

Studio Hairdressing and Beauty Services
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INDEX

| | Pages |
|--|--------------|
| Part 1. Our Organisation | 2-5 |
| <i>Introduction</i> | |
| Is the training recognised? | |
| How do I apply for a course? | |
| What support is available for trainees? | |
| Who runs it? | |
| What is work placement? | |
| What do I have to wear? | |
| What else do I need to know? | |
| | |
| Part 2. Hairdressing | 6-9 |
| Course details, content, cost, conditions. | |
| | |
| Part 3. Beauty & Nail | 10-14 |
| Course details, content, cost, conditions. | |
| | |
| Part 4. Code of Practice | 15-17 |

Provider No. 4833



NATIONALLY RECOGNISED
TRAINING

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.

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 organisation is registered as a training organisation to offer recognised training with the State Training Authority. Qualifications that are issued at Studio Hairdressing and Beauty Services are state and 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 organisation 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.

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 and participate in a selection 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 venue is located centrally, close to bus routes and the city centre. Trainee services include tea and coffee facilities, counselling and support advice, adequate practice time and facilities, work experience placement.

The benefits of enrolling in a training programme with our organisation include the small group tutorials and a more personalised, individual service when requested.

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.

Ever since leaving school Judy had a desire to become a hairdresser and a beauty technician. Judy has owned and operated seven Hair and Beauty Salons, recently selling three to concentrate on the training school. Judy has furthered her career by attaining 7 Certificates: Hairdressing; Master Hairdresser, Epil Jet, (Permanent Progressive Hair Removal); Electrolysis (Permanent Progressive Hair Removal); Laser Hair Removal, Beautician, 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 is currently getting her T.A.A. qualifications. She and her staff attend as many training courses and seminars as possible.

Judy trained and was a qualified Welfare Officer, which has given her a wide understanding of the student support role. Judy is eager to help other people achieve their goals and further their enjoyment of learning, thus, you will 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 fee paying trainees in Certificate II and Certificate III in Hairdressing and Beauty .

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

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

Hairdressers and Beauty Trainees:

Fee paying: Certificate II. This may be achieved full time 1 year x12 hour per week or part-time(4 months x 7 ½ hour per day) in our salon. Costs for this is \$1150.00 . This includes a Toolbox disc many hand outs and tuition.

Fee paying: Certificate III. Four to eight weeks of work placement is encouraged at the completion of the course. Trainees may seek their own work placement. Studio Hairdressing and Beauty Services will also help to organise the placement. Should the trainee require further training after the work placement and the 48 weeks of training, a further charge of \$150.00 per week will be applicable until assessment is completed.

Full time is: (5 days per week) Trainees will get as in all workplace situations 10 days sick days. If they have off extra days than the 10, they may need to pay extra as they will be further behind in studies and the time allocated in the training of the course chosen.

Part-time trainees can only have 2 and 1/2 days off sick before an extra charge will be levied.

Apprentices:

Apprentices gain work experience in the salon they are employed at. They pay an additional \$700 dollars for resources, administration and books/disc for the length of the training. either (1 or 2 or 3) years

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

Studio Hairdressing and Beauty Services

What do I have to 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 included in the overall cost of the course taken.

Colour: Black or White. – Hairdressing and Beauty.

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
- The salon will provide an apron to help keep stains off clothing.
- 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 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 organisation has the right to instantly dismiss any trainee for misconduct, rudeness, or not attending class or anything detrimental to the organisation and other trainees. No more than a break of 10 days over the full-time year is appropriate, as this is what industry requires. 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 .

It is a 'people industry' not just an area of technical know how.

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 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 WRH20100</i> |
| Award: | <i>Certificate III in Hairdressing Code WRH30100</i> |
| Award: | <i>Certificate IV in Hairdressing Code WRH40100</i> |
| Award: | <i>Diploma of Hairdressing Code WRH50100</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.
- For apprentices who choose (under User Choice) to nominate Studio Hairdressing and Beauty Services, 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.

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

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 needs pay a \$700.00 once only fee prior to starting the training for the 1, 2 or 3 year term .

