

**Victorian Purchasing Guide  
for  
SHB Hairdressing and Beauty Services Training  
Package**

**Release 3.0**

**October 2018**

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## Victorian Purchasing Guide - Version History

| Training Package Version  | Date VPG Released | Comments  |
|---|-------------------|---|
| SHB Hairdressing and Beauty Services Training Package Release No. 3 | 3 October 2018    | This purchasing guide reflects Release 3 of the SHB Training Package, the transition of the final qualification in SIB10 Training Package to SHB – <ul style="list-style-type: none"> <li>• SHB60118 Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction</li> </ul>   |
| SHB Hairdressing and Beauty Services Training Package Release No. 2 | 25 September 2017 | Adjustment to the hours for SHB30115 Certificate III in Beauty Services based on change in the market.  |
| SHB Hairdressing and Beauty Services Training Package Release No.2  | 16 May 2016       | This purchasing guide reflects Release 2 of SHB Training Package, the transition of the following 7 qualifications from the SIH and SIB Training Packages to SHB - <ul style="list-style-type: none"> <li>• SHB20216 Certificate II in Salon Assistant</li> <li>• SHB20116 Certificate II in Retail Cosmetics</li> <li>• SHB30416 Certificate III in Hairdressing</li> <li>• SHB30516 Certificate III in Barbering</li> <li>• SHB40216 Certificate IV in Hairdressing</li> <li>• SHB50216 Diploma of Salon Management</li> <li>• SHB80116 Graduate Certificate in Hairdressing Creative Leadership</li> </ul> |
| SHB Hairdressing and Beauty Services Training Package Release No.1  | December 2015     |   |

# SHB Hairdressing and Beauty Services Training Package Victorian Purchasing Guide

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## **INTRODUCTION**

### **What is a Victorian Purchasing Guide?**

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

- The maximum and minimum payable hours available for each qualification.
- Nominal hours for each unit of competency within the Training Package.

### ***Registration***

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and statements of attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of education and training providers in VET who provide courses to domestic students only and who offer training in Victoria only or Victoria and Western Australia only.

To register to provide training to international students and in other Australian states and territories you will need to apply with ASQA.

## QUALIFICATIONS

| <b>Code</b> | <b>Title</b>  | <b>Minimum Payable Hours</b> | <b>Maximum Payable Hours</b> |
|-------------|---|------------------------------|------------------------------|
| SHB30115    | Certificate III in Beauty Services                                    | 485                          | 546                          |
| SHB30215    | Certificate III in Make-Up  | 622                          | 655                          |
| SHB30315    | Certificate III in Nail Technology                                    | 546                          | 575                          |
| SHB40115    | Certificate IV in Beauty Therapy                                      | 979                          | 1031                         |
| SHB50115    | Diploma of Beauty Therapy   | 1539                         | 1620                         |
| SHB20216    | Certificate II in Salon Assistant                                     | 318                          | 335                          |
| SHB20116    | Certificate II in Retail Cosmetics                                    | 404                          | 425                          |
| SHB30416    | Certificate III in Hairdressing                                       | 1026                         | 1080                         |
| SHB30516    | Certificate III in Barbering  | 812                          | 855                          |
| SHB40216    | Certificate IV in Hairdressing  | 494                          | 520                          |
| SHB50216    | Diploma of Salon Management   | 499                          | 525                          |
| SHB60118    | Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction | 470                          | 470                          |
| SHB80116    | Graduate Certificate in Hairdressing Creative Leadership              | 456                          | 480                          |

