

SHB30416 CERTIFICATE III IN HAIRDRESSING APPRENTICESHIP



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.

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 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 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 can be completed as soon as you are able to meet the requirements of your course.

At The Hair Academy, the theory aspect is completed online, with access to trainers for assistance via email or phone. The practical training is completed at the salon or can be arranged to have training in the academy.

Required Equipment/Materials: Access to a computer, laptop or device. Access to the internet to complete online assessments.

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

Core units 21:

- BSBSUS201 – Participate in environmentally sustainable work practices
- SHHBAS001 – 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:

- 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
- 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 and 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 a credit for your whole program of study.

Induction and 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 a Hair 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 and Academies 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 to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general bootcamp of academy facilities, rules and safety procedures is also provided. Bootcamp 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 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 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

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 www.usi.gov.au Further information on the national USI system is available from the academy administration.

Confirmation: Enrolment is confirmed when the apprentice is on DELTA and all enrolment administration and eligibility requirements have been met

Fees and Subsidies

Subsidies available: Yes - see box below

Program - User Choice

The User Choice program provides a public funding contribution towards the cost of training and assessment for eligible Queensland apprentices and trainees.

The program provides the flexibility for apprentices, trainees and their employers to select a preferred training provider (registered training organisation or RTO) from a list of Skills Assure suppliers (SAS) for the delivery of accredited training to meet their specific needs. SAS are training providers who have contract with Program - User Choice the Department of Employment, Small Business and Training to deliver funded training.

Prior to enrolment, you will have entered into a Training Contract with your employer through your Australian Apprenticeship Network Provider. This outlines both you and your employers' obligations in relation to your

training. This will also identify The Hair Academy as your Supervising Registered Training Organisation (SRTTO).

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 Barber Academy.

Eligibility Criteria

To be eligible for a government contribution towards the costs of training, an apprentice or trainee must have entered into a training contract for a qualification that is funded by the department and be registered in the department's registration system DELTA. The contract commencement date or recommencement date must be on or after 1 July 2010, and the training provider selected to deliver the training must hold a SAS status for the nominated qualification.

Restrictions

Apprentices and trainees can only receive one government contribution for a User Choice funded qualification at any single point in time, i.e. a student is not funded to undertake two apprenticeships or traineeships at the same time.

In addition, apprentices, and trainees, including SATs, can only receive a maximum of two government funding contributions under the current User Choice program.

There are other rules specifically related to funding for SATs, so students and their parents/guardians should discuss their intentions with their school's vocational education and training coordinator prior to signing up as a SAT. Australian Apprenticeship Support Network providers are another good source of information.

Fees Payable

User Choice Policy stipulates that RTO's are obliged to collect a Student Contribution Fee which is calculated at \$1.60 per nominal hour for each unit of competency delivered. The total fee will vary according to the range of units selected however are approximate: \$1,688 (Payment Plan: Deposit \$249 then \$40 per month for 36 months) Applies for students 25 years plus. *Partial exemptions apply where the apprentice is under 17 years, holds a Health Care or Pension Concession Card or is Aboriginal or Torres Strait Islander. **Full exemptions may apply where the apprentice is School-Based or is under 25, employed as an apprentice or trainee under a training contract in one of the 139 priority or traineeship qualifications You must commence, or be undertaking, your training between 1 January 2021 and 31 December 2024 or where payment would result in financial hardship.

Payment is the responsibility of the apprentice/trainee; however, employers have the option to pay some or all of the fees. The student contribution fee is payable once confirmation of enrolment is sent or via an agreed payment plan.

Textbook fees are payable by all students: \$150.00.

Refunds

Where subsidies training is not completed, a proportion of the co-contribution When Subsidies training is not completed a proportion of the fee - 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.

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.

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 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.