Aims

- To train clients in the theoretical and practical skills required in haircutting, chemical straightening/reformation, hair colouring and hair styling.
- Give the trainee the opportunity to apply hairdressing 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, 38 hours per week, then 4 to 8 weeks in a commercial salon other than our own if the trainee hasn't found a placement or job. If competency is not achieved in that time of 48 weeks, the trainee may be offered the opportunity to stay until competency is achieved with extra payments charged **Further payments will be charged @ \$150 per week, or leave with Certificate II and a Statement of Attainment for the units completed.**
- Should the trainee wish to complete Certificate III on a part-time basis, this can be completed over two or three successive years. The cost being **\$5700 per year if taken over 2 years, or \$4,500.00 each year for 3 years.** The equipment (kit) needs to be paid extra. No certificate will be issued until all monies have been paid. If the trainee finishes prior to the 2 or 3 years the cost remains the same.

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 WRH20100**

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

| Unit Code | Unit Title | |
|-----------|---|-----|
| WRH01A | Maintain a Safe, Clean & Efficient Work Environment | 30 |
| WRH02A | Communicate in the Workplace | 30 |
| WRH03A | Receive and Direct Clients | 20 |
| WRH04A | Prepare Clients for Salon Services | 10 |
| WRH05A | Co-ordinate Salon Tasks | 10 |
| WRH06A | Remove Chemicals from Hair | 20 |
| WRH07A | Schedule and Check-out Clients | 36 |
| WRRS1A | Sell Products and Services | 18 |
| | Nominal Hours | 114 |

To achieve the **Certificate III in Hairdressing:-National Code WRH30100**.

. All core units must be completed

. “Perform a Face Shave” may be completed as an option unit.

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

| Unit Code | Title | |
|-----------|---|-----|
| WRH01A | Maintain a Safe, Clean & Efficient Work Environment | 30 |
| WRH02A | Communicate in the Workplace | 30 |
| WRH03A | Receive and Direct Clients | 20 |
| WRH04A | Prepare Clients for Salon Services | 10 |
| WRH05A | Co-ordinate Salon Tasks | 10 |
| WRH06A | Remove Chemicals from Hair | 20 |
| WRH07A | Schedule and Check-out Clients | 36 |
| WRRS1A | Sell Products and Services | 18 |
| WRH09A | Consult with Clients & Diagnose Hair & Scalp Conditions | 10 |
| WRH10A | Treat Hair & Scalp | 10 |
| WRH11A | Cut Hair | 170 |
| WRH12A | Dress (Style) Hair | 135 |
| WRH13A | Perform Permanent Wave & Chemical Relaxation Services | 90 |
| WRH14A | Colour Hair | 115 |
| WRH15A | Co-ordinate Salon Team | 36 |
| Optional: | Nominal Hours | 740 |
| WRH22A | Perform a Face Shave | 20 |
| | Nominal Hours | 760 |

(these are hours for apprentices who come one day per week)

To achieve the **Certificate IV in Hairdressing: WRH40100**

- Certificate III in Hairdressing is a pre-requisite for Certificate IV in Hairdressing.
- All essential units must be completed and
- A minimum of four (4) units from any of the elective streams: Hairdressing, Beauty or Management must be completed.

| Unit Code | Title |
|-----------------------------|--|
| Essential: | |
| BSZ404A | Train Small Groups |
| BSZ401A | Plan Assessment |
| BSZ402A | Conduct Assessment |
| BSZ403A | Review Assessment |
| Hairdressing Stream: | |
| WRH16A | Provide Specialist Hair Design Services |
| WRH17A | Provide Specialist Hair Colour Services |
| WRH18A | Provide Specialist Styling Services |
| WRH19A | Maintain Wigs and Hairpieces |
| WRH20A | Make Wigs |
| WRH21A | Design and Apply Hair Extensions |
| WRH22A | Perform a Face Shave |
| Beauty Stream: | |
| WRBBS201B | Provide Manicure & Pedicure Service |
| WRBBS203A | Apply ACRYLIC Nail Enhancement |
| WRBBS202A | Apply GEL nail enhancement |
| WRBBS305B | Use Electrical Equipment for Nails |
| WRBBS204B | Apply Nail Art |
| WRBFS305B | Provide Lash & Brow Treatments |
| WRBSS302B | Provide Temporary Epilation & Bleaching Treatments |
| WRBFS202B | Design and Apply Makeup |
| WRBFS406B | Perform Facial treatments |
| WRBSS201B | Pierce Ears |
| Management Stream: | |
| WRH34A | Supervise Staff and the Salon |
| WRH35A | Maintain Customer Relations |
| WRRMP2A | Recruit & Select Staff |
| WRRMP3A | Lead & Manage People |