## UNITS OF COMPETENCY

| Unit Code  | Unit Title   | Nominal Hours |
|------------|--|---------------|
| SHBBBOS001 | Apply cosmetic tanning products  | 16            |
| SHBBBOS002 | Provide body massages  | 120           |
| SHBBBOS003 | Provide body treatments  | 120           |
| SHBBBOS004 | Provide aromatherapy massages  | 40            |
| SHBBBOS005 | Use reflexology relaxation techniques in beauty treatments                                     | 30            |
| SHBBBOS006 | Provide superficial lymph massage treatments   | 40            |
| SHBBCCS001 | Advise on beauty products and services   | 30            |
| SHBBCCS002 | Prepare personalised aromatic plant oil blends for beauty treatments                           | 35            |
| SHBBFAS001 | Provide lash and brow services   | 15            |
| SHBBFAS002 | Provide facial treatments and skin care recommendations  | 120           |
| SHBBFAS003 | Provide specialised facial treatments  | 115           |
| SHBBHRS001 | Provide waxing services  | 85            |
| SHBBHRS002 | Provide female intimate waxing services  | 20            |
| SHBBHRS003 | Provide male intimate waxing services  | 20            |
| SHBBHRS004 | Provide hair reduction treatments using electrical currents                                    | 145           |
| SHBBHRS005 | Identify and control safety risks for intense pulsed light and laser hair reduction treatments | 35            |
| SHBBHRS006 | Design laser hair reduction treatment programs   | 40            |
| SHBBHRS007 | Provide laser hair reduction treatments  | 100           |
| SHBBHRS008 | Design intense pulsed light hair reduction treatment programs                                  | 30            |
| SHBBHRS009 | Provide intense pulsed light hair reduction treatments   | 150           |

|            |   |     |
|------------|---|-----|
| SHBBRES002 | Investigate developments in cosmetic treatments using light and laser systems | 40  |
| SHBBINF001 | Maintain infection control standards  | 75  |
| SHBBMUP001 | Apply eyelash extensions  | 30  |
| SHBBMUP002 | Design and apply make-up  | 45  |
| SHBBMUP003 | Design and apply make-up for photography                                      | 30  |
| SHBBMUP004 | Design and apply remedial camouflage make-up                                  | 30  |
| SHBBMUP005 | Apply airbrushed make-up  | 30  |
| SHBBMUP006 | Design and apply creative make-up   | 45  |
| SHBBMUP007 | Work collaboratively on make-up productions                                   | 40  |
| SHBBNLS001 | Provide manicure and pedicure services  | 50  |
| SHBBNLS002 | Apply gel nail enhancements   | 35  |
| SHBBNLS003 | Apply acrylic nail enhancements   | 40  |
| SHBBNLS004 | Apply nail art  | 15  |
| SHBBNLS005 | Use electric file equipment for nail services                                 | 30  |
| SHBBNLS006 | Apply advanced nail art   | 15  |
| SHBBRES001 | Research and apply beauty industry information                                | 20  |
| SHBBSKS001 | Pierce ear lobes  | 15  |
| SHBBSKS002 | Provide diathermy treatments  | 50  |
| SHBBSKS003 | Design and provide cosmetic tattooing   | 110 |
| SHBBSKS004 | Provide upper body piercings  | 30  |
| SHBBSKS005 | Provide micro-dermabrasion treatments   | 20  |
| SHBBSPA001 | Work in a spa therapies framework   | 10  |
| SHBBSPA002 | Provide spa therapies   | 80  |



|            |  |    |
|------------|--|----|
| SHBBSPA003 | Provide stone therapy massages   | 25 |
| SHBBSPA004 | Provide Indian head massages for relaxation                                    | 23 |
| SHBXCCS001 | Conduct salon financial transactions   | 25 |
| SHBXCCS002 | Provide salon services to clients  | 40 |
| SHBXIND001 | Comply with organisational requirements within a personal services environment | 45 |
| SHBXWHS001 | Apply safe hygiene, health and work practices                                  | 40 |
| SHHBAS001  | Provide shampoo and basin services   | 40 |
| SHHBAS002  | Provide head, neck and shoulder massages for relaxation                        | 20 |
| SHBXCCS003 | Greet and prepare clients for salon services                                   | 10 |
| SHBHCCS001 | Plan hair services for special events  | 20 |
| SHBHCLS001 | Apply hair colour products   | 30 |
| SHBHCLS002 | Colour and lighten hair  | 65 |
| SHBHCLS003 | Provide full and partial head highlighting treatments                          | 45 |
| SHBHCLS004 | Neutralise unwanted colours and tones  | 55 |
| SHBHCLS005 | Provide on scalp full head and retouch bleach treatments                       | 55 |
| SHBHCLS006 | Solve complex colour problems  | 55 |
| SHBHCLS007 | Enhance hair designs using creative colouring and lightening techniques        | 65 |
| SHBHDES001 | Dry hair to shape  | 40 |
| SHBHDES002 | Braid hair   | 30 |
| SHBHDES003 | Create finished hair designs   | 50 |
| SHBHDES004 | Create classic long hair up-styles   | 30 |
| SHBHDES005 | Select and apply hair extensions   | 45 |
| SHBHDES006 | Design and style long hair creatively  | 50 |

