THE HAIR & BARBER ACADEMY · FACTSHEET

# SHB30416 CERTIFICATE III IN HAIRDRESSING

Nationally Recognised Training

Apprenticeship – NSW Smart and Skilled

## QUALIFICATION OVERVIEW

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| 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.

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| ENTRY REQUIREMENTS | There are no entry requirements for this qualification. |
| COURSE DELIVERY/TIME FRAME | Prior to enrolment, you will have entered into a Training Contract with your employer through your Australian Apprenticeship Network Provider. This outlines both your and your employer's obligations in relation to your training. This will also identify The Hair & Barber Academy as your Supervising Registered Training Organisation (SRTO). Your employer will show you the ropes and help you progress through your apprenticeship, pay your wages, and train you with the support of The Hair & Barber Academy. |

Apprenticeships are up to 3 years (full-time) or 6 years (part-time) for students with no prior experience. The qualification is competency-based, so it can be completed as soon as you are able to meet the requirements of your course.

School-based apprentices (SBATs) will not finish their apprenticeship while in school.

At The Hair & Barber Academy, the theory aspect is completed online, with access to trainers for assistance via email or phone. The practical training is completed at the academy or can be arranged in salon (to be discussed upon TPP).

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| 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. |

## 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 |
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| 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 |
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| 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 |
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| SIRRMER001 | Produce visual merchandise displays |

## ASSESSMENT REQUIREMENTS

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| 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

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| 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

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| 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/BOOTCAMP | 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 bootcamp covering academy facilities, rules and safety procedures is also provided. Induction to our online management system will also be provided by the trainer. |

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| 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

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| 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. |
| 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

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| 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 when your training contract is registered and active with Training Services NSW and you have completed all the necessary enrolment paperwork and eligibility requirements. |

## FEES & SUBSIDIES

### SMART AND SKILLED

All training subsidised by the NSW Government Smart and Skilled program is subject to students meeting eligibility requirements. Smart and Skilled provides eligible students with an entitlement to government-subsidised training up to and including Certificate III level.

### SMART AND SKILLED – ELIGIBILITY CRITERIA

Students may be eligible for NSW Smart and Skilled subsidised training if they:

- are aged 15 years or older;
- are no longer at high school (your eligibility is not affected if you completed a VET course, including a school-based apprenticeship or traineeship, as part of your high school education);

- live or work in New South Wales (or are an Aboriginal or Torres Strait Islander person living in specific defined interstate NSW border areas);
- are an Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen; and
- hold a valid Unique Student Identifier (USI), or have applied for one.

Eligibility requirements vary for some funding categories. Contact us for more information, or use the Skills NSW course finder and eligibility checker: https://skills.education.nsw.gov.au/.

Skills Generation is approved to provide Smart and Skilled subsidised training in specific qualifications to learners residing in specific regions.

### SMART AND SKILLED – RESTRICTIONS

Your eligibility for a government-subsidised Smart and Skilled course does not depend on previous qualifications. From 2016, all students, regardless of the level of any previous qualifications held, can access subsidised Smart and Skilled training up to Certificate III level. Previous qualifications do not affect eligibility, but may affect the student fee.

### SMART AND SKILLED – FEES PAYABLE

NSW apprentices are fully subsidised under Smart and Skilled, so apprentices do not pay a student fee. Fee-free apprenticeships are available to NSW apprentices, including school-based apprentices, whose training is funded under the NSW Government's Smart and Skilled program and commences on or after 1 July 2018. If you commenced your Smart and Skilled apprenticeship training before 1 July 2018 and are returning to an apprenticeship, you will be eligible for fee-free training for the remainder of your training if your apprenticeship course or your employer has changed.

Smart and Skilled also provides fee exemptions to Aboriginal and Torres Strait Islander students and to students with a disability, which means these students do not pay a fee.

Fees are set by the NSW Government and may change from time to time. The schedule of fees for each qualification can be accessed on the NSW Skills List: https://www.nsw.gov.au/education-and-training/vocational/funding/nsw-skills-list.

### SMART AND SKILLED – REFUNDS

Where subsidised training is not completed, a proportion of any fee paid, corresponding to the number of unfinished units, will be refunded upon request. No refund is payable on units achieved. Refund requests will be processed within 28 days.

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

## CHANGES

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| 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

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| 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. |