

# *Studio Hairdressing and Beauty Services*

## March 2008

### INDEX

	<b>Pages</b>
<b>Part 1. Our Organisation</b>	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?	
 <b>Part 2. Hairdressing</b>	 6-9
Course details, content, cost, conditions.	
 <b>Part 3. Beauty &amp; Nail</b>	 10-14
Course details, content, cost, conditions.	

Provider No. 4833



<b>Part 4. Code of Practice</b>	15-17
---------------------------------	-------

# *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 10 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 and another gel nail certificate. 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. 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: Pre-vocational.** This may be achieved by training 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 1 year x 12 hour per week or part-time (4 months x 7 hour per day) in our salon. Costs for this is dependant on the units chosen. This includes a Toolbox disc many hand outs and tuition. Books are available for purchase at an additional charge.

**Fee paying: Certificate III.** Four to eight weeks of work placement is encouraged at the completion or half way through the course. Trainees may seek their own work placement. Studio Hairdressing and Beauty Services will also help to organise the placement if the trainee wishes to do work placement. Should the trainee decide to complete their certificate in 48 weeks then require further training a further charge of \$150.00 per week will be applicable until assessment is completed.

Full time is: (4 to 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 \$234 dollars for resources, administration and books/disc for each year they attend (1 or 2 or 3 ) years or \$700 for the 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 not 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, 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 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.

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

# *Studio Hairdressing and Beauty Services*

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

**Award:** *Certificate II in Hairdressing Code WRH20106*

**Award:** *Certificate III in Hairdressing Code WRH30106*

**Award:** *Certificate IV in Hairdressing Code WRH40106*

**Award:** *Diploma of Hairdressing Code WRH50106*

---

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. If part-time is nominated 10% is to be included for each year after the first year.
- 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, and some distance training.

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 pay a \$234.00 fee prior to starting the training each year 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 approx **\$5700 per year if taken over 2 years,** or approx. **\$4,500.00 each year for 3 years dependant on the units chosen.** 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 WRH20106

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	Core	200
WRHCS202A	Maintain tools and equipment	Core	200
WRHCS204A	Maintain and organise work areas	Core	175
WRHCS205A	Follow personal health and safety routines at work	Core	200
WRHCS206A	Perform head neck and shoulder massage	Core	200
WRHCS207A	Develop hairdressing industry knowledge	Core	250
WRHHD201A	Dry hair to shape	Core	200
WRRCS1B	Communicate in the workplace	Core	150
WRRER1B	Work effectively in a retail environment	Core	150
WRRLP1B	Apply safe working practices	Core	150
	Three ELECTIVE must be completed		=1875
WRHCL201A	Apply temporary hair colour and remove residual colour products	ELECTIVE	175
WRHCR201A	Rinse and neutralise chemically curled or volumised hair.	ELECTIVE	175
WRHCS203A	Hone and strop straight razors (	ELECTIVE	200
WRHCS202A	Apply single, two and three strand braiding techniques	ELECTIVE	200
WRHWP201A	Assist colleagues providing multiple salon services as a team member.	ELECTIVE	175
WRRM1B	Merchandise products	ELECTIVE	150
WRRS1B	Sell products and services	ELECTIVE	200
THHGHS03B	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	Core/electives	cost
WRBCS201B	Conduct financial transactions	Core	150
WRBCS203B	Provide service to clients	Core	150
WRHCL302A	Colour and lighten hair	Core	500
WRHCL303A	Design and perform full and partial highlighting techniques	Core	500
WRHCL304A	Perform colour correction	Core	500
WRHCR302A	Perform chemical curling and volumising services	Core	500
WRHCR303A	Perform chemical straightening and relaxing services	Core	500
WRHCS201A	Prepare clients for salon services	Core	200
WRHCS202A	Maintain tools and equipment	Core	200
WRHCS204A	Maintain and organise work areas	Core	175
WRHCS205A	Follow personal health and safety routines at work	Core	200
WRHHC301A	Design haircut structures	Core	500
WRHHC302A	Apply one length/solid haircut structures	Core	500
WRHHC303A	Apply graduated haircut structures	Core	500
WRHHC304A	Apply layered haircut structures	Core	500
WRHHC305A	Apply over-comb techniques	Core	500
WRHHD303A	Design and apply short to medium-length hair design finishes	Core	500
WRHHS301A	Apply the principles of hairdressing science	Core	250
WRHHS302A	Consult with clients and treat hair and scalp conditions	Core	200
WRRCS1B	Communicate in the workplace	Core	150
WRRER1B	Work effectively in a retail environment	Core	150
WRRLP1B	Apply safe working practices	Core	150
WRRS1B	Sell products and services	Core	200
<b>Packaging Rules</b>	<b>All units are required for this qualification plus1 elective out of the following 2</b>		
WRHHC306A	Combine haircut structures on women	Elective	500
WRHHC307A	Combine haircut structures for traditional and classic designs on men	Elective	500
<b>Packaging rules</b>	<b>Complete 5 units of electives to complete competency</b>		
WRHCL305A	Perform on scalp full head and re-touch bleach services	Elective	500
WRHCS203A	Hone and strop straight razors ( )	Elective	200
WRHCS308A	Plan services for special events	Elective	150
WRHHC306A	Combine haircut structures on women	Elective	500
WRHHC307A	Combine haircut structures for traditional and classic designs on men	Elective	500
WRHHC308A	Design and maintain beards and moustaches	Elective	200
WRHHC309A	Perform face and head shaves	Elective	200
WRHHD202A	Apply single, two and three strand braiding techniques	Elective	200
WRHHD304A	Design and apply long hair design finishes	Elective	500
*WRHWP302A	Operate effectively as a hairdresser in a salon work team	Elective	200
WRRM1B	Merchandise products	Elective	150
WRRM6A	Create a display for small business	Elective	150
WRRS2B	Advise on products and services	Elective	150
WRRSS15B	Recommend hair/beauty/cosmetic products	Elective	250
THHGS03B	Provide first aid (not delivered by R.T.O)	Elective not delivered	