Diploma of Hairdressing Management. WRH50100.

6 core units plus 6 electives (optional) units to attain the Diploma.

| Unit name | Title | Core/Elective |
|------------|---|------------------|
| WRH34A | Supervise staff & the salon | ESSENTIAL |
| WRH35A | Maintain customer relations | ESSENTIAL |
| BSX0023/2 | Complete a business plan | ESSENTIAL |
| WRRPM3A | Lead and manage people | ESSENTIAL |
| WRRPM2A | Recruit & select staff | ESSENTIAL |
| BSX0023/5 | Manage business operations | ESSENTIAL |
| BSX0023/1 | Evaluate a business opportunity | OPTIONAL |
| BSX0023/3 | Address legal & administrative requirements | OPTIONAL |
| BSX0023/7 | Manage finances | OPTIONAL |
| BSZ503A | Design and establish the assessment system | OPTIONAL |
| BSZ505A | Manage the training and assessment system | OPTIONAL |
| BSZ | Evaluate the training system | OPTIONAL |
| BSXFM1503A | Establish and manage effective working relationships | OPTIONAL |
| BSXFM1504A | Participate in, lead and facilitate work teams | OPTIONAL |
| BSXFM1505A | Manage operations to achieve planned outcomes | OPTIONAL |
| BSXFM1507A | Manage quality customer service | OPTIONAL |
| BSXFM1511A | Contribute to the development of a workplace learning environment | OPTIONAL |

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 organisation. 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 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 for teaching purposes
- A library of reference books to use
- Training books (**Pivot Point**) plus others used while at the college.
- Intensive tuition and support
- 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
- **Tool box champion CD** to learn from, use and keep.

Arrangements can be made to pay fees on a monthly basis to assist Trainee budgeting.

Hairdressing Certificate II trainees will pay \$1,250 this includes training books/disc and part-time or full-time training.

- **For fee paying trainees** Hairdressing, the **full 48 week course is \$9,950.00** or alternatively **part time \$5,700 per year (2 years)\$4,500.00 per year (3 year)** part-time basis. Trainees are to purchase extra a kit from the college which will include a hair dryer, straightening iron, electric clippers, hot tongs, scissors, 1 pair of thinning scissors 3 mannequin heads 4 assorted brushes, a setting net, 3 to 4 combs, a colour brush and bowl etc. This cost is \$1200.00 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 no additional cost for Training Workbooks. Trainees are to for any photocopying **they** want done. 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 \$850.00, this covers the 1, 2, or 3, years of training,(this include a CD Toolbox for hairdressers. administration costs and the abundant products used within this training period. Beauty trainees get training books, uniform, admin and the use of abundant products used within this training period.
 - Fee paying trainee's also get Training book/s for CertificateII, III, IV, Diploma in Beauty). Nail Trainees also gets a Milady's Nail book if taking nails (acrylic and gel). These are included in the fees and taken upon completion.
 - 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 throughout on the day of purchasing.
-
- Certificate IV in hairdressing costs are: \$1995.00 *
 - Certificate IV in workplace training : \$850.00 *
 - Diploma of hairdressing costs are: \$2575.00) *

***less if credits are given**

Studio Hairdressing and Beauty Services

Summary

The course contains 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, followed by hands-on practice with these products. Company technicians come approximately 6 weekly to help train the trainees. The trainees will see technicians at least twice during the training. The company's are Goldwell, P.P.S, De Lorenzo and KMS, Schwarzkopf.

