

Studio Hairdressing and Beauty Services
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Provider No. 4833



NATIONALLY RECOGNISED
TRAINING

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Studio Hairdressing and Beauty Services

Part 1 - Our Organisation

Introduction

Studio Hairdressing and Beauty Services is a registered training organisation offering trainees the opportunity to gain the knowledge, skills and discipline necessary to enter the work force in the field of Hairdressing and Beauty Services.

We recognise that the industry is constantly changing. We are committed to ensuring that our training, assessments and qualifications reflect the needs of the industry. Our two training organisations one at Ulverstone and one in Launceston have many training areas. Theory and practical rooms for beauty training and hairdressing. These are fully equipped to deliver all the units chosen.

Studio Hairdressing and Beauty Services pride themselves on recruiting professional and dedicated staff.

Our assessors possess a caring and empathetic nature, and have an enthusiasm and respect for the industry that they have chosen as a career. Trainers and staff at Studio Hair and Beauty Services have given their best and expect the best.

Is the Training Recognised?

Our College is registered as a training organisation to offer recognised training with the Tasmanian Qualifications Authority. Qualifications that are issued at Studio Hairdressing and Beauty Services are nationally registered. Clients completing qualifications will receive either a Statement of Attainment (for units of competency completed) or a Certificate (when all required units of competency are completed). Our College has moved to nationally endorsed training packages, and all courses are recognised within the industry.

It is important for applicants to attend an interview session or seek an interview with the Principal to gain a greater understanding of how courses meet their individual needs and career plans.

Abbreviations: R.P.L. (recognised prior learning) R.C.C. (Recognised credit transfer) R.T.O. (registered training organisation.)

How do I apply for a Course?

This booklet contains **basic course information**, which will be expanded on either at an Information Session or by calling to arrange an interview. All applicants are required to complete an application form, literacy and numeracy test and participate in an interview.

What support is available for Trainees?

Our staff are interested in the successful progress of our trainees and will offer additional support should the trainee need assistance to overcome an identified problem. Trainees can have confidence in the knowledge that all reasonable help and assistance will be offered to complete their learning outcomes.

For trainee convenience our venues are located centrally, close to bus routes and city centres. Trainee services include tea and coffee facilities, microwave and fridge, trainees can bring their own coffee, tea and cups etc if they wish, computers (no internet) counselling and support advice, adequate practice time and facilities, work experience placement.

The benefits of enrolling in a training programme with our College include the small group tutorials and a more personalised, individual service **when requested or we see the need**.

Studio Hairdressing and Beauty Services

Who runs it?

Our Principal is Judy Goss who not only has a background in the hairdressing and beauty industry but also has experience in small business operation and is a qualified trainer/assessor and welfare worker.

Ever since leaving school Judy had a desire to become a hairdresser and a beauty technician. Judy has owned and operated eight Hair and Beauty Salons, recently selling three to concentrate on the training schools. Judy has furthered her career by attaining 12 Certificates: Hairdressing: Master Hairdresser, Epil Jet, (Permanent Progressive Hair Removal); Electrolysis (Permanent Progressive Hair Removal); Laser Hair Removal, white light hair removal, Beautician, Teeth whitening, cosmetic tattooing, Nail Technician and Ultratone to tone the muscle and shape your body. Judy has completed extensive training in Makeup and is a Colour-Coding Consultant. Judy has also completed the Certificate IV in Assessment and Workplace Training (BSZ40198), Front-line Management, and has her Certificate IV in training and Assessment TAA40104 qualifications and other gel nail/acrylic certificates. She and her staff attend as many training courses and seminars as possible.

Judy was a qualified Welfare Officer, which has given her a wide understanding of the student support role. She is eager to help other people achieve their goals and further their enjoyment of learning, thus, you could feel more fulfilled, self confident and able to have a wider scope of employment opportunities.

What is Work Placement?

Work Placement is offered as an element for trainees that are not govt. funded in Certificate II and Certificate III in Hairdressing and III, IV, and diploma in Beauty .

Even though our own training College runs as a salon, it is not intended that a trainee uses it for all work placement. The College encourages the trainee to look at other businesses both hairdressing and beauty salons to gain the valuable experience needed while learning and training. This could start approximately ½ way through training.

Trainees benefit from gaining experience in a working salon and the work placement supervisor provides feedback.

Hairdressers:

Fee paying: Pre-vocational. This may be achieved by training full time/part time. If p/t you can train 1 day per week x up to 40 weeks. This includes the units of certificate II.

Fee paying: Certificate II. This may be achieved full time, or part-time. Costs for this is dependant on the units chosen.. This includes many hand outs and tuition. A Pivot Point training book needs to be purchased.. This is what the trainee will work from.

Fee paying: Certificate III. . The trainee can decide to complete their certificate in **48 weeks or 1700 hours.**

If the trainee decides to train over **1&1/2 years the cost will be a further 10%. If 2 years, A further 20%. This need to be decided on prior to commencing.** Four to eight weeks of work placement is encouraged half way or at the completion of the course. Trainees may seek their own work placement or the college will help.

Trainees have the option of fulltime or part-time.

Beauty:

Fee paying: Certificate II. This is a 6 month course. If a trainee hasn't completed by this time the trainee will be invited to complete when convenient to both parties with a further charge incurred.

Fee paying: Certificate III. This is a 7&1/2 month course. If a trainee hasn't completed in this time frame, the trainee will be invited to complete when convenient to both parties with a further charge incurred. Work experience is advised from ½ way through training.