To achieve the **Certificate IV in Hairdressing: WRH40106**

- 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	500
WRHCL406A	Solve complex colour problems	500
WRHHHC410A	Design and perform creative haircuts	500
WRHHHD304A	Design and apply long hair design finishes	500
WRHHHD406A	Work as a session stylist	200
WRRER2B	Co-ordinate work teams	200
WRRLP3B	Maintain store safety	150
<b>Hairdressing Stream:</b>		
WRHCR404A	Apply chemical reformation techniques to enhance hair designs	500
WRHHHD405A	Select and apply hair extensions	350
WRHHHD407A	Apply and maintain wigs and hair pieces	250
WRHHS406A	Develop and apply scalp treatment therapies	Not offered
WRHHS405A	Apply the principles of nutrition	250
<b>Beauty Stream:</b>		
WRBFS202B	Design and apply make up	475
WRBFS203B	Design and apply make-up for photography	400
WRBCS513B	Investigate new products and services	300
<b>Management Stream:</b>		
BSBEBUS301A	Search and access online business information	300
BSBSBM301A	Research business opportunities	175
BSBSBM403A	Promote the business	150
WRRMP3A	Lead & Manage People	200
BSBSBM404A	Undertake business planning	200
BSBSBM405A	Monitor and manage business operations	275
BSBSBM407A	Manage a small team	200
WRRCS4B	Co-ordinate interaction with customers	
WRRF1B	Balance register/terminal	150
WRR15A	Maintain and order stock	150
WRRM6A	Create a display for a small business	150
WRR08A	Develop innovative ideas at work	250
WRRS4B	Build relationships with customers	250