|             |   |     |
|-------------|---|-----|
| SHBHDES007  | Apply and maintain wigs and hairpieces                            | 40  |
| SHBHDES008  | Make wigs and hairpieces  | 120 |
| SHBHREF005  | Rinse and neutralise chemically restructured hair                 | 25  |
| SHBHREF001  | Curl and volumise hair with chemical treatments                   | 65  |
| SHBHREF002  | Straighten and relax hair with chemical treatments                | 45  |
| SHBHREF003  | Straighten and relax hair with protein treatments                 | 45  |
| SHBHREF004  | Enhance hair designs using chemical reformation techniques        | 45  |
| SHBHCUT001  | Design haircut structures   | 20  |
| SHBHCUT002  | Create one length or solid haircut structures                     | 30  |
| SHBHCUT003  | Create graduated haircut structures                               | 35  |
| SHBHCUT004  | Create layered haircut structures                                 | 35  |
| SHBHCUT005  | Cut hair using over-comb techniques                               | 30  |
| SHBHCUT006  | Create combined haircut structures                                | 45  |
| SHBHCUT007  | Create combined traditional and classic men's haircut structures  | 45  |
| SHBHCUT011  | Design and maintain beards and moustaches                         | 20  |
| SHBHCUT012  | Shave heads and faces   | 25  |
| SHBHCUT008  | Design and perform creative haircuts                              | 45  |
| SHBHCUT009  | Cut hair using freehand clipper techniques                        | 25  |
| SHBHCUT010  | Create haircuts using tracks and carving                          | 30  |
| SHBHCUT013  | Provide men's general grooming services                           | 25  |
| SHBH TLS001 | Provide technical leadership to hairdressing teams                | 45  |
| SHBH TLS002 | Research and utilise hairdressing trends to advance creative work | 55  |
| SHBH TLS003 | Work as a session stylist   | 30  |
| SHBH TLS004 | Provide creative leadership to the hairdressing industry          | 70  |

|            |   |    |
|------------|---|----|
| SHBHTLS005 | Conceive, develop and realise innovative hairdressing concepts for media  | 90 |
| SHBHTLS006 | Conceive, develop and realise innovative hairdressing concepts for events | 90 |
| SHBHTLS007 | Plan and deliver professional hairdressing presentations                  | 70 |
| SHBHTLS008 | Originate and refine hair design concepts                                 | 90 |
| SHBHTLS009 | Work to a brief to develop and refine hair designs                        | 70 |
| SHBHTRI001 | Identify and treat hair and scalp conditions                              | 25 |
| SHBHTRI002 | Conduct trichological assessments   | 45 |
| SHBHTRI003 | Develop and apply scalp treatment therapies                               | 35 |
| SHBHIND001 | Maintain and organise tools, equipment and work areas                     | 20 |
| SHBHIND002 | Research and use hairdressing industry information                        | 15 |
| SHBHIND003 | Develop and expand a client base  | 35 |
| SHBHIND004 | Participate in session styling teams                                      | 65 |
| SHBXCCS004 | Recommend products and services   | 20 |
| SHBXPSM001 | Lead teams in a personal services environment                             | 55 |
| SHBXPSM002 | Manage treatment services and sales delivery                              | 60 |
| SHBXPSM003 | Promote a personal services business                                      | 60 |
| SHBXPSM004 | Develop a product and service range                                       | 50 |
| SHBXWHS002 | Provide a safe work environment   | 30 |
| SHBXIND002 | Communicate as part of a salon team                                       | 30 |

## SAMPLE TRAINING PROGRAMS

The following pages list a range of Sample Training Programs across the different qualification levels within the **SHB Hairdressing and Beauty Services Training Package** to demonstrate how units might be packaged to meet a particular vocational outcome.