Fee paying: Certificate IV. This is a 9 month course. If a trainee hasn't completed in this time frame, the trainee will be invited to complete when convenient to both parties with a further charge incurred. Work experience is advised from ½ way through training.

Fee paying: Diploma . This is an 11 month course. If a trainee hasn't completed in this time frame, the trainee will be invited to complete when convenient to both parties with a further charge incurred. Work experience is advised from ½ way through training.

Apprentices:

Apprentices gain work experience in the salon they are employed at. They pay an additional dollars for resources, administration and for each year they attend. They are to purchase a Pivot Point Salon Fundamentals theory and resource book to work from.

Studio Hairdressing and Beauty Services

What do I Wear?

Trainees should wear appropriate clothing at all times as it is necessary for developing a professional image. All will have the same as in a uniform. This is not included in the overall cost of the course taken.

Colour: Black or White. – Hairdressing and Beauty and nails.

Type: Modern, business clothes.

- Dress trousers (not jeans)
- Skirt (not micro)
- Stockings (black or neutral)
- Socks – black
- Shoes – closed in black e.g. court or dress shoes (not gym shoes), not platform or high heeled.
- Dress shirt – or uniform top
- In the kit you purchased, you have protective gear. The salon will provide some aprons to help keep stains off clothing, gloves and capes.
- A uniform is highly recommended as chemicals can discolour fabrics and hair fibres can penetrate certain fabrics.

Trainees must be presented in a clean and well-groomed manner, this includes clean fingernails, hair and attention to personal cleanliness, with no midriff showing, nor walking on the bottoms of trousers.

What else do I need to know?

It is important to look closely at the course content. The Hairdressing and Beauty industry is interesting, constant work, but it also requires dedication and true interest in helping people feel good about them selves.

Both parties (trainee & the RTO) will have a three-month period in which both should know if training and rapport are progressing as should be. At the conclusion of this time either can terminate training. The training college has the right to instantly dismiss any trainee for misconduct, rudeness, or not attending class or anything detrimental to the organisation and other trainees.. Whether part-time or full-time if the trainee doesn't finish within the contract date, the trainee may need to come back and pay extra to complete the training or leave with a Statement of completed units.

It is a 'people industry' not just an area of technical know how. From time to time there maybe a conflict of interests, the trainee is encouraged to talk this through with their trainer, or principle. Should this not resolve the problem an independent arbitrator will be brought in.

The courses provide a means of gaining entry into the industry, which was once only possible through apprenticeships. It also provides a chance of learning in a unique Salon environment through small group and "one to one" training.

You need to know that the courses require consistent work! Our trainers are committed to helping each student reach their full potential.

Please read our Code of Practice, Course information and Application Form carefully. Our Principal is available to answer questions.

Studio Hairdressing and Beauty Services

- Part 2 - **Certificate II in Hairdressing**
 - **Certificate III in Hairdressing**
 - **Certificate IV in Hairdressing**
 - **Diploma of Hairdressing**

Award:	<i>Certificate II in Hairdressing Code WRH20109</i>
Award:	<i>Certificate III in Hairdressing Code WRH30109</i>
Award:	<i>Certificate IV in Hairdressing Code WRH40109</i>
Award:	<i>Diploma of Hairdressing Code WRH50109</i>

These courses are not restricted to trainees with a contract of training (Apprenticeship).

Fee paying trainees are not apprenticed. Members of the public can complete the course on a part-time or full time basis over a 1, 2 or 3 year basis. Costing are on page 3.

For apprentices who choose under (User Choice) to nominate Studio Hairdressing and Beauty Services, on and off-the-job training is provided. Access to the off-the-job training will be negotiated with the employer.

Mode of Delivery

Trainees may complete the course on a part-time or full time basis. Studio Hairdressing and Beauty Services offers off-the-job training and assessments, and some distance training.

Delivery is conducted through a combination of small group work and personalised one-to-one supervision by trainers. On the job training and assessment is also offered.

Entry Requirements

Pre-requisites have been set for fee-paying trainees. It is an important part of the selection process to identify that applicants have a true interest and aptitude for the course for which they are applying. All applicants will be assessed fairly. Apprentice or salon owner pay a fee prior to starting the training each year for the 1, 2 or 3 year term

The Pivot Point training book needs to be purchased for training

Aims

- To train clients in the theoretical and practical skills required in haircutting, chemical straightening/reformation, hair colouring and hair styling and all facets of the beauty industry.
- Give the trainee the opportunity to apply hairdressing/beauty skills. Trainees learnt on mannequin heads and on clients in our salon together with practical experience in working within a salon.

Time Allocation

- The nominal duration for the qualification of Certificate III is 740 hours off the job for apprentices.
- To achieve Certificate II in Hairdressing a nominal duration for the qualification is 174 hours. Trainees have the choice of full time or part-time training
- **To achieve Certificate III: Fee paying trainees:** the choice of a full time course over 48 weeks (1700 hours) 38 hours per week. It is recommended a 4 to 8 weeks in a commercial salon other than our own if the trainee hasn't found a placement or job.
- Should the trainee wish to complete Certificate III on a part-time basis, this can be completed over 1 and a half or two years. An extra charge of 10 or 20 % is required. No certificate will be issued until all monies have been paid. If the trainee finishes prior to the time chosen the cost remains the same. **There is a reduction in cost if units have been RPL/RCC prior.**

Studio Hairdressing and Beauty Services

Outline of Course

Structure All units must be completed

The framework comprises core and stream specific units.