### Diploma of Hairdressing Management. WRH50106.

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

Unit name	Title	Core/Elective	Cost per unit
WRHSM501A	Manage hairdressing services and sales delivery	Core	500
WRHSM502A	Promote a hairdressing business	Core	275
BSBSBM406A	Manage finances	Core	275
WRR03B	Provide a safe working environment	Core	300
WRRPM2B	Recruit and select personnel	Core	300
WRRPM3B	Lead and manage people	Core	400
BSBFLM412A	Promote team effectiveness	Elective	300
BSBFLM507A	Manage quality customer service	Elective	400
BSBFLM509A	Promote continuous improvement	Elective	300
BSBMKG404A	Forecast market and business needs	Elective	275
BSBSBM404A	Undertake business planning	Elective	275
WRBCS513B	Investigate new products and services	Elective	300
WRR09A	Lead a team to foster innovations	Elective	400



## *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 **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 depending on units chosen, this includes training books/disc and 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 Beauty training package. Training books may be purchased for an additional cost.
- **For fee paying trainees** Hairdressing, the **full 48 week course can be \$8,500 up, depending on units chosen** or alternatively **part time approx \$5,700 per year depending on units (2 years or approx \$4,500.00 per year for (3 year)depending on units chosen** on a part-time basis. Trainees are to have a kit to work with, this may be purchased 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. Unless trainees have some equipment already. The cost of items will be deducted 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 no additional cost for Training Workbooks. **Trainees are to pay 10 cents 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 \$234.00 each year, this covers the 1, 2, or 3, years of training,(this includes/covers a CD Toolbox for hairdressers. administration costs and the abundant products used within this training period. Beauty trainees get training books, handouts admin and the use of abundant products used within this training period.
- Fee paying Beauty trainee's also get Training book/s for Certificate II, III, IV, Diploma in Beauty). Beauty and Nail Trainees are encouraged to purchase a Milady's book. These are 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.

## 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. Ali Hamilton, Helliabrine.

Hairdressing Trainees doing chemical services on each other, or our beauty trainees will pay \$35.00 per service or if a chemical straightening the charge will be \$150.00

When trainees need to find a client for technicians or doing their final assessments on colour, 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 \$20.00. Facials on each other using Helliabrine will be \$30.00, as it is very expensive to keep.

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.

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

**Part 3** Nail Technology, Make-up Artistry, Retail Cosmetic Assistant, Beauty III, Beauty Therapy and Diploma.

<b>Award:</b>	<b><i>Certificate II in Make-up Services, National Code</i></b>	<b><i>WRB20204</i></b>
<b>Award:</b>	<b><i>Certificate II in Nail Technology, National Code</i></b>	<b><i>WRB20104</i></b>
<b>Award:</b>	<b><i>Certificate II in Retail Cosmetic Services, National Code</i></b>	<b><i>WRB20304</i></b>
<b>Award:</b>	<b><i>Certificate III in Beauty Services, National Code</i></b>	<b><i>WRB30104</i></b>
<b>Award:</b>	<b><i>Certificate IV in Beauty Therapy, National Code</i></b>	<b><i>WRB40105</i></b>
<b>Award:</b>	<b><i>Diploma of Beauty Therapy, National Code</i></b>	<b><i>WRB50105</i></b>

- 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

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

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

• Certificate II Nail Technology	Cost \$3000 (Milady's book may be purchase) plus \$350 kit	Deposit \$750.00 + kit
• Certificate II Make-up Services	Cost \$3000(                 )                 (*)                 “	Deposit \$750.00 + kit
• Certificate II Retail Cosmetic Assistant	Cost \$3000 (                 (*)                 “                 “	Deposit \$750.00 + kit
• Certificate III in Beauty	Cost \$3950 (                 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

Course costs are dependant on units taken. Prices shown are estimates.

- 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.
- 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.

- 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 book is optional for hairdressing, as a Toolbox disc is supplied for training. The cost of the book is \$350.00 if the trainee purchases one. The college won't tolerate rudeness, being late, untidy uniform or ones self. **No mobiles are to be turned on while in college.** If found being used during training, they may be taken and given back at the close of day.