|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Hairdressing Salon Assistant  |              |
| <b>Qualification Title</b>       | Certificate II in Salon Assistant   |              |
| <b>Qualification Code</b>        | SHB20216  |              |
| <b>Description</b>               | This sample training program is appropriate for a person preparing to work in the Hairdressing Industry as a hairdressing assistant. The student will learn how to provide a range of hairdressing services for clients, under supervision. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| BSBWHS201                        | Contribute to health and safety of self and others  | 20           |
| SHBHBAS001                       | Provide shampoo and basin services  | 40           |
| SHBHDES001                       | Dry hair to shape   | 40           |
| SHBHIND001                       | Maintain and organise tools, equipment and work areas   | 20           |
| SHBXCCS001                       | Conduct salon financial transactions  | 25           |
| SHBXCCS003                       | Greet and prepare clients for salon services  | 10           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment  | 45           |
| SHBXIND002                       | Communicate as part of a salon team   | 30           |
| <b>Elective</b>                  |   |              |
| SHBHBAS002                       | Provide head, neck and shoulder massages for relaxation   | 20           |
| SHBHCLS001                       | Apply hair colour products  | 30           |
| SIRRINV001                       | Receive and handle stock  | 35           |
| SIRXSLS001                       | Sell to the retail customer   | 20           |
| <b>Total hours</b>               |   | <b>335</b>   |

|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Beauty or cosmetic retail sales assistant   |              |
| <b>Qualification Title</b>       | Certificate II in Retail Cosmetics  |              |
| <b>Qualification Code</b>        | SHB20116  |              |
| <b>Description</b>               | This sample training program is appropriate for a person preparing to work in the Beauty Industry as a beauty sales assistant. The student will learn how to sell and demonstrate beauty or cosmetic products, under supervision. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| BSBWHS201                        | Contribute to health and safety of self and others  | 20           |
| SHBBCCS001                       | Advise on beauty products and services  | 30           |
| SHBBMUP002                       | Design and apply make-up  | 45           |
| SHBXCCS001                       | Conduct salon financial transactions  | 25           |
| SHBXCCS004                       | Recommend products and services   | 20           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment  | 45           |
| SHBXIND002                       | Communicate as part of a salon team   | 30           |
| SIRRMER001                       | Produce visual merchandising displays   | 35           |
| SIRXIND003                       | Organise personal work requirements   | 30           |
| SIRXSLS001                       | Sell to the retail customer   | 20           |
| <b>Elective</b>                  |   |              |
| BSBSUS201                        | Participate in environmentally sustainable work practices   | 20           |
| SHBBMUP001                       | Apply eyelash extensions  | 30           |
| ICTWEB201                        | Use social media tools for collaboration and engagement   | 20           |
| SHBBRES001                       | Research and apply beauty industry information  | 20           |
| SIRRINV001                       | Receive and handle stock  | 35           |
| <b>Total hours</b>               |   | <b>425</b>   |

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Occupation/ Work Function</b> | Hairdresser  |              |
| <b>Qualification Title</b>       | Certificate III in Hairdressing  |              |
| <b>Qualification Code</b>        | SHB30416   |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Hairdressing Industry in the role of a hairdresser, using a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>  | <b>Hours</b> |
| <b>Core</b>                      |  |              |
| BSBSUS201                        | Participate in environmentally sustainable work practices  | 20           |
| SHBHBAS001                       | Provide shampoo and basin services   | 40           |
| SHBHCLS002                       | Colour and lighten hair  | 65           |
| SHBHCLS003                       | Provide full and partial head highlighting treatments  | 45           |
| SHBHCLS004                       | Neutralise unwanted colours and tones  | 55           |
| SHBHCLS005                       | Provide on scalp full head and retouch bleach treatments   | 55           |
| SHBHCUT001                       | Design haircut structures  | 20           |
| SHBHCUT002                       | Create one length or solid haircut structures  | 30           |
| SHBHCUT003                       | Create graduated haircut structures  | 35           |
| SHBHCUT004                       | Create layered haircut structures  | 35           |
| SHBHCUT005                       | Cut hair using over-comb techniques  | 30           |
| SHBHDES003                       | Create finished hair designs   | 50           |
| SHBHIND001                       | Maintain and organise tools, equipment and work areas  | 20           |
| SHBHIND003                       | Develop and expand a client base   | 35           |
| SHBHREF002                       | Straighten and relax hair with chemical treatments   | 45           |
| SHBHTRI001                       | Identify and treat hair and scalp conditions   | 25           |
| SHBXCCS001                       | Conduct salon financial transactions   | 25           |
| SHBXCCS002                       | Provide salon services to clients  | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment   | 45           |
| SHBXIND002                       | Communicate as part of a salon team  | 30           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices  | 40           |
| <b>Elective</b>                  |  |              |
| SHBHCUT006                       | Create combined haircut structures   | 45           |
| SHBHCUT007                       | Create combined traditional and classic men's haircut structures   | 45           |

|                    |   |             |
|--------------------|---|-------------|
| SHBHDES004         | Create classic long hair up-styles                      | 30          |
| SHBHBAS002         | Provide head, neck and shoulder massages for relaxation | 20          |
| SHBHIND004         | Participate in session styling teams                    | 65          |
| SHBHREF003         | Straighten and relax hair with protein treatments       | 45          |
| SHBHDES005         | Select and apply hair extensions                        | 45          |
| <b>Total hours</b> |   | <b>1080</b> |