To achieve the **Certificate II in Hairdressing:- National Code WRH20109**

The following table details the units to meet the requirements of the **Certificate II in Hairdressing**.

Unit Code	Unit Title: All core units need to be completed	Unit price
WRHCS201A	Prepare clients for salon services	
WRHCS202A	Maintain tools and equipment	
WRHCS204A	Maintain and organise work areas	
WRHCS205A	Follow personal health and safety routines at work	
WRHCS206A	Perform head neck and shoulder massage	
WRHCS207A	Develop hairdressing industry knowledge	
WRHHD201A	Dry hair to shape	
SIRXCOM001A	Communicate in the workplace	
SIRXIND001A	Work effectively in a retail environment	
SIRXOHS001A	Apply safe working practices	
	Three ELECTIVE must be completed	
WRBCS201B	Conduct Financial Transactions	
WRHCL201A	Apply temporary hair colour and remove residual colour products	
WRHCR201A	Rinse and neutralise chemically curled or volumised hair.	
WRHCS203A	Hone and strop straight razors (not provided by this organisation)	
WRHCS202A	Apply single, two and three strand braiding techniques	
*WRHWP201A	Assist colleagues providing multiple salon services as a team member.	
SIRXMER001A	Merchandise products	
SIRXSL001A	Sell products and services	
HLTFafa301B	Provide first aid (not provided by this organisation)	ELECTIVE not provided

To achieve the **Certificate III in Hairdressing:-National Code WRH30106**

. All core units must be completed

The following table details the units to meet the requirements of the **Certificate III in Hairdressing**.

Unit Code	Title: ALL CORE UNITS MUST BE COMPLETED	Unit price \$
WRBCS201B	Conduct financial transactions	
WRBCS203B	Provide service to clients	
WRHCL302A	Colour and lighten hair	
WRHCL303A	Design and perform full and partial highlighting techniques	
WRHCL304A	Perform colour correction	
WRHCR302A	Perform chemical curling and volumising services	
WRHCR303A	Perform chemical straightening and relaxing services	
WRHCS201A	Prepare clients for salon services	
WRHCS202A	Maintain tools and equipment	
WRHCS204A	Maintain and organise work areas	
WRHCS205A	Follow personal health and safety routines at work	
WRHHC301A	Design haircut structures	
WRHHC302A	Apply one length/solid haircut structures	
WRHHC303A	Apply graduated haircut structures	
WRHHC304A	Apply layered haircut structures	
WRHHC305A	Apply over-comb techniques	
WRHHD303A	Design and apply short to medium-length hair design finishes	
WRHHS301A	Apply the principles of hairdressing science	
WRHHS302A	Consult with clients and treat hair and scalp conditions	
SIRXCOM001A	Communicate in the workplace	
SIRXIND001A	Work effectively in a retail environment	
SIRXOHS001A	Apply safe working practices	
SIRXSLS001A	Sell products and services	
Packaging Rules	All units are required for this qualification plus 1 elective out of the following 2	
WRHHC306A	Combine haircut structures on women	
WRHHC307A	Combine haircut structures for traditional and classic designs on men	
Packaging rules	Complete 5 units of electives to complete competency	
WRHCL305A	Perform on scalp full head and re-touch bleach services	
WRHCS203A	Hone and strop straight razors (not provided by this organisation)	Elective NOT provided
WRHCS308A	Plan services for special events	
WRHHC306A	Combine haircut structures on women	
WRHHC307A	Combine haircut structures for traditional and classic designs on men	
WRHHC308A	Design and maintain beards and moustaches	
WRHHC309A	Perform face and head shaves	
WRHHD202A	Apply single, two and three strand braiding techniques	
WRHHD304A	Design and apply long hair design finishes	
*WRHWP302A	Operate effectively as a hairdresser in a salon work team	
SIRXMGTO01A	Co-ordinate work teams	
SIRXMERO01A	Merchandise products	
SIRXSLS005A	Create a display	
SIRXSLS002A	Advise on products and services	
SIRXRPK002A	Recommend hair/beauty/cosmetic products	
HLTFA301B	Provide first aid (not provided by this organisation)	Elective NOT provided

To achieve the **Certificate IV in Hairdressing: WRH40109**

- Certificate III in Hairdressing is a pre-requisite for Certificate IV in Hairdressing.
- All essential core units must be completed and

- A minimum of four (4) units from any of the elective streams: Hairdressing, Beauty or Management must be completed.

Essential: Unit Code	Title	Cost per unit
WRHCL305A	Perform on scalp full head bleach and retouch bleach services	
WRHCL406A	Solve complex colour problems	
WRHHC410A	Design and perform creative haircuts	
WRHHD304A	Design and apply long hair design finishes	
WRHHD406A	Work as a session stylist	
SIRXMGT001A	Co-ordinate work teams	
SIRXOHS002A	Maintain store safety	
ELECTIVE UNITS 4 NEED TO BE COMPLETED		
WRHCR404B	Apply chemical reformation techniques to enhance hair designs	
WRHHD405B	Select and apply hair extensions	
WRHHD407A	Apply and maintain wigs and hair pieces	
WRHHD408A	Maintain wigs and hair pieces	
WRHHS406A	Develop and apply scalp treatment therapies	Not offered
WRHHS405A	Apply the principles of nutrition	
BSBMB301A	Investigate Micro business opportunities	
BSBSMB401A	Establish legal and risk management requirements of small business	Not offered
BSBSMB403A	Market the small business	
BSBSBM404A	Undertake small business planning	
BSBSBM405A	Monitor and manage business operations	
BSBSBM407A	Manage a small team	
TAAASS301B	Contribute to assessment	
TAAASS401C	Plan and organise assessment	
TAAASS402C	Assess competence	
TAAASS404B	Participate in assessment validation	
TAADEL301C	Provide training through instruction and demonstration of work skills	
TAADEL401B	Plan and organise group-based delivery	
WRBCS513B	Investigate new products and services	
WRBFS202B	Design and apply make-up	
WRBFS203B	Design and apply make-up for photography	
WRRCS4B	Co-ordinate interaction with customers	
SIRXFIN001A	Balance point-of-sale terminal	
SIRXINV002A	Maintain and order stock	
SIRXMER005A	Create a display	
SIRXQUA001A	Develop innovative ideas at work	
SIRXSLS004A	Build relationships with customers	

