms. Learners must provide their own dinner plate, soup/cereal bowl, coffee mug, glass, knife, fork, spoon and teaspoon.***

The Main Kitchen is to be informed at least five hours in advance of an intention by any one learner not to attend any one of the meals provided daily.

## 1.4 Recreational Facilities

A recreation section in the dining hall with TV is available to learners. Under roof area available with braai facilities and lawn area to play soccer.

## 1.5 Telephone and Mail Facilities

SACT telephones and fax lines are for official college business only.

Private mail should be addressed to the SACT address and clearly marked with the learner's name. Mail received without the learner's name, will be opened in the normal course of office operations. Learners using the SACT address for the duration of the academic year must remember that it is her responsibility to change her address details BEFORE leaving the College at the end of the year. Private mail will be placed in a mail box at the Administration Office for collection by learners.

## 2. MEDICAL FACILITIES

The training kitchen and reception are equipped with a first aid kits (bandages, plaster and disinfectant only). Medicine can be obtained either from the local clinic, one of the pharmacies and/or supermarkets in town or alternatively via prescription issued by a doctor. Costs associated herewith will be the responsibility of each learner.

Medical facilities are available during office hours at -

**The Horseshoe (Municipal) Clinic**, Town Hall, T: (049) 892-2121.

**Drs Pieterse & Smith (general practitioners)**, corner Bourke & North Street, T: (049) 892 2231

**Dr J Laubscher (dentist)**, 10 Church Square, T: (049) 892 2416

**Dr N Lambrecht (dentist)**, 46 Somerset Street, T: (049) 892 2565

**Mr J Minnaar (optometrist)**, 38 Church Street, T: (049) 892 4144

**MJ Bosman (optometrist)**, 51 Somerset Street, T: (049) 891 1147

After-hours and emergency health service are provided at –

**The Midlands Hospital**, Albertyn Street, T: (049) 892-2211.

Please note that all costs levied by the above providers will be for your own account.

To prevent the spread of HIV/AIDS and other sexually transmitted diseases, sexually active learners are encouraged to use condoms that can be obtained free of charge from the above-mentioned clinic or from the Learner Committee who will also keep a supply.

Learners are responsible for their own health issues. In case of an emergency, the receptionist in the Main Building may be approached for assistance during office hours and the Learner Committee member on duty of any need for emergency and/or after-hours medical attention.

**Private medical costs and/or insurance is the sole responsibility of the individual learner and at his/her own cost.**

### 3. DRESS CODE:

#### 3.1 Uniform

- **Kitchen Uniform:** Two sets of chef's uniforms provided by the College.

***Learners have to provide their own comfortable black trainers/sneakers or comfortable closed shoes (no heel)***

- **Housekeeping Uniform:** One pair of trousers and two tunics provided by the College.

***Footwear is same as that for the kitchen uniform.***

- **Front of House and Food & Beverage Uniform:** One black skirt, one black trousers, a short sleeve shirt, two long sleeve shirts, black jersey and blue scarf provided by College.

***Learners have to provide their own black (closed) court shoes with a low heel as well as stockings to be worn with uniform. (Colour: Blackmail, at least 10 pairs)***

- **Class Wear:**

***Learners have to provide one black skirt, one black trousers and one white school shirt. Skirt must be pencil type and calf length (NOT on or above knee). Skirt must NOT be tight-fitting, has frills, a belt, shiny material or any motives on. Learners may wear their own plain black jacket (windbreaker type, no logo's) on very cold days during theory classes only, if preferred. The jacket may not be worn while engaged in practical training or assessments.***

- **Leisure Wear:** Learner's' own choice.

***Please refer to paragraph concerning leisure wear under General Dress Rules below.***

- **Clothing articles to be provided by learners for training purposes:**

- 1 x Black skirt (calf-length, pencil skirt) – comfortable fit, not too tight
- 1 x Black Trousers - plain
- 1-2 x White shirts (buttons in front, collar, school shirt type)
- 1 x Black jacket for cold winter days (windbreaker type, no logos) - optional
- 1 x pair Black court shoes (no sling-back or open-toe shoes) with low heels (max heel 5cm, max sole 1cm) - can be bought locally (no flat sole shoes)
- 10 x pairs of Black mail pantyhose
- 1 x pair comfortable Black trainers/sneakers or lace-up flat heel shoes - soles not thicker than 2 cm. (For kitchen work and housekeeping)
- 2-3 x plain White short-sleeved T-shirts (no logos, etc)
- 2-3 x Long-sleeved plain White T-shirts/vests for winter
- White or flesh colored underwear to wear under uniform
- 6 x pairs of plain black socks

### 3.2 General Dress Rules:

- **Uniform**

Learners may under no circumstances be dressed partially in uniform and partially in casual/private clothes. No uniform item may be worn with casual/private clothes and vice versa. No mixing of uniform will be allowed i.e. wearing chef's trousers with black jersey, wearing chef's jacket with black skirt, etc.