-V24- Last printed 12/3/08 Information Booklet.....page 11 of 13.20

## *Studio Hairdressing and Beauty Services*

### *Certificate II in Make-up Services    National Code WRB20204*

CORE		OPTIONS		
WRBCS201B	Conduct financial transactions	200	WRBBS201B Provide Manicure & Pedicare Service*	250
WRBCS202A	Apply techniques to update beauty industry Knowledge	175	WRBBS203A Apply gel nail enhancement *	475
WRBCS203B	Provide service to clients	150	WRBBS203A Apply acrylic nail enhancement*	650
WRBFS201B	Demonstrate retail skin care products	175	WRBSS201B Pierce ears	500
WRBFS202B	Design & Apply Make-up	475	WRRCA1B Operate retail equipment	150
WRBFS203B	Design & Apply make-up for photography	400	WRBCS204A Apply knowledge of nail science to nail services *	250
WRBFS204B	Design & apply remedial camouflage	375	WRRER2B Co-ordinate work teams	120
WRRCS1B	Communicate in the workplace	150	WRR11B Perform Stock Control Procedures	120
WRRER1B	Work effectively in a retail environment	150	WRRLP2B Minimise theft	120
WRRLP1B	Apply safe working practices	150	WRRM5A Monitor in-store visual merchandising display	120
WRRM1B	Merchandise products	150	WRRM6A Create a display for small business	150
WRR11B	Perform Stock control procedures	150	WRR07A Profile a retail market	120
WRRS1B	Sell products and services	150	WRR08A Develop innovative ideas at work	250
Plus		200	BSBSBM301A Research business opportunities	175
Elective units – complete two units of competency			BSBEBUS301A Search & assess online business information	300
		* Nail science must be taken if these units are taken		

- 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 WRB20304*

CORE			OPTIONS		
WRBCS201B	Conduct financial transactions	200	WRBBS201B	Provide Manicure & Pedicare Service	250
WRBCS202A	Apply techniques to update beauty industry Knowledge	175	WRBBS203A	Apply gel nail enhancement	475
WRBCS203B	Provide service to clients	150	WRBBS203A	Apply acrylic nail enhancement	650
WRBFS201B	Demonstrate retail skin care products	175	WRBCS204A	Apply knowledge of nail science to nail services	250
WRBFS202B	Design & Apply Make-up	475	WRBFS203B	Design & Apply make-up for photography	400
WRRCA1B	Operate retail equipment	150	WRBFS204B	Design & apply remedial camouflage	375
WRRCS1B	Communicate in the workplace	150	WRBSS201B	Pierce ears	500
WRRER1B	Work effectively in a retail environment	150	WRRER2B	Co-ordinate work teams	120
WRRLP1B	Apply safe working practices	150	WRRLP2B	Minimise theft	120
WRRM1B	Merchandise products	150	WRRM5A	Monitor in-store visual merchandising display	120
WRR11B	Perform Stock control procedures	150	WRRM6A	Create a display for small business	150
WRRS1B	Sell products and services	200	WRR07A	Profile a retail market	120
			WRR08A	Develop innovative ideas at work	250
			BSBSBM301A	Research business opportunities	175
			BSBEBUS301A	Search & assess online business information	300
Plus					
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*	250	<u><b>Nail Technology Stream</b></u> WRBBS202A Apply gel nail* enhancement 475 WRBBS203A Apply Acrylic Nail Enhancement * 650 WRBBS204A Apply Nail Art 300	
WRBCS201B	Conduct financial transactions	200		
WRBCS202A	Apply techniques to update beauty industry Knowledge	175		
WRBCS203B	Provide service to clients	150		
WRBCS204A	Apply knowledge of nail science to nail Services*	250		
WRRCS1B	Communicate in the workplace	150		
WRRER1B	Work effectively in a retail environment	150		
WRRLP1B	Apply safe working practices	150		
WRRM1B	Merchandise products	150		
WRRM2B	Perform routine housekeeping duties	150		
WRRS1B	Sell products and services	200		
And either Provide Manicure & Pedicare Service				
WRBBS202A	Apply gel enhancement	475		
or				
WRBBS203A	Apply acrylic nail enhancement	650		
<u>PLUS</u>				
<u><b>ELECTIVE UNITS- Complete one unit of competency</b></u>				