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Occupation/ Work Function</b> | Barber   |              |
| <b>Qualification Title</b>       | Certificate III in Barbering   |              |
| <b>Qualification Code</b>        | SHB30516   |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Hairdressing Industry in the role of a barber, using a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>  | <b>Hours</b> |
| <b>Core</b>                      |  |              |
| BSBSUS201                        | Participate in environmentally sustainable work practices  | 20           |
| SHBHBAS001                       | Provide shampoo and basin services   | 40           |
| SHBHCUT001                       | Design haircut structures  | 20           |
| SHBHCUT002                       | Create one length or solid haircut structures  | 30           |
| SHBHCUT003                       | Create graduated haircut structures  | 35           |
| SHBHCUT004                       | Create layered haircut structures  | 35           |
| SHBHCUT005                       | Cut hair using over-comb techniques  | 30           |
| SHBHCUT007                       | Create combined traditional and classic men's haircut structures   | 45           |
| SHBHCUT009                       | Cut hair using freehand clipper techniques   | 25           |
| SHBHCUT011                       | Design and maintain beards and moustaches  | 20           |
| SHBHCUT012                       | Shave heads and faces  | 25           |
| SHBHCUT013                       | Provide men's general grooming services  | 25           |
| SHBHDES001                       | Dry hair to shape  | 40           |
| SHBHIND001                       | Maintain and organise tools, equipment and work areas  | 20           |
| SHBHIND003                       | Develop and expand a client base   | 35           |
| SHBHTRI001                       | Identify and treat hair and scalp conditions   | 25           |
| SHBXCCS001                       | Conduct salon financial transactions   | 25           |
| SHBXCCS002                       | Provide salon services to clients  | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment   | 45           |
| SHBXIND002                       | Communicate as part of a salon team  | 30           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices  | 40           |
| <b>Elective</b>                  |  |              |
| SHBHBAS002                       | Provide head, neck and shoulder massages for relaxation  | 20           |
| SHBHCLS002                       | Colour and lighten hair  | 65           |



|                    |   |            |
|--------------------|---|------------|
| SHBHCLS003         | Provide full and partial head highlighting treatments | 45         |
| SHBHCUT006         | Create combined haircut structures                    | 45         |
| SHBHCUT010         | Create haircuts using tracks and carving              | 30         |
| <b>Total hours</b> |   | <b>855</b> |

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Occupation/ Work Function</b> | Senior Hairdresser   |              |
| <b>Qualification Title</b>       | Certificate IV in Hairdressing   |              |
| <b>Qualification Code</b>        | SHB40216   |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Hairdressing Industry in the role of a senior hairdresser, using a range highly developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>  | <b>Hours</b> |
| <b>Core</b>                      |  |              |
| SHBHCLS001                       | Provide technical leadership to hairdressing teams   | 45           |
| SHBHCLS002                       | Research and utilise hairdressing trends to advance creative work  | 55           |
| <b>Elective</b>                  |  |              |
| SHBHCLS006                       | Solve complex colour problems  | 55           |
| SHBHCLS007                       | Enhance hair designs using creative colouring and lightening techniques  | 65           |
| SHBHCUT008                       | Design and perform creative haircuts   | 45           |
| SHBHDES005                       | Select and apply hair extensions   | 45           |
| SHBHDES006                       | Design and style long hair creatively  | 50           |
| BSBMKG413                        | Promote products and services  | 40           |
| BSBWOR502                        | Lead and manage team effectiveness   | 60           |
| SHBBMUP003                       | Design and apply make-up for photography   | 30           |
| SHBHCLS003                       | Work as a session stylist  | 30           |
| <b>Total hours</b>               |  | <b>520</b>   |