Hairdressing Trainees doing chemical services on each other, or our beauty trainees will pay \$30.00 per service or if a chemical straightening the charge will be \$120.00
When they need to find a client for technicians or doing their final assessments the costs will be \$35.00. This is to help cover costs for product, towels, electricity, etc.

Beauty trainees, the prices for services on each other when requested or on fellow trainees from Studio Hairdressing and Beauty Services will be \$5.00 ½ leg, u/a, bikini, brow, top-lip, face waxing, arm waxing. Full leg, facials, body massage will be \$10.00.

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, Make-up Artistry, Retail Cosmetic Assistant, Beauty III, Beauty Therapy and Diploma.

| | | |
|---------------|---|------------------------|
| Award: | <i>Certificate II in Make-up Services, National Code</i> | <i>WRB20204</i> |
| Award: | <i>Certificate II in Nail Technology, National Code</i> | <i>WRB20104</i> |
| Award: | <i>Certificate II in Retail Cosmetic Services, National Code</i> | <i>WRB20304</i> |
| Award: | <i>Certificate III in Nail Technology, National Code</i> | <i>WRB40204</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 or night depending on numbers). Competency based.

Costs

| | | | |
|--|--|----------------|-------------------------|
| • Certificate II Nail Technology | Cost \$2,750 (book and uniform free) | plus \$350 kit | Deposit \$750.00 + kit |
| • Certificate II Make-up Services | Cost \$2,750 (book and uniform free) (*) | “ | Deposit \$750.00 + kit |
| • Certificate II Retail Cosmetic Assistant | Cost \$2,750 (book and uniform free) (*) | “ | Deposit \$750.00 + kit |
| • Certificate III in Beauty | Cost \$3950 (book and uniform free) to pay \$1,000 kits (optional) | | Deposit \$1000.00 + kit |
| • Certificate IV in Beauty Therapy | Cost \$6895 (“ “ to pay \$1,000 kits (optional) | | Deposit \$1500.00 + kit |
| • Diploma of Beauty Therapy | Cost \$9995 (“ “ to pay \$1,000 kits (optional) | | Deposit \$2000.00 + kit |

The costs are based on trainees taking no more than 1 ½ years for Cert. 111, 1V, and Diploma to complete. Should you decide to take longer there will be a further charge of \$150.00 per week.

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, this is 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 we need to recover fees charges will be the responsibility of the trainee to pay.
- Qualifications are designed to give theoretical tuition, followed by practical application conducted in a salon situation. Work experience within the/a salon is recommended and offered within our salon and hopefully within a salon placement at the end or 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. For hairdressing A Pivot Point book is optional as a Toolbox disc is supplied for training. The cost of the books are \$350.0 The college won't tolerate rudeness, being late, untidy uniform or self .. No mobiles are to be turned on while in college.

(*)If nails enhancements are taken as options a further \$350.00 is required for a kit.

Studio Hairdressing and Beauty Services
Certificate II in Make-up Services National Code WRB20204

| CORE | OPTIONS |
|--|--|
| WRBCS201B Conduct financial transactions | WRBBS201B Provide Manicure & Pedicure Service |
| WRBCS202A Apply techniques to update beauty industry Knowledge | WRBBS203A Apply gel nail enhancement |
| WRBCS203B Provide service to clients | WRBBS203A Apply acrylic nail enhancement |
| WRBFS201B Demonstrate retail skin care products | WRBSS201B Pierce ears |
| WRBFS202B Design & Apply Make-up | WRRCA1B Operate retail equipment |
| WRBFS203B Design & Apply make-up for photography | WRBCS204A Apply knowledge of nail science to nail services |
| WRBFS204B Design & apply remedial camouflage | WRRER2B Co-ordinate work teams |
| WRRCS1B Communicate in the workplace | WRR11B Perform Stock Control Procedures |
| WRRER1B Work effectively in a retail environment | WRRLP2B Minimise theft |
| WRRLP1B Apply safe working practices | WRRM5A Monitor in-store visual merchandising display |
| WRRM1B Merchandise products | WRRM6A Create a display for small business |
| WRR11B Perform Stock control procedures | WRR07A Profile a retail market |
| WRRS1B Sell products and services | WRR08A Develop innovative ideas at work |
| Plus | BSBSBM301A Research business opportunities |
| | BSBEBUS301A Search & assess online business information |
| Elective units – complete two units of competency | |