## Certificate III in Beauty Services      National Code WRB30104

CORE			OPTIONS	
WRBBS201B	Provide Manicure & Pedicare Service	250	WRBBS203A Apply gel nail enhancement	475
WRBCS201B	Conduct financial transactions	200	WRBBS203A Apply acrylic nail enhancement	650
WRBCS202A	Apply techniques to update beauty industry Knowledge	175	WRBBS204B Apply Nail Art	300
WRBCS203B	Provide service to clients	150	WRBBS305B Use Electrical Equipment for nails	450
WRBCS204A	Apply knowledge of nail science to nail services	200	WRBBS306A Apply airbrushed nail art	450
WRBCS305A	Apply knowledge of Skin Biology to Beauty Treatments	250	WRBFS201B Demonstrate retail skin care products	175
WRBCS306B	Advise on Beauty Services	120	WRBFS202B Design & Apply Make-up	475
WRBFS305B	Provide Lash & Brow Treatments	200	WRBFS203B Design & Apply make-up for photography	400
WRBSS302B	Provide Temporary Epilation & Bleaching Treatments	475	WRBFS204B Design & apply remedial camouflage	375
WRRCS1B	Communicate in the workplace	150	WRBSS201B Pierce ears	500
WRRER1B	Work effectively in a retail environment	150	WRRCA1B Operate retail equipment	150
WRRLP1B	Apply safe working practices	150	WRRER2B Co-ordinate work teams	120
WRRM1B	Merchandise products	150	WRR11B Perform Stock Control Procedures	150
WRR11B	Perform Stock control procedures	150	WRRLP2B Minimise theft	120
WRRS1B	Sell products and services	200		
<b>Plus 6 electives (options)</b>			WRRM5A Monitor in-store visual merchandising display	120
			WRRM6A Create a display for small business	120
			WRR03B Provide a safe working environment	300
			WRR07A Profile a retail market	100
			WRR08A Develop innovative ideas at work	250
			BSBEBUS301A Search & access online business information	300
			BSBSBM301A Research business opportunities	175
			BSBSBM401A Establish business & legal requirements	250
			BSBSBM403A Promote the business	150
			BSBSBM404A Undertake business planning	250
			BSBSBM405A Monitor and manage business operations	275
			BSBSBM406A Manage finances	200
			BSBSBM407A Manage a small team	400
			BSZ404A Train small groups	400
<b>Plus</b>				
<b>Elective units – complete six units of competency</b>				

# Studio Hairdressing and Beauty Services

Certificate IV in Beauty Therapy

National Code WRB40105

CORE			OPTIONS		
WRBBS201B	Provide Manicure & Pedicare Service	250	WRBBS202A	Apply gel nail enhancement	485
WRBCS201B	Conduct financial transactions	200	WRBBS203A	Apply acrylic nail enhancement	650
WRBCS203B	Provide service to clients	150	WRBBS204B	Apply Nail Art	300
WRBCS204A	Apply knowledge of nail science to nail services	150	WRBBS305B	Use Electrical Equipment for nails	450
WRBCS305A	Apply knowledge of Skin Biology to Treatments	250	WRBBS306A	Apply airbrushed nail art	450
WRBCS306B	Advise on Beauty Services	120	WRBBS407B	Provide body treatments	500
WRBCS407A	Develop a treatment plan for beauty treatments	200	WRBBS408B	Provide aesthetic aromatic massage	500
WRBCS408A	Apply knowledge of anatomy & physiology to beauty therapy treatments.	350	WRBCS202A	Apply techniques to update beauty knowledge	175
WRBCS409A	Apply knowledge of skin science to beauty treatments	300	WRBFS203B	Design & Apply make-up for photography	400
WRBCS401A	Apply knowledge of electricity to beauty treatments	300	WRBFS204B	Design & apply remedial camouflage	375
WRBCS411A	Apply knowledge of nutrition to beauty treatments	300	WRBSS201B	Pierce ears	500
WRBCS412A	Apply knowledge of cosmetic chemistry to treatments	300	WRRCA1B	Operate retail equipment	150
WRBFS202B	Design & Apply Make-up	475	WRRER2B	Co-ordinate work teams	120
WRBFS305B	Provide Lash & Brow Treatments	200	WRRRI1B	Perform Stock Control Procedures	150
WRBFS406B	Provide facial treatments	500	WRRLP2B	Minimise theft	120
WRBFS407B	Provide advanced facial treatments	500	WRR03B	Provide a safe working environment	300
WRBSS302B	Provide Temporary Epilation & Bleaching Treatments	475	WRR07A	Profile a retail market	120
WRRLP1B	Apply safe working practices	150	WRR08A	Develop innovative ideas at work	250
WRRER1B	Work effectively in a retail environment	150	WRRM1B	Merchandise products	150
WRRCS1B	Communicate in the workplace	150	WRRM2B	Perform routine housekeeping duties	120
WRRS1B	Sell products and services	200	WRRM6A	Create a display for small business	120
PLUS 4 Electives			WRRS4B	Build relationships with customers	120
			BSBEBUS301A	Search & access online business information	300
			BSBMKG404A	Forecast market and business needs	275
			BSBSBM301A	Research business opportunities	
			BSBSBM401A	Establish business & legal requirements	175
			BSBSBM403A	Promote the business	150
			BSBSBM404A	Undertake business planning	250
			BSBSBM405A	Monitor and manage business operations	275
			BSBSBM406A	Manage finances	200
			BSBSBM407A	Manage a small team	400
			BSZ401A	Plan assessment	250
			BSZ402A	Conduct assessment	250
			BSZ403A	Review assessment	250
			BSZ404A	Train small groups	400