|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Hairdressing or Beauty Salon Manager  |              |
| <b>Qualification Title</b>       | Diploma of Salon Management   |              |
| <b>Qualification Code</b>        | SHB50216  |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Hairdressing or Beauty Industry in the role of a salon manager, develop skills for coordinating the day-to-day operation of the business and for planning, monitoring and evaluating the work of the team, in any type of personal service business including hairdressing or beauty salons, barber shops and spas. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| BSBHRM404                        | Review human resource functions   | 50           |
| BSBHRM506                        | Manage recruitment selection and induction processes  | 60           |
| BSBSUS501                        | Develop workplace policy and procedures for sustainability  | 50           |
| SHBXPSM001                       | Lead teams in a personal services environment   | 55           |
| SHBXPSM002                       | Manage treatment services and sales delivery  | 60           |
| SHBXPSM003                       | Promote a personal services business  | 60           |
| SHBXWHS002                       | Provide a safe work environment   | 30           |
| <b>Elective</b>                  |   |              |
| BSBSMB404                        | Undertake small business planning   | 50           |
| BSBWOR501                        | Manage personal work priorities and professional development  | 60           |
| SHBXPSM004                       | Develop a product and service range   | 50           |
| <b>Total hours</b>               |   | <b>525</b>   |

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Occupation/ Work Function</b> | Creative or artistic director  |              |
| <b>Qualification Title</b>       | Graduate Certificate in Hairdressing Creative Leadership   |              |
| <b>Qualification Code</b>        | SHB80116   |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Hairdressing Industry in the role of a senior hairdressing industry professional, have a role in initiating, planning, implementing and evaluating future hair design directions for the industry. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>  | <b>Hours</b> |
| <b>Core</b>                      |  |              |
| SHBHTLS004                       | Provide creative leadership to the hairdressing industry   | 70           |
| SHBHTLS005                       | Conceive, develop and realise innovative hairdressing concepts for media   | 90           |
| SHBHTLS006                       | Conceive, develop and realise innovative hairdressing concepts for events  | 90           |
| SHBHTLS007                       | Plan and deliver professional hairdressing presentations   | 70           |
| <b>Elective</b>                  |  |              |
| SHBHTLS008                       | Originate and refine hair design concepts  | 90           |
| SHBHTLS009                       | Work to a brief to develop and refine hair designs   | 70           |
| <b>Total hours</b>               |  | <b>480</b>   |

|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Beauty Consultant   |              |
| <b>Qualification Title</b>       | Certificate III in Beauty Services  |              |
| <b>Qualification Code</b>        | SHB30115  |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Beauty Industry as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| SHBBBOS001                       | Apply cosmetic tanning products   | 16           |
| SHBBCCS001                       | Advise on beauty products and services  | 30           |
| SHBBFAS001                       | Provide lash and brow services  | 15           |
| SHBBHRS001                       | Provide waxing services   | 85           |
| SHBBMUP002                       | Design and apply make-up  | 45           |
| SHBBNLS001                       | Provide manicure and pedicure services  | 50           |
| SHBBRES001                       | Research and apply beauty industry information  | 20           |
| SHBXCCS001                       | Conduct salon financial transactions  | 25           |
| SHBXCCS002                       | Provide salon services to clients   | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment  | 45           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices   | 40           |
| <b>Elective</b>                  |   |              |
| SHBBNLS002                       | Apply gel nail enhancements   | 35           |
| SHBBNLS003                       | Apply acrylic nail enhancements   | 40           |
| SHBBMUP001                       | Apply eyelash extensions  | 30           |
| SHBBMUP003                       | Design and apply make-up for photography  | 30           |
| <b>Total hours</b>               |   | <b>546</b>   |

|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Make-up artist  |              |
| <b>Qualification Title</b>       | Certificate III in Make-Up  |              |
| <b>Qualification Code</b>        | SHB30215  |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Beauty Industry in the role of make-up artists, to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| SHBBMUP002                       | Design and apply make-up  | 45           |
| SHBBMUP003                       | Design and apply make-up for photography  | 30           |
| SHBBMUP004                       | Design and apply remedial camouflage make-up  | 30           |
| SHBBMUP005                       | Apply airbrushed make-up  | 30           |
| SHBBMUP006                       | Design and apply creative make-up   | 45           |
| SHBBRES001                       | Research and apply beauty industry information  | 20           |
| SHBXCCS002                       | Provide salon services to clients   | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment  | 45           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices   | 40           |
| <b>Elective</b>                  |   |              |
| SHBBHRS001                       | Provide waxing services   | 85           |
| BSBSMB406                        | Manage small business finances  | 60           |
| BSBSMB403                        | Market the small business   | 50           |
| BSBSMB404                        | Undertake small business planning   | 50           |
| BSBSMB405                        | Monitor and manage small business operations  | 45           |
| SHBBMUP007                       | Work collaboratively on make-up productions   | 40           |
| <b>Total hours</b>               |   | <b>655</b>   |