Diploma of Hairdressing Management. WRH50109.

ALL core units plus 4 electives (optional) units to attain the Diploma.

Unit name	Title	Core/Elective	Cost per unit
WRHSM501A	Manage hairdressing services and sales delivery	Core	
WRHSM502A	Promote a hairdressing business	Core	
BSBSBM406A	Manage small business finances	Core	
SIRXOHS003A	Provide a safe working environment	Core	
SIRXHRM002A	Recruit and select personnel	Core	
SIRXMGT003A	Lead and manage people	Core	
BSBWOR402A	Promote team effectiveness	Elective	
BSBCUS501A	Manage quality customer service	Elective	
BSBMGT516A	Facilitate continuous improvement	Elective	
BSBMKG404A	Forecast market and business needs	Elective	
BSBSBM404A	Undertake small business planning	Elective	
WRBCS513B	Investigate new products and services	Elective	
SIRXQUA002A	Lead a team to foster innovations	Elective	
SIRXHRM001A	Administer human resources policy	elective	
BSBFRA501B	Establish a franchise operation	elective	
BSBFRA502B	Manage a franchise operation	Elective	

Studio Hairdressing and Beauty Services

In some instances, a trainee, to be consistent throughout the course, may be competent in one unit in less than the nominated hours, but may need more time on another unit. Flexibility of delivery and learning is an aim of our College. We endeavour to assist each student in achieving the skills required to become competent in each unit.

This training programme is recognised within the industry and is nationally endorsed. It is therefore imperative that we provide clients with intensive training and with access to the highest standard of resources. Such products and technology are extremely costly.

The benefit to you is that you qualify in a shorter period of time and with the confidence of having skills, which are recognised by the industry.

Trainees benefit greatly from the small group and personal atmosphere that enables trainers to have increased contact with each trainee.

Fees/Refunds

Costs include:

- Professional tutoring by industry qualified trainers in small group environment
- Video tapes/DVD's for teaching purposes
- A library of reference books to use
- If trainees wish to take books belonging to the college home over night, a fee applies, when returned, fee is returned
- Intensive tuition and support by trades people, company technicians and trainers.
- Trainee Record Book (where competencies will be signed by assessors as a record of achievement)
- Practice in a professional working salon
- Help with Work Placement for fee paying trainees
- Reporting to employers (for apprentice trainees)
- Quality tools necessary for practical training includes scissors, combs, brushes, etc. As fee paying trainees purchase these upon admission the trainees take them when they leave.
- Trainee support.
- Access to computer and photocopier.
- Certificate or Statement of Attainment
- Facilities to make Tea/Coffee/microwave and fridge
- **Arrangements can be made to pay fees on a monthly basis to assist Trainee budgeting.**
 - Hairdressing Certificate II trainees will pay depending on units chosen, this includes part-time or full-time training. Other training books may be purchased for an additional cost.
 - Pre-vocational trainees pay approx. depending on units chosen, this will cover certificate. II plus 2 units from the electives in the training package. Training books may be purchased for an additional cost.
- **For fee paying trainees** Hairdressing, the **48 week course is depending on units chosen**, Trainees are to have a kit to work with, this may be purchased from the college. This will include a hair dryer, straightening iron, electric clippers, hot tongs, scissors, 1 pair of thinning scissors 3 mannequin heads 4 assorted brushes, 3 to 4 combs, 2 colour brush and bowl etc. This cost depending on what is chosen. Trainees may have some equipment already. The cost of items will be deducted if not required in the kit. The Certificate III may be gained within **1700 hours**. Although this may seem costly it actually shortens the traditional period of training substantially. There is an additional cost for a Pivot point book. We give many handouts but if **Trainees want photocopying done they are to pay 10 cents for each page**. If fees are paid monthly this will be paid in advance. If a month lapses with no payment, the trainee can't attend further training until the payment, including a fee for being late is paid. **Should there be a need to recover overdue payments, the costs incurred will be paid by the trainee or person responsible for making the payments**
- Certificates will not be issued until all the fees/money is paid.
- **Apprenticed trainees** have their training covered by Government/employer and pay an extra fee each year, this covers the 1, 2, or 3, years of training,(administration costs and the abundant products used within this training period. A Pivot Point Book for the training and work book needs to be purchased for 249.00 Beauty trainees get training books, handouts admin and the use of abundant products used within this training period. A milady's book for esthetics and nails may be purchased at an extra charge.
- Fee paying Beauty need to purchase a Milady's book and Nail Trainees a nail resource book. This is not included in the fees.
- **Studio Hairdressing and Beauty Services will sell to the fee paying trainee quality tools, unless the trainee has tools already. An account will be issued for these. All to be paid prior to commencement and on the day of purchasing.**
- Certificate IV in hairdressing costs are dependant on units chosen
- Diploma of hairdressing costs are dependant on units chosen *

Costs are **less if credits are given, these are depending on the unit for cert IV and Diploma. There is a charge of \$25.00 for RPL and RCC.**

Studio Hairdressing and Beauty Services

Summary

The courses contain a mixture of practical and theoretical content with the emphasis on “hands-on” practical application. Most days will start with one to two hours of theory followed by practical sessions in our salon where trainees will apply the learning. In addition to hairdressing skills, the trainee will also learn to interact with clients, give quality service, learn to use and take telephone appointments and messages, selling techniques and work through the various problems that can and will occur in all salon environments.

A small percentage of course time will allow trainees the added benefits of company technicians demonstrating their products, showing new techniques, selling of product, followed by hands-on practice with these products. Company technicians come when possible. The trainees will see technicians at least twice during the training. The company’s are Goldwell, P.P.S, De Lorenzo and KMS, Schwarzkopf, Matrix, Ali Hamilton, Helliabrine. Nails (what company we are using at that time)

Hairdressing Trainees doing chemical services on each other, or our beauty trainees will pay per service or if a chemical straightening.

When trainees need to find a client for technicians or doing their final assessments on colour, the costs will be. This is to help cover costs for product, towels, electricity, etc.

Beauty trainee’s prices for services:

When required to train on each other there will be no charge. - **but**

When a trainee requests a service, ½ leg, u/a, bikini, brow, top-lip, face waxing, arm waxing. Full leg, facials, body massag. Facials on each other using Helliabrine, as it is very expensive to purchase. Nails: gel – 20 and

When a company technician comes in to do training it may be for an hour or a full day, trainees will be informed as soon as possible so clients can be found if needed to work on.

Approximately 70% of the course involves supervised hands-on practical application. The remaining 30% includes theory and demonstrations.

Studio Hairdressing and Beauty Services

Part 3 Nail Technology, Beauty III, Beauty Therapy and Diploma.

Award:	<i>Certificate II in Nail Technology, National Code</i>	<i>WRB20104</i>
Award:	<i>Certificate III in Beauty Services, National Code</i>	<i>WRB30104</i>
Award:	<i>Certificate IV in Beauty Therapy, National Code</i>	<i>WRB40105</i>
Award:	<i>Diploma of Beauty Therapy, National Code</i>	<i>WRB50105</i>

Outcomes

- The qualifications in the National Beauty Training Package focus on competencies required for work in the beauty industry. The focus is on the practical skills and tasks required to function in the salon environment.
- These qualifications are suitable for those seeking careers in the Beauty industry as Operators or as Retail Assistants in department stores, chemists or similar outlets. These qualifications are also ideal for Hairdressers wishing to broaden their skills and achieve training or Masters registration

Duration of qualification.

- These qualifications are competency based with nominal hours for each unit.

Mode of Delivery

- Part-time. Off-the-job, on the job (both day and night depending on numbers). Competency based.

Costs : prices are a guide only

- Full Certificate II Nail Technology
- Certificate III in Beauty
- Certificate IV in Beauty Therapy
- Diploma of Beauty Therapy

Course costs are for full certificates above. If individual units are taken, costs are dependant on units chosen. Costs are beside the units to be taken taken.

Deposit or Full Course cost to be paid 2 weeks prior to starting.

- The qualifications are delivered on a full-time or part-time basis. The deposit being paid prior to the starting week and the remainder in 3 payments throughout the course **or** monthly if this helps people budget. Fees may be direct debited from your account, being the preferred method if paying monthly. **Late fees will incur an additional charge** as stated in the Code of Practice (page 14) found at the back of this brochure. If there is a need to recover fees, charges will be the responsibility of the payor to pay. Deposit is non refundable. Time frames for finishing the certificate are stated on page 3. These will be adhered to.
- Qualifications are designed to give theoretical tuition, followed by practical application conducted in a salon situation. Work experience within a salon is recommended and offered within our salon and hopefully within a salon placement on days you aren't training with us.
- Additional benefits to the trainee include increased self-confidence, poise, communication skills, personal development, and knowledge of diet and general health care.

Entry Requirements

- The applicant should have a true interest and aptitude for the qualifications for which they are applying. Participants will need to have literacy and numeracy skills. All applicants will be assessed fairly.
- There are no prior academic or training pre-requisites necessary.
- Trainees must pay in advance. A Pivot Point for hairdressing, milady's for beauty. The college won't tolerate rudeness, being late, untidy uniform or ones self.
- **No mobiles are to be turned on while in college.** They are to be left in bags.