## 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 of \$50. 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 & Pedicare Service	250	<b><u>WRBBS408B Provide aesthetic aromatic massage</u></b>		500
WRBBS407B	Provide body treatments	500	<b><u>WRBBS509A Plan the spa program</u></b>		200
WRBCS201B	Conduct financial transactions	200	<b><u>WRBBS510A Provide the spa program (*worth 2 units)</u></b>		800
WRBCS203B	Provide service to clients	150	<b><u>WRBBS511A Apply aromatic plant oil chemistry to treatment</u></b>		250
WRBCS204A	Apply knowledge of nail science to nail services	150	<b><u>WRBBS512A Blend a range of aromatic plant oil chemistry to treatment</u></b>		250
WRBCS306B	Advise on Beauty Services	120	<b><u>WRBBS513A Use reflexology relaxation techniques in treatments</u></b>		500
WRBCS305A	Apply knowledge of Skin Biology to Treatments	250	<b><u>WRBBS514A Provide superficial lymph drainage massage</u></b>		500
WRBCS408A	Apply knowledge of anatomy & physiology to beauty therapy treatments	350	<b><u>WRBSS503B Provide permanent epilation *3 units</u></b>		1500
WRBCS409A	Apply knowledge of skin science to beauty treatments	300	<b><u>WRBSS504B Perform diathermy service</u></b>		750
WRBCS401A	Apply knowledge of electricity to beauty treatments	300	<b><u>WRBSS506A Provide upper body piercing</u></b>		600
WRBCS411A	Apply knowledge of nutrition to beauty treatments	300	<b><u>CUEMUP2A Design, apply &amp; remove period make-up not delivered</u></b>		000
WRBCS412A	Apply knowledge of cosmetic chemistry to treatments	300	<b><u>CUEMUP3A Design, apply &amp; remove specialised make-up not delivered</u></b>		000
WRBCS407A	Develop a treatment plan for beauty treatments	200	<b><u>HLTREM6A Provide the massage treatment(*3 units)</u></b>		1400
WRBCS513B	investigate new products and services.	250	<b><u>HLTREM7A Plan the massage treatment</u></b>		200
WRBFS202B	Design & Apply Make-up	475	WRBFS203B	Design & Apply make-up for photography	400
WRBFS305B	Provide Lash & Brow Treatments	200	WRBFS204B	Design & apply remedial camouflaging	375
WRBFS406B	Provide facial treatments	500	WRBSS201B	Pierce ears	500
WRBFS407B	Provide advanced facial treatments	475	WRRCA1B	Operate retail equipment	150
WRBSS302B	Provide Temporary Epilation & Bleaching Treatments	475	WRRER2B	Co-ordinate work teams	120
WRRCS1B	Communicate in the workplace	150	WRRRI1B	Perform Stock Control Procedures	150
WRRER1B	Work effectively in a retail environment	150	WRRRLP2B	Minimise theft	120
WRRLP1B	Apply safe working practices	150	WRRRM1B	Merchandise products	150
WRRS1B	Sell products and services	200	WRRRM2B	Perform routine housekeeping duties	120
			WRRRM5A	Monitor in-store visual merchandising display	120
			WRRRM6A	Create a display for small business	120
			WRRR03B	Provide a safe working environment	300
			WRRR07A	Profile a retail market	100
			WRRR08A	Develop innovative ideas at work	250
			WRRRLP3B	Initiate and implement change	200
			WRRRPM3B	Lead and manage people	250
			WRRS4B	Build relationships with customers	120
			BSBEBUS301A	Search & access online business information	300
			BSBFLM505A	Manage operational plan	250
			BSBFLM507A	Manage quality customer service	250
			BSBFLM509A	Promote continuous improvement	200
			BSBMKG404A	Forecast market and business needs	275
			BSBSBM301A	Research business opportunities	175
			BSBSBM401A	Establish business & legal requirements	250
			BSBSBM403A	Promote the business	150
			BSBSBM404A	Undertake business planning	250
			BSBSBM405A	Monitor and manage business operations	275
			BSBSBM406A	Manage finances	200
			BSBSBM407A	Manage a small team	200
			BSZ401A	Plan assessment	250
			BSZ402A	Conduct assessment	250
			BSZ403A	Review assessment	250
			BSZ404A	Train small groups	400

