THE HAIR & BARBER ACADEMY · FACTSHEET

SHB30416 CERTIFICATE III IN HAIRDRESSING

Nationally Recognised Training

Fee for Service

QUALIFICATION OVERVIEW

NATIONAL COURSE CODE/TITLE	SHB30416 Certificate III in Hairdressing
QUALIFICATION DESCRIPTION	This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work. This qualification provides a pathway to work as a hairdresser in any industry environment, usually a salon.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

ENTRY REQUIREMENTS	There are no entry requirements for this qualification.
ELIGIBILITY REQUIREMENTS	Students must be at least 16 years old, be an Australian citizen or resident, and have access to a laptop or device and the internet to complete online assessments. It is highly recommended that students have basic literacy, numeracy and computer skills equivalent to Year 10, or relevant experience and skills that indicate likely success in completing the course. We provide an adult learning environment, and students are required to behave in a professional manner at all times.
COURSE DELIVERY/TIME FRAME	Our Certificate III in Hairdressing is delivered face-to-face in the academy for a minimum of 2 days per week, 9am to 5pm, with theory completed online. No experience is required. Students must also allocate a minimum of 6 hours of theory self-study from home.

The course is competency-based, so it can be completed as soon as you are able to demonstrate competency and meet the requirements of your course. We aim to have you finished within 12–15 months.

REQUIRED EQUIPMENT/MATERIALS	Access to a computer, laptop or device, and access to the internet to complete online assessments. You will need a hairdressing kit to complete all tasks during the course, as per the required equipment list provided.

QUALIFICATION COMPONENTS

To successfully complete this qualification, twenty-eight (28) units of competency must be completed, including twenty-one (21) core units and seven (7) electives.

CORE UNITS (21)

CODE	UNIT OF COMPETENCY
BSBSUS201	Participate in environmentally sustainable work practices
SHBHBAS001	Provide shampoo and basin services
SHBHCLS002	Colour and lighten hair
SHBHCLS003	Provide full and partial head highlighting treatments
SHBHCLS004	Neutralise unwanted colours and tones
SHBHCLS005	Provide on scalp full head and retouch bleach treatments
SHBHCUT001	Design haircut structures
SHBHCUT002	Create one length or solid haircut structures
SHBHCUT003	Create graduated haircut structures
SHBHCUT004	Create layered haircut structures
SHBHCUT005	Cut hair using over-comb techniques
SHBHDES003	Create finished hair designs
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBHIND003	Develop and expand a client base
SHBHREF002	Straighten and relax hair with chemical treatments
SHBHTRI001	Identify and treat hair and scalp conditions
SHBXCCS001	Conduct salon financial transactions
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team
SHBXWHS001	Apply safe hygiene, health and work practices

ELECTIVE UNITS (7)

CODE	UNIT OF COMPETENCY
SHBHCUT006	Create combined haircut structures
SHBHCUT007	Create combined traditional and classic men's haircut structures
SHBHDES004	Create classic long hair up-styles
SHBHDES002	Braid hair
SHBHIND002	Research and use hairdressing industry information
SIRRINV001	Receive and handle retail stock

CODE	UNIT OF COMPETENCY
SIRRMER001	Produce visual merchandise displays

ASSESSMENT REQUIREMENTS

ASSESSMENT TASKS	Assessment is generally progressive, with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of direct performance, observation, oral questioning, workbooks, practical tasks and simulations, interviews, third party reports and other techniques.
TASK SUBMISSION	Assessment tasks must be submitted via the online portal by the due date allocated. Students are entitled to re-submissions.

RECOGNITION OF PRIOR LEARNING (RPL) & CREDIT

RPL APPLICATION	If you believe you are able to meet course requirements through workplace and other evidence in your possession, contact the team for further information about the RPL process. Note that RPL applications must be made at the time of enrolment, after which you will be contacted by one of our assessors to discuss your application.
CREDIT TRANSFERS	You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency. Note that you cannot receive credit for your whole program of study.