- *If WRBBS201B or WRBBS202A or WRBBS203A is taken, WRBCS204A*
 Must be selected All core units plus 2 electives are required for this qualification
- * if gel / acrylic nails are taken as an elective for any Certificate II, III. Or IV course the \$350 .00 applies.

Certificate II in Retail Cosmetic Assistant National Code WRB20204

| CORE | OPTIONS |
|--|--|
| WRBCS201B Conduct financial transactions | WRBBS201B Provide Manicure & Pedicure Service |
| WRBCS202A Apply techniques to update beauty industry Knowledge | WRBBS203A Apply gel nail enhancement |
| WRBCS203B Provide service to clients | WRBBS203A Apply acrylic nail enhancement |
| WRBFS201B Demonstrate retail skin care products | WRBCS204A Apply knowledge of nail science to nail services |
| WRBFS202B Design & Apply Make-up | WRBFS203B Design & Apply make-up for photography |
| WRRCA1B Operate retail equipment | WRBFS204B Design & apply remedial camouflage |
| WRRCS1B Communicate in the workplace | WRBSS201B Pierce ears |
| WRRER1B Work effectively in a retail environment | WRRER2B Co-ordinate work teams |
| WRRLP1B Apply safe working practices | WRRLP2B Minimise theft |
| WRRM1B Merchandise products | WRRM5A Monitor in-store visual merchandising display |
| WRR11B Perform Stock control procedures | WRRM6A Create a display for small business |
| WRRS1B Sell products and services | WRR07A Profile a retail market |
| Plus | WRR08A Develop innovative ideas at work |
| | BSBSBM301A Research business opportunities |
| | BSBEBUS301A Search & assess online business information |
| Elective units – complete two units of competency | |

If:

- *WRBBS201A provide manicure & pedicure services,*
 - Or*
 - *WRBBS202A Apply gel nail enhancement,*
 - or*
 - *WRBBS203A Apply acrylic nail enhancement,*
- Are selected, then
- *WRBCS204A Apply knowledge of nail science to nail services must also be selected*

Studio Hairdressing and Beauty Services

Certificate II in Nail Technology

National Code WRB20104

| CORE | OPTIONS |
|--|--|
| WRBBS201B Provide manicure & pedicure services WRBCS201B Conduct financial transactions WRBCS202A Apply techniques to update beauty industry Knowledge WRBCS203B Provide service to clients WRBCS204A Apply knowledge of nail science to nail services WRRCS1B Communicate in the workplace WRRER1B Work effectively in a retail environment WRRLP1B Apply safe working practices WRRM1B Merchandise products WRRM2B Perform routine housekeeping duties WRRS1B Sell products and services And either Provide Manicure & Pedicare Service WRBBS202A Apply gel enhancement or WRBBS203A Apply acrylic nail enhancement <u>PLUS</u> ELECTIVE UNITS- Complete one unit of competency | <u>Nail Technology Stream</u> WRBBS202A Apply gel nail enhancement WRBBS203A Apply Acrylic Nail Enhancement WRBBS204A Apply Nail Art |