|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Nail Technician   |              |
| <b>Qualification Title</b>       | Certificate III in Nail Technology  |              |
| <b>Qualification Code</b>        | SHB30315  |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Beauty Industry as nail technicians to provide manicure and pedicure services, including the application of nail art and acrylic and gel nail enhancements. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| SHBBCCS001                       | Advise on beauty products and services  | 30           |
| SHBBNLS001                       | Provide manicure and pedicure services  | 50           |
| SHBBNLS002                       | Apply gel nail enhancements   | 35           |
| SHBBNLS003                       | Apply acrylic nail enhancements   | 40           |
| SHBBNLS004                       | Apply nail art  | 15           |
| SHBBNLS005                       | Use electric file equipment for nail services   | 30           |
| SHBBRES001                       | Research and apply beauty industry information  | 20           |
| SHBXCCS001                       | Conduct salon financial transactions  | 25           |
| SHBXCCS002                       | Provide salon services to clients   | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment  | 45           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices   | 40           |
| <b>Elective</b>                  |   |              |
| BSBSMB403                        | Market the small business   | 50           |
| BSBSMB404                        | Undertake small business planning   | 50           |
| BSBSMB405                        | Monitor and manage small business operations  | 45           |
| BSBSMB406                        | Manage small business finances  | 60           |
| <b>Total hours</b>               |   | <b>575</b>   |

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Occupation/ Work Function</b> | Beauty Therapist   |              |
| <b>Qualification Title</b>       | Certificate IV in Beauty Therapy   |              |
| <b>Qualification Code</b>        | SHB40115   |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Beauty Industry as beauty therapists to provide a range of beauty therapy treatments and services, including lash and brow treatments, nail services, make-up, massage and waxing. They communicate with clients to recommend treatments and services and sell retail skin care and cosmetic products. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>  | <b>Hours</b> |
| <b>Core</b>                      |  |              |
| SHBBBOS001                       | Apply cosmetic tanning products  | 16           |
| SHBBBOS002                       | Provide body massages  | 120          |
| SHBBBOS003                       | Provide body treatments  | 120          |
| SHBBFAS001                       | Provide lash and brow services   | 15           |
| SHBBFAS002                       | Provide facial treatments and skin care recommendations  | 120          |
| SHBBHRS001                       | Provide waxing services  | 85           |
| SHBBMUP002                       | Design and apply make-up   | 45           |
| SHBBNLS001                       | Provide manicure and pedicure services   | 50           |
| SHBBRES001                       | Research and apply beauty industry information   | 20           |
| SHBXCCS001                       | Conduct salon financial transactions   | 25           |
| SHBXCCS002                       | Provide salon services to clients  | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment   | 45           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices  | 40           |
| <b>Elective</b>                  |  |              |
| SHBBBOS004                       | Provide aromatherapy massages  | 40           |
| SHBBFAS003                       | Provide specialised facial treatments  | 115          |
| SHBBNLS002                       | Apply gel nail enhancements  | 35           |
| SHBBNLS003                       | Apply acrylic nail enhancements  | 40           |
| SHBBMUP001                       | Apply eyelash extensions   | 30           |
| SHBBMUP004                       | Design and apply remedial camouflage make-up   | 30           |
| <b>Total Hours</b>               |  | <b>1031</b>  |