INDUCTION & SUPPORT

PRE-ENROLMENT	Once we have received your completed Enrolment Application Form, Language, Literacy and Numeracy Assessment and required documentation, one of our team will begin processing your application and contact you within 2 business days to let you know if any further information is needed. You will then be invited to take part in a pre-enrolment interview with a Propel or Hair & Barber Academy team member, where key aspects of this document will be discussed. You will also be required to acknowledge receipt and understanding of this document if you accept an offer of enrolment into your chosen course. If you do not understand any information in this document, please request further clarification from a Propel or Hair & Barber Academy staff member. Additional information can also be found in our policies and procedures, which can be accessed from our website.
COURSE INDUCTION	An induction session will be held at the outset of the course and comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general induction covering academy facilities, rules and safety procedures is also provided. Induction to our online management system will also be provided by the trainer.

INDIVIDUAL SUPPORT	Your trainer can provide email and phone support throughout the course. All enrolled students also have access to a Student Support Officer who can provide advice and assistance or facilitate external support.

CERTIFICATE ISSUANCE

COURSE COMPLETION	A qualification testamur and transcript will be issued by Propel Education and Training Pty Ltd upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In most circumstances, certificates will be issued within 30 days.

Note : Graduating from this program yields a VET qualification; however, trade papers require completing a formal apprenticeship.

PARTIAL COMPLETION	Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by Propel Education and Training Pty Ltd within 30 days of course completion, as long as all outstanding fees have been paid.

ENROLMENT INFORMATION

APPLICATION	Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.
UNIQUE STUDENT IDENTIFIER (USI)	It is a condition of enrolment in any nationally recognised training (accredited) program that you supply us with your Unique Student Identifier (USI). If you don't already have one, you can apply for one online at https://www.usi.gov.au. Further information on the national USI system is available from the academy administration.
CONFIRMATION	Enrolment is confirmed upon payment of a deposit towards the course fee. Propel Learning, The Hair & Barber Academy and The Hair & Barber Academy will collect no more than $1,500 of the total fee on initial enrolment.

FEES

FEE	AMOUNT
Full course fee	$14,995.00
Payment terms	$1,500.00 non-refundable deposit required with the balance on a payment plan of $225.00 per week paid over 60 days

Propel and The Hair & Barber Academy publish all course fees on our website. These fees may change from time to time, and all changes will be published on the Propel and Academies website. Any learner affected by changes to course fees will be notified in writing.

Upon enrolment, you will receive confirmation of the tuition fees for your chosen course via an invoice based on your payment method. If you choose to pay your course fee on a payment plan, this will be arranged through EziDebit Pty Ltd. Additional fees

may apply to this service, which you will be made aware of through the EziDebit portal. A non-refundable deposit is required to secure enrolment. Please refer to our Financial Management Policy on our website for further information.

ABOUT FEES	The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the duration of the course. Hairdressing kit not included.

CANCELLATIONS & REFUNDS

COURSE CANCELLATION	Students are entitled to a full refund, without deduction, if the course is cancelled by Propel Education and Training Pty Ltd for any reason prior to commencement.

If Propel Education and Training Pty Ltd closes or ceases to deliver any part of the course in which you are enrolled, we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, or find options for your transfer to another provider.

STUDENT WITHDRAWAL	Withdrawal must be in writing; contact administration to process it. Where written notice of withdrawal is provided at least 5 working days prior to course commencement, all fees paid will be refunded, other than the non-refundable deposit, less $50 to cover administration costs.

Deposits are non-refundable. Students who cancel fewer than 5 working days prior to their course commencing, or at any time after, are not entitled to a refund, and course fees are required to be paid. A partial refund may be paid at the discretion of the academy where exceptional circumstances can be demonstrated. All such requests must be in writing.

CHANGES

CHANGES	If there are any changes to your enrolment or the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the academy or to any training delivery arrangement such as a third party or other services.

OTHER INFORMATION

STUDENT HANDBOOK	Our student handbook is available to all prospective students and may be obtained prior to enrolment from our websites. The student handbook reflects our policies and procedures and contains information on the enrolment process, skills recognition, participation in training and assessment, support services, fees, refunds, rules and regulations and a range of general information. Refer to our website for complaints and appeals processes.