**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. There will be a charge of \$25 per unit for recognition of prior learning.
- 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 \$35.00 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 elsewhere or in the Hairdressing /Beauty Industry, **a reasonable fee of \$200 will apply,** as placements are limited. The fee will cover the administration 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 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

# *Studio Hairdressing and Beauty Services*

## Code of Practice

### **Practical:**

**Trainees will need to display confidence and practical knowledge when being assessed for each set task of the unit.**

Assessment Codes are shown as follows:

<b>C</b>	:	<b>Competent</b>
<b>NYC</b>	:	<b>Not Yet Competent</b>

Learning outcomes need not be assessed separately. A holistic approach to assessment may be used. Competencies will be assessed during the performance of tasks( if we see you cleaning during your time with us without us asking you to do it, doing washing or washing up etc)  
Trainees will have the right to be re-assessed when convenient to both student and assessor.  
Only Qualified Assessors will conduct assessment activities.

### **7. Registration as a Training Organisation**

This organisation has gained status as a Recognised Training Organisation, which means we must meet high standards of operation and we are subject to regular audit.

It is our belief that as an organization, this is absolutely necessary and desirable to develop our reputation for excellence and for our trainees to develop competency, confidence and careers of which we can be proud.

All relevant Commonwealth and State legislative and regulatory requirements will be followed.

Trainees are encouraged to read the relevant acts, which are available and filed in our Procedures and Information Manual.

### **8. Access and Equity**

The organisation is committed to access and equity principles. Under no circumstances will management tolerate blatant discrimination by trainees/clients or staff. A grievance policy exists (in the organisation's Policy/Procedure Manual) to provide an avenue for any complaints. Should a resolution not be resolved by the organisation, an independent arbitrator will consult with the client to ensure an objective evaluation of the complaint.

### **9. Quality Management Focus**

The Principal of the organisation has spent many years as a manager of several hairdressing and beauty salons and has always demonstrated a focus on quality, consistency and customer care.

As we rely heavily on customer satisfaction and quality control, we constantly seek feedback from both salon clients and trainees.

Quality management extends to developing staff understanding duty of care to trainees and salon clients.

### **10. External Review Process**

**The organisation agrees to participate in external monitoring and audit processes as required. We see this process as vital to the industry and to our own development but more so to the safeguarding of our trainees in their professional development.**