Certificate III in Beauty Services National Code WRB30104

| CORE | OPTIONS |
|--|---|
| WRBBS201B Provide Manicure & Pedicare Service WRBCS201B Conduct financial transactions WRBCS202A Apply techniques to update beauty industry Knowledge WRBCS203B Provide service to clients WRBCS204A Apply knowledge of nail science to nail services WRBCS305A Apply knowledge of Skin Biology to Beauty Treatments WRBCS306B Advise on Beauty Services WRBFS305B Provide Lash & Brow Treatments WRBSS302B Provide Temporary Epilation & Bleaching Treatments WRRCS1B Communicate in the workplace WRRER1B Work effectively in a retail environment WRRLP1B Apply safe working practices WRRM1B Merchandise products WRR11B Perform Stock control procedures WRRS1B Sell products and services Plus 6 electives (options) Plus Elective units – complete six units of competency | WRBBS203A Apply gel nail enhancement WRBBS203A Apply acrylic nail enhancement WRBBS204B Apply Nail Art WRBBS305B Use Electrical Equipment for nails WRBBS306A Apply airbrushed nail art WRBFS201B Demonstrate retail skin care products WRBFS202B Design & Apply Make-up WRBFS203B Design & Apply make-up for photography WRBFS204B Design & apply remedial camouflage WRRCS201B Pierce ears WRRCA1B Operate retail equipment WRRER2B Co-ordinate work teams WRR11B Perform Stock Control Procedures WRRLP2B Minimise theft WRRM5A Monitor in-store visual merchandising display WRRM6A Create a display for small business WRR03B Provide a safe working environment WRR07A Profile a retail market WRR08A Develop innovative ideas at work BSBEBUS301A Search & access online business information 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 BSZ404A Train small groups |

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 t 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 |
| WRRLP1B Apply safe working practices | WRR08A Develop innovative ideas at work |
| WRRER1B Work effectively in a retail environment | WRRM1B Merchandise products |
| WRRCS1B Communicate in the workplace | WRRM2B Perform routine housekeeping duties |
| WRRS1B Sell products and services | WRRM6A Create a display for small business |
| | WRRS4B Build relationships with customers |
| PLUS 4 Electives | BSBEBUS301A Search & access online business information |
| | 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 from \$500.00. per unit taken up to \$750 depending on the length of the unit taken. 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 .

These may be taken by day or evening classes. Classes wont proceed unless we have 4 people starting.

Studio Hairdressing and Beauty Services

Diploma of Beauty Therapy

National Code WRB50105

| CORE | OPTIONS |
|--|--|
| WRBBS201B Provide Manicure & Pedicare Service | <u>WRBBS408B Provide aesthetic aromatic massage</u> |
| WRBBS407B Provide body treatments | <u>WRBBS509A Plan the spa program</u> |
| WRBCS201B Conduct financial transactions | <u>WRBBS510A Provide the spa program</u> |
| WRBCS203B Provide service to clients | <u>WRBBS511A Apply aromatic plant oil chemistry to treatment</u> |
| WRBCS204A Apply knowledge of nail science to nail services | <u>WRBBS512A Blend a range of aromatic plant oil chemistry to treatment</u> |
| WRBCS306B Advise on Beauty Services | <u>WRBBS513A Use reflexology relaxation techniques in treatments</u> |
| WRBCS305A Apply knowledge of Skin Biology to Treatments | <u>WRBBS514A Provide superficial lymph drainage massage</u> |
| WRBCS408A Apply knowledge of anatomy & physiology to beauty therapy treatments | <u>WRBSS503B Provide permanent epilation</u> |
| WRBCS409A Apply knowledge of skin science to beauty treatments | <u>WRBSS504B Perform diathermy service</u> |
| WRBCS401A Apply knowledge of electricity to beauty treatments | <u>WRBSS506A Provide upper body piercing</u> |
| WRBCS411A Apply knowledge of nutrition to beauty treatments | <u>CUEMUP2A Design, apply & remove period make-up</u> |
| WRBCS412A Apply knowledge of cosmetic chemistry to treatments | <u>CUEMUP3A Design, apply & remove specialised make-up</u> |
| WRBCS407A Develop a treatment plan for beauty treatments | <u>HLTREM6A Provide the massage treatment</u> |
| WRBCS513B investigate new products and services. | <u>HLTREM7A Plan the massage treatment</u> |
| WRBFS202B Design & Apply Make-up | <i>WRBFS203B Design & Apply make-up for photography</i> |
| WRBFS305B Provide Lash & Brow Treatments | <i>WRBFS204B Design & apply remedial camouflage</i> |
| WRBFS406B Provide facial treatments | <i>WRBSS201B Pierce ears</i> |
| WRBFS407B Provide advanced facial treatments | <i>WRRCA1B Operate retail equipment</i> |
| WRBSS302B Provide Temporary Epilation & Bleaching Treatments | <i>WRRER2B Co-ordinate work teams</i> |
| WRRCS1B Communicate in the workplace | <i>WRRER3B</i> |
| WRRER1B Work effectively in a retail environment | <i>WRR1B Perform Stock Control Procedures</i> |
| WRRLP1B Apply safe working practices | <i>WRRLP2B Minimise theft</i> |
| WRRS1B Sell products and services | <i>WRRM1B Merchandise products</i> |
| | <i>WRRM2B Perform routine housekeeping duties</i> |
| | <i>WRRM5A Monitor in-store visual merchandising display</i> |
| | <i>WRRM6A Create a display for small business</i> |
| | <i>WRR03B Provide a safe working environment</i> |
| | <i>WRR07A Profile a retail market</i> |
| | <i>WRR08A Develop innovative ideas at work</i> |
| | <i>WRRLP3B Initiate and implement change</i> |
| | <i>WRRPM3B Lead and manage people</i> |
| | <i>WRRS4B Build relationships with customers</i> |
| | <i>BSBEBUS301A Search & access online business information</i> |
| | <i>BSBFML505A Manage operational plan</i> |
| | <i>BSBFML507A Manage quality customer service</i> |
| | <i>BSBFML509A Promote continuous improvement</i> |
| | <i>BSBMKG404A Forecast market and business needs</i> |
| | <i>BSBSBM301A Research business opportunities</i> |
| | <i>BSBSBM401A Establish business & legal requirements</i> |
| | <i>BSBSBM403A Promote the business</i> |
| | <i>BSBSBM404A Undertake business planning</i> |
| | <i>BSBSBM405A Monitor and manage business operations</i> |
| | <i>BSBSBM406A Manage finances</i> |
| | <i>BSBSBM407A Manage a small team</i> |
| | <i>BSZ401A Plan assessment</i> |
| | <i>BSZ402A Conduct assessment</i> |
| | <i>BSZ403A Review assessment</i> |
| | <i>BSZ404A Train small groups</i> |

PLUS 8 specialist elective (shown in dark colour)

Plus no more than 2 remaining units

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 modules if they achieve Recognition of Prior Learning).
- Studio Hairdressing and Beauty Services will recognise accredited 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.
- 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 Certificate.
- 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 trainees will pay a fee of \$30.00 to have a hair colour, foils or permanent wave. To have a straightening service the cost is \$150.00.

Beauty trainees **will pay student prices** if they use the salon make-up, wax, and all other products on each other.etc.

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.

Deposit Refunds:

For trainees paying in full prior to commencement:

- a) Should a trainee withdraw one month prior to commencement, the deposit refund is 90%
- b) Should a trainee withdraw one fortnight prior to course commencement, the deposit refund is 50%
- c) NIL refunds apply if a trainee decides to leave after paying the first or subsequent monthly payments
- d) Should the course be discontinued or cancelled, trainees will receive a full refund, less subjects assessed, including overheads
- e) Should a trainee withdraw part way through the course to take up a position in the Hairdressing /Beauty Industry, **a reasonable fee of \$100 will apply**, as placements are limited. The fee will cover working out of work achieved, preparation, printing of Statement of Attainment, additional administration and disruption to course members.

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 trainee should then take the grievance to the Principal at the earliest time possible..
- If no resolution is reached, an independent arbitrator shall be brought in to solve the problem.