Learners are not allowed to wear their uniform off-campus unless engaged in scheduled off-campus training or at official off-campus functions. When leaving the campus in a private capacity learners must be dressed in their private clothes.

- **Jewelry**

No jewelry are allowed except for a wedding band, small studs and wrist watch while in uniform and during training/operational duty hours.

Name badges to be worn at all times. Position for name badge: in hollow of shoulder.

- **Hair**

Hair to be well cared for and neatly styled at all times. No fringe(s) in face and shoulder-length hair to be tied up neatly. **No** coloring of hair is allowed. **No** artificial hair, including wigs, hair extensions, etc. allowed. The College will instruct a learner to remove any artificial hair.

- **Dress**

Skirts to be below knee / calf-length

Skirts and trousers must have a comfortable fit, not too tight

Scarves and neck ties: tied according to instructions

Only white or flesh colored underwear

Shoes to be clean and not run down

**Leisure wear** – Learners must keep in mind that the premises of the College also include the conference/function areas of the College visited by guests and visitors. Leisure wear should therefore be of such a nature that it will not cause any embarrassment to guests/visitors, fellow learners and staff (example - wearing revealing and transparent clothing, sleep wear, hair curlers, etc.). A learner should always be dressed according to the professional image expected from learners of the College.

All uniform provided by College must be returned in good order after completion of studies.

Transgression of any of the above will be dealt with according to the Disciplinary Code of the College.

### 4. GENERAL NECESSITIES TO BE PROVIDED BY LEARNERS:

Two padlocks (for clothing cupboards), 2-point electric plug for cell phone charger, all toiletries and washing powder, crockery (1 dinner plate, 1 soup/cereal bowl, 1 coffee mug, 1 glass, 1 fork, 1 knife, 1 desert spoon, 1 teaspoon), casual wear for outside class time, personal items, pocket money for personal expenses (refreshments, telephone calls, faxes, photocopies, stationery etc.) - ± R300.00 per month.

## 5. BANKING

Banking can be conducted at any of the local banks available in town: ABSA, CAPITEC, FIRST NATIONAL BANK, NEDBANK and STANDARD BANK.

All these banks have ATM facilities.

**Learners are advised to open a bank account at one of the above named banks in their home town before departing for the College.**

## 6. HOUSE RULES

The abuse of the accommodation and training facilities, equipment and utensils of the SACT will not be tolerated. Fines may be imposed and/or disciplinary action taken against learners making themselves guilty of the abuse of the said facilities and equipment.

The abuse of any and all property of the SACT will not be tolerated. Fines may be imposed and/or disciplinary action taken against learners making them guilty of the abuse of the said property.

No smoking is permitted in learner bedrooms. No cooking is permitted in learner bedrooms. Any kitchen and/or demonstration/training kitchen equipment, utensils, crockery, cutlery, and/or other items found in learner bedrooms, will be regarded as theft and dealt with accordingly.

No ironing of clothing or other is permitted in learner bedrooms. Learners are provided with two built-in ironing boards and two clothing irons in the learner laundry room. The clothing irons that are attached to the electricity outlets are not to be removed from the learner laundry room and are to be switched off after use. Removal of the clothing irons from the learner laundry room will be regarded as theft and be dealt with accordingly.

Members of the House Committee will be responsible for arrangements in respect of the up-keep and good order of the learner laundry room and the equipment provided to learners in the said room. Members of the House Committee will be responsible for the key to the learner laundry room and for the locking up of the facility at night.

Any property belonging to the SACT found in learner bedrooms other than those expressly provided to learners by the SACT will be regarded as theft and be dealt with accordingly.

The Reception Office in the Main Building will keep duplicate keys for learner bedrooms. Keys supplied to learners are the responsibility of individual learners. Lost keys will have to be replaced by the learner involved and at learner's own cost.

Learners are to wrap all sanitary waste (sanitary pads, tampons) before placing same in the black waste container placed at each block of rooms.

No learner is to use the public toilet facilities of the Main Building.

SACT uniforms are not to be worn when using the recreational facilities. Payment in respect of purchases made in these facilities are on a strictly cash basis and the sole responsibility of the learner availing herself of the said facilities.

No learner is allowed to entertain private guests in learner bedrooms at any given time.

**No cell phones** will be allowed in class or while in training/operational duty.