Studio Hairdressing and Beauty Services

Certificate II in Nail Technology

National Code WRB20104

CORE	OPTIONS
<p>WRBBS201B Provide manicure & pedicure services*</p> <p>WRBCS201B Conduct financial transactions</p> <p>WRBCS202A Apply techniques to update beauty industry Knowledge</p> <p>WRBCS203B Provide service to clients</p> <p>WRBCS204A Apply knowledge of nail science to nail Services*</p> <p>SIRXCOM001A Communicate in the workplace</p> <p>SIRXIND001A Work effectively in a retail environment</p> <p>SIRXOHS001A Apply safe working practices</p> <p>SIRXMER001A Merchandise products</p> <p>SIRXMER001A Perform routine housekeeping duties</p> <p>SIRXSLS001A Sell products and services</p> <p>And either Provide Manicure & Pedicure Service</p> <p>WRBBS202A Apply gel enhancement</p> <p>or</p> <p>WRBBS203A Apply acrylic nail enhancement</p> <p><u>PLUS</u></p> <p>ELECTIVE UNITS- Complete one unit of competency</p>	<p><u>Nail Technology Stream</u></p> <p>WRBBS202A Apply gel nail* enhancement</p> <p>WRBBS203A Apply Acrylic Nail Enhancement *</p> <p>WRBBS204A Apply Nail Art</p> <p>When taking the nail course</p>

Certificate III in Beauty Services National Code WRB30104

CORE	OPTIONS
<p>WRBBS201B Provide Manicure & Pedicure Service</p> <p>WRBCS201B Conduct financial transactions</p> <p>WRBCS202A Apply techniques to update beauty industry Knowledge</p> <p>WRBCS203B Provide service to clients</p> <p>WRBCS204A Apply knowledge of nail science to nail services*</p> <p>WRBCS305A Apply knowledge of Skin Biology to Beauty Treatments</p> <p>WRBCS306B Advise on Beauty Services</p> <p>WRBFS305B Provide Lash & Brow Treatments</p> <p>WRBSS302B Provide Temporary Epilation & Bleaching Treatments</p> <p>SIRXCOM001A Communicate in the workplace</p> <p>SIRXIND001A Work effectively in a retail environment</p> <p>SIRXOHS001A Apply safe working practices</p> <p>SIRXMER001A Merchandise products</p> <p>SIRXSLS001A Sell products and services</p> <p>Plus 6 electives (options)</p> <p>Plus</p> <p>Elective units – complete six units of competency</p>	<p>WRBBS203A Apply gel nail enhancement</p> <p>WRBBS203A Apply acrylic nail enhancement</p> <p>WRBBS204B Apply Nail Art</p> <p>WRBBS305B Use Electrical Equipment for nails</p> <p>WRBBS306A Apply airbrushed nail art</p> <p>WRBFS201B Demonstrate retail skin care products</p> <p>WRBFS202B Design & Apply Make-up</p> <p>WRBFS203B Design & Apply make-up for photography</p> <p>WRBFS204B Design & apply remedial camouflage</p> <p>WRBSS201B Pierce ears</p> <p>WRRCA1B Operate retail equipment</p> <p>WRRER2B Co-ordinate work teams</p> <p>WRR11B Perform Stock Control Procedures</p> <p>WRRLP2B Minimise theft</p> <p>WRRM5A Monitor in-store visual merchandising display</p> <p>WRRM6A Create a display for small business</p> <p>WRR03B Provide a safe working environment</p> <p>WRR07A Profile a retail market</p> <p>WRR08A Develop innovative ideas at work</p> <p>BSBEBUS301A Search & access online business information</p> <p>BSBSBM301A Research business opportunities</p> <p>BSBSBM401A Establish business & legal requirements</p> <p>BSBSBM403A Promote the business</p> <p>BSBSBM404A Undertake business planning</p> <p>BSBSBM405A Monitor and manage business operations</p> <p>BSBSBM406A Manage finances</p> <p>BSBSBM407A Manage a small team</p> <p>BSZ404A Train small groups</p>

Studio Hairdressing and Beauty Services

Certificate IV in Beauty Therapy

National Code WRB40105

CORE	OPTIONS
WRBBS201B Provide Manicure & Pedicure Service	WRBBS202A Apply gel nail enhancement
WRBCS201B Conduct financial transactions	WRBBS203A Apply acrylic nail enhancement
WRBCS203B Provide service to clients	WRBBS204B Apply Nail Art
WRBCS204A Apply knowledge of nail science to nail services	WRBBS305B Use Electrical Equipment for nails
WRBCS305A Apply knowledge of Skin Biology Treatments	WRBBS306A Apply airbrushed nail art
WRBCS306B Advise on Beauty Services	WRBBS407B Provide body treatments
WRBCS407A Develop a treatment plan for beauty treatments	WRBBS408B Provide aesthetic aromatic massage
WRBCS408A Apply knowledge of anatomy & physiology to beauty therapy treatments.	WRBCS202A Apply techniques to update beauty knowledge
WRBCS409A Apply knowledge of skin science to beauty treatments	WRBFS203B Design & Apply make-up for photography
WRBCS401A Apply knowledge of electricity to beauty treatments	WRBFS204B Design & apply remedial camouflage
WRBCS411A Apply knowledge of nutrition to beauty treatments	WRBSS201B Pierce ears
WRBCS412A Apply knowledge of cosmetic chemistry to treatments	WRRCA1B Operate retail equipment
WRBFS202B Design & Apply Make-up	WRRER2B Co-ordinate work teams
WRBFS305B Provide Lash & Brow Treatments	WRR11B Perform Stock Control Procedures
WRBFS406B Provide facial treatments	WRRLP2B Minimise theft
WRBFS407B Provide advanced facial treatments	WRR03B Provide a safe working environment
WRBSS302B Provide Temporary Epilation & Bleaching Treatments	WRR07A Profile a retail market
SIRXOHS001A Apply safe working practices	WRR08A Develop innovative ideas at work
SIRXIND001A Work effectively in a retail environment	WRRM1B Merchandise products
SIRXCOM001A Communicate in the workplace	WRRM2B Perform routine housekeeping duties
SIRXSLS001A Sell products and services	WRRM6A Create a display for small business
PLUS 4 Electives	WRRS4B Build relationships with customers
* Nail science must be taken if these units are taken	BSBEBUS301A Search & access online business information
*if gel/acrylic is taken kit needs to be bought (These)	BSBMKG404A Forecast market and business needs
	BSBSBM301A Research business opportunities
	BSBSBM401A Establish business & legal requirements
	BSBSBM403A Promote the business
	BSBSBM404A Undertake business planning
	BSBSBM405A Monitor and manage business operations
	BSBSBM406A Manage finances
	BSBSBM407A Manage a small team
	BSZ401A Plan assessment
	BSZ402A Conduct assessment
	BSZ403A Review assessment
	BSZ404A Train small groups

To achieve a Certificate at this level:

- . all core units must be completed
- and
- . 4 elective units

Part-time courses are available for waxing, lash and brow tinting, massage, electrolysis, make-up and manicuring **Costs start as**. Per unit taken depending on the length of the time taken plus an application fee. These courses are a good introduction into the Beauty Industry and will also be recognised in relation to gaining a Certificate III, IV and Diploma in Beauty .Students to purchase their uniform and Milady's book. These may be taken by day or evening classes. Classes won't proceed unless we have 4 people starting.

Studio Hairdressing and Beauty Services

Diploma of Beauty Therapy

National Code WRB50105

CORE		OPTIONS	
WRBBS201B	Provide Manicure & Pedicure Service	<u>WRBBS408B</u>	<u>Provide aesthetic aromatic massage</u>
WRBBS407B	Provide body treatments	<u>WRBBS509A</u>	<u>Plan the spa program</u>
WRBCS201B	Conduct financial transactions	<u>WRBBS510A</u>	<u>Provide the spa program (*worth 2 units)</u>
WRBCS203B	Provide service to clients	<u>WRBBS511A</u>	<u>Apply aromatic plant oil chemistry to treatment</u>
WRBCS204A	Apply knowledge of nail science to nail services	<u>WRBBS512A</u>	<u>Blend a range of aromatic plant oil chemistry to treatment</u>
WRBCS306B	Advise on Beauty Services	<u>WRBBS513A</u>	<u>Use reflexology relaxation techniques in treatments</u>
WRBCS305A	Apply knowledge of Skin Biology to Treatments	<u>WRBBS514A</u>	<u>Provide superficial lymph drainage massage</u>
WRBCS408A	Apply knowledge of anatomy & physiology to beauty therapy treatments	<u>WRBSS503B</u>	<u>Provide permanent epilation *3 units</u>
WRBCS409A	Apply knowledge of skin science to beauty treatments	<u>WRBSS504B</u>	<u>Perform diathermy service</u>
WRBCS401A	Apply knowledge of electricity to beauty treatments	<u>WRBSS506A</u>	<u>Provide upper body piercing</u>
WRBCS411A	Apply knowledge of nutrition to beauty treatments	<u>WRBSS505B</u>	<u>Design and perform cosmetic tattooing/micro pigmentation procedures</u>
WRBCS412A	Apply knowledge of cosmetic chemistry to treatments	<u>HLTREM6A</u>	<u>Provide the massage treatment(*3 units)</u>
WRBCS407A	Develop a treatment plan for beauty treatments	<u>HLTREM7A</u>	<u>Plan the massage treatment</u>
WRBCS513B	Investigate new products and services.	<i>WRBFS203B</i>	<i>Design & Apply make-up for photography</i>
WRBFS202B	Design & Apply Make-up	<i>WRBFS204B</i>	<i>Design & apply remedial camouflage</i>
WRBFS305B	Provide Lash & Brow Treatments	<i>WRBSS201B</i>	<i>Pierce ears</i>
WRBFS406B	Provide facial treatments	<i>WRRC A1B</i>	<i>Operate retail equipment</i>
WRBFS407B	Provide advanced facial treatments	<i>WRRER2B</i>	<i>Co-ordinate work teams</i>
WRBSS302B	Provide Temporary Epilation & Bleaching Treatments	<i>WRR I1B</i>	<i>Perform Stock Control Procedures</i>
SIRXCOM001A	Communicate in the workplace	<i>WRR L P2B</i>	<i>Minimise theft</i>
SIRXIND001A	Work effectively in a retail environment	<i>WRR M1B</i>	<i>Merchandise products</i>
SIRXOHS001A	Apply safe working practices	<i>WRR M2B</i>	<i>Perform routine housekeeping duties</i>
SIRXSL001A	Sell products and services	<i>WRR M5A</i>	<i>Monitor in-store visual merchandising display</i>
<u>PLUS 8 specialist elective (shown in dark colour)</u>		<i>WRR M6A</i>	<i>Create a display for small business</i>
<i>Plus no more than 2 remaining units</i>		<i>WRR O3B</i>	<i>Provide a safe working environment</i>
		<i>WRR O7A</i>	<i>Profile a retail market</i>
		<i>WRR O8A</i>	<i>Develop innovative ideas at work</i>
		<i>WRR L P3B</i>	<i>Initiate and implement change</i>
		<i>WRR P M3B</i>	<i>Lead and manage people</i>
		<i>WRR S4B</i>	<i>Build relationships with customers</i>
		<i>BSBEBUS301A</i>	<i>Search & access online business information</i>
		<i>BSBFLM505A</i>	<i>Manage operational plan</i>
		<i>BSBFLM507A</i>	<i>Manage quality customer service</i>
		<i>BSBFLM509A</i>	<i>Promote continuous improvement</i>
		<i>BSBMKG404A</i>	<i>Forecast market and business needs</i>
		<i>BSBSBM301A</i>	<i>Research business opportunities</i>
		<i>BSBSBM401A</i>	<i>Establish business & legal requirements</i>
		<i>BSBSBM403A</i>	<i>Promote the business</i>
		<i>BSBSBM404A</i>	<i>Undertake business planning</i>
		<i>BSBSBM405A</i>	<i>Monitor and manage business operations</i>
		<i>BSBSBM406A</i>	<i>Manage finances</i>
		<i>BSBSBM407A</i>	<i>Manage a small team</i>
		<i>BSZ401A</i>	<i>Plan assessment</i>
		<i>BSZ402A</i>	<i>Conduct assessment</i>
		<i>BSZ403A</i>	<i>Review assessment</i>
		<i>BSZ404A</i>	<i>Train small groups</i>

To achieve a Certificate at this level:

- all 23 core units must be completed, and 10 electives which include 8 specialist electives.

Studio Hairdressing and Beauty Services

Part 4 - Code of Practice

The Code addresses the following elements:

1. Educational Standards

Recognition of Prior Learning.

- Recognition of Prior Learning will be considered upon **recent proof** of successful completion of an equivalent course or satisfactory performance upon a test or video, or testimony from qualified employers. (This means that trainees may be exempt from some units if they achieve Recognition of Prior Learning).
- Studio Hairdressing and Beauty Services will recognise nationally recognised training provided by other Registered Training Organisations through Credit Transfer.
- We can also recognise prior learning and achievement of competency providing credible evidence is provided. There will be a charge per unit for recognition of prior learning or RCC.
- RPL procedures will be in accordance with the policies and procedures defined by industry.

Completion of Course

- Trainees must successfully complete all units of competency within the qualification to attain a qualification.
- A Statement of Attainment will be issued for completed units of competency if a trainee does not complete the whole course. (This means that a trainee can complete the course at a later date or apply for Credit Transfer/RPL when applying for further courses).

2. Marketing

Our organisation undertakes to market our training products with integrity, accuracy and professionalism and to avoid vague and ambiguous statements. We will not deliberately give false information nor will any misleading comparisons be drawn with any other provider or course.

3. Selection Criteria- for all qualification

As a minimum applicants must address the following:

- Completed year 10. (or within the last few months)
- Mature age trainees who believe they have the interest and ability to apply themselves to the course they have chosen, and who possess the discipline of training and study, may apply without evidence of Year 10 studies.
- Applicants must disclose all **training, medical conditions and medication.**
- All applicants will be treated fairly and without prejudice.

Recruitment of trainees will be conducted at all times in an ethical and responsible manner that is consistent with social justice. Trainee selection decisions will comply with Equal Employment Opportunity legislation.

Both Studio hairdressing and Beauty Services and the trainee, have a three-month period in which either can leave the agreement/contract. The trainee must train for the hours agreed upon prior to starting except for illness upon which a doctor's certificate is provided. As cleaning, housework, sterilisation and sensitisation is very much a part of hairdressing and beauty, trainee's need to know this is included in all training curricula. Assessment is critical in this area of the courses

Hairdressing and beauty trainees will pay low fees outlines on page 10 for services that require products to be used.

Studio Hairdressing and Beauty Services

4. Student Payment and Refund Policy

Should the course be discontinued or cancelled or not completed, trainees who have paid upfront will receive a refund, calculated against units already started or assessed, plus over-heads incurred.

Refunds:

Trainees

- a) Should a trainee withdraw one week prior to commencement, the deposit refund is 70%
- b) **NIL refunds apply once the trainee has completed $\frac{3}{4}$ of the units.**
- c) Should the course be discontinued or cancelled, trainees will receive a full refund, less subjects started or assessed, including overheads

Instalments:

If a course is to be paid monthly, this is to be paid preferably by direct debit, on the first working week of the month, or three monthly for the duration of the course. Should payments get in arrears, a 3% fee will be added to the amount in arrears. Should these get in arrears the trainee must not attend until brought up to date and in credit mode.

Should there be a need to recover overdue payments, the costs incurred will be paid by the trainee or person responsible for making the payments

There will be NIL refund should a student leave after paying the first or subsequent monthly payments.

There will be nil refund should a unit be commenced but not completed.

5. Trainee Grievances / Appeals

- Where a trainee is having difficulties or grievances with a tutor or unit, he/she should approach the tutor to attempt to solve the problem immediately
- If the tutor cannot solve the problem, the trainer/trainee should then take the grievance to the Principal at the earliest time possible..
- If no resolution is reached, an independent arbitrator , ie Tasmanian Qualification Authority or National complaints hot line shall be brought in to solve the problem.

Support:

We also offer additional assistance to overcome a learning problem. The staff is available to guide you to achieve the objectives being sought. We feel it is important for you to know that support is at hand in case minor problems are encountered.

6. Assessments / R.P.L. / R.C.C.

Assessments conform to our requirements as a Registered Training Organisation and are in accordance with the requirements of the industry. Details of assessment methods are provided in each unit of competency for off-the-job assessment. Trainees must complete each unit prior to being assessed. Trainees will be assessed on both theory and practical work.

Theory will take the form of:

- ◆ Verbal question and answer
- ◆ Multi-choice and true/false questionnaires
- ◆ Labelling of diagrams
- ◆ Essays/photographs
- ◆ Knowledge checks requiring short written answers
- ◆ Oral presentations