Support:

We also offer additional assistance to overcome a learning problem. The staff are 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

Studio Hairdressing and Beauty Services

Diploma of Beauty Therapy National Code WRB50105

Trainee:.....Year from.....200... to...200

| CORE | | theory | practical | C /NYC | OPTIONS | | theory | practical | C /NYC |
|--|--|--------|-----------|--------|---|--|--------|-----------|--------|
| WRBBS201B | Provide Manicure & Pedicure Service | | | | WRBBS408B Provide aesthetic aromatic massage | | | | |
| WRBBS407B | Provide body treatments | | | | WRBBS509A Plan the spa program | | | | |
| WRBCS201B | Conduct financial transactions | | | | WRBBS510A Provide the spa program | | | | |
| WRBCS203B | Provide service to clients | | | | WRBBS511A Apply aromatic plant oil chemistry to treatment | | | | |
| WRBCS204A | Apply knowledge of nail science to nail services | | | | WRBBS512A Blend a range of aromatic plant oil chemistry to treatment | | | | |
| WRBCS306B | Advise on Beauty Services | | | | WRBBS513A Use reflexology relaxation techniques in treatments | | | | |
| WRBCS305A | Apply knowledge of Skin Biology to Treatments | | | | WRBBS514A Provide superficial lymph drainage massage | | | | |
| WRBCS408A | Apply knowledge of anatomy & physiology to beauty therapy treatments | | | | WRBSS03B Provide permanent epilation | | | | |
| WRBCS409A | Apply knowledge of skin science to beauty Treatments | | | | WRBSS04B Perform diathermy service | | | | |
| WRBCS401A | Apply knowledge of electricity to beauty Treatments | | | | WRBSS06A Provide upper body piercing | | | | |
| WRBCS411A | Apply knowledge of nutrition to beauty Treatments | | | | CUEMUP2A Design, apply & remove period make-up | | | | |
| WRBCS412A | Apply knowledge of cosmetic chemistry to Treatments | | | | CUEMUP3A Design, apply & remove specialised make-up | | | | |
| WRBCS407A | Develop a treatment plan for beauty treatments | | | | HLTREM6A Provide the massage treatment | | | | |
| WRBFS202B | Design & Apply Make-up | | | | HLTREM7A Plan the massage Treatment | | | | |
| WRBFS305B | Provide Lash & Brow Treatments | | | | WRBFS203B Design & Apply make-up for photography | | | | |
| WRBFS406B | Provide facial treatments | | | | WRBFS204B Design & apply remedial camouflage | | | | |
| WRBFS407B | Provide advanced facial treatments | | | | WRBSS201B Pierce ears | | | | |
| WRBSS302B | Provide Temporary Epilation & Bleaching Treatments | | | | WRRCA1B Operate retail equipment | | | | |
| WRRCS1B | Communicate in the workplace | | | | WRRER2B Co-ordinate work teams | | | | |
| WRRER1B | Work effectively in a retail environment | | | | WRRER3B | | | | |
| WRRLP1B | Apply safe working practices | | | | WRR11B Perform Stock Control Procedures | | | | |
| WRRS1B | Sell products and services | | | | WRRLP2B Minimise theft | | | | |
| | | | | | WRRM1B Merchandise products | | | | |
| | | | | | WRRM2B Perform routine housekeeping duties | | | | |
| | | | | | WRRM5A Monitor in-store visual merchandising display | | | | |
| | | | | | WRRM6A Create a display for small business | | | | |
| | | | | | WRR03B Provide a safe working environment | | | | |
| | | | | | WRR07A Profile a retail market | | | | |
| | | | | | WRR08A Develop innovative ideas at work | | | | |
| | | | | | WRRLP3B Initiate and implement change | | | | |
| | | | | | WRRPM3B Lead and manage people | | | | |
| | | | | | WRRS4B Build relationships with customers | | | | |
| | | | | | BSBEBUS301A Search & access online business information | | | | |
| | | | | | BSBFLM505A Manage operational plan | | | | |
| | | | | | BSBFLM507A Manage quality customer service | | | | |
| | | | | | BSBFLM509A Promote continuous improvement | | | | |
| | | | | | 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 | | | | |
| PLUS 8 specialist elective (shown in dark colour) | | | | | | | | | |
| <i>Plus no more than 2 remaining units</i> | | | | | | | | | |