|                                  |   |              |
|----------------------------------|---|--------------|
| <b>Occupation/ Work Function</b> | Senior Beauty Therapist   |              |
| <b>Qualification Title</b>       | Diploma of Beauty Therapy   |              |
| <b>Qualification Code</b>        | SHB50115  |              |
| <b>Description</b>               | This sample training program is appropriate for a person working in the Beauty Industry as a senior beauty therapist to provide a broad range of beauty therapy treatments and services including facial treatments, body massage and treatments, hair removal, lash and brow treatments, nail and make-up services. This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin-care and cosmetic products. |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core</b>                      |   |              |
| SHBBBOS002                       | Provide body massages   | 120          |
| SHBBBOS003                       | Provide body treatments   | 120          |
| SHBBFAS001                       | Provide lash and brow services  | 15           |
| SHBBFAS002                       | Provide facial treatments and skin care recommendations   | 120          |
| SHBBFAS003                       | Provide specialised facial treatments   | 115          |
| SHBBHRS001                       | Provide waxing services   | 85           |
| SHBBMUP002                       | Design and apply make-up  | 45           |
| SHBBNLS001                       | Provide manicure and pedicure services  | 50           |
| SHBBRES001                       | Research and apply beauty industry information  | 20           |
| SHBXCCS001                       | Conduct salon financial transactions  | 25           |
| SHBXCCS002                       | Provide salon services to clients   | 40           |
| SHBXIND001                       | Comply with organisational requirements within a personal services environment  | 45           |
| SHBXWHS001                       | Apply safe hygiene, health and work practices   | 40           |
| <b>Elective</b>                  |   |              |
| BSBSMB403                        | Market the small business   | 50           |
| BSBSMB404                        | Undertake small business planning   | 50           |
| BSBSMB405                        | Monitor and manage small business operations  | 45           |
| BSBSMB406                        | Manage small business finances  | 60           |
| SHBBBOS004                       | Provide aromatherapy massages   | 40           |
| SHBBBOS006                       | Provide superficial lymph massage treatments  | 40           |
| SHBBCCS002                       | Prepare personalised aromatic plant oil blends for beauty treatments  | 35           |
| SHBBHRS004                       | Provide hair reduction treatments using electrical currents   | 145          |
| SHBBINF001                       | Maintain infection control standards  | 75           |

|                    |                                       |             |
|--------------------|---------------------------------------|-------------|
| SHBBSKS002         | Provide diathermy treatments          | 50          |
| SHBBSKS003         | Design and provide cosmetic tattooing | 110         |
| SHBBSPA002         | Provide spa therapies                 | 80          |
| <b>Total hours</b> |                                       | <b>1620</b> |

|                                  |  |              |
|----------------------------------|--|--------------|
| <b>Occupation/ Work Function</b> | Laser and IPL Hair reduction therapist   |              |
| <b>Qualification Title</b>       | Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction  |              |
| <b>Qualification Code</b>        | SHB60118   |              |
| <b>Description</b>               | This qualification involves only core units. This sample training program is appropriate for a person who has completed the Diploma of Beauty Therapy and who wishes to specialise in hair reduction using Laser and IPL treatments. |              |
| <b>Notes</b>                     | This qualification has entry requirements. Please refer to the SHB, Hairdressing and Beauty Services Training Package.   |              |
| <b>Unit Code</b>                 | <b>Unit Title</b>  | <b>Hours</b> |
| <b>Core</b>                      |  |              |
| SHBBHRS005                       | Identify and control safety risks for intense pulsed light and laser hair reduction treatments   | 35           |
| SHBBHRS006                       | Design laser hair reduction treatment programs   | 40           |
| SHBBHRS007                       | Provide laser hair reduction treatments  | 100          |
| SHBBHRS008                       | Design intense pulsed light hair reduction treatment programs  | 30           |
| SHBBHRS009                       | Provide intense pulsed light hair reduction treatments   | 150          |
| SHBBRES002                       | Investigate developments in cosmetic treatments using light and laser systems  | 40           |
| SHBBINF001                       | Maintain infection control standards   | 75           |
| <b>Total hours</b>               |  | <b>470</b>   |

## CONTACTS AND LINKS

| <b>Curriculum Maintenance Manager (CMM)</b>                |   |   |
|--|---|---|
| Service Industries CMM                                     | The CMM Service is provided by Executive Officers, across all industry areas covered by Training Packages.<br><br>They can assist with questions on payable and nominal hours.              | Alison Hollands<br><br>Victoria University PO Box 14428, Melbourne VIC 8001<br><br>(03) 9919-8351<br><br><a href="mailto:Alison.Hollands@vu.edu.au">Alison.Hollands@vu.edu.au</a> |
| <b>Skills Service Organisation (SSO)</b>                   |   |   |
| SkillsIQ Ltd   | This SSO is responsible for developing this Hairdressing and Beauty Services <b>Training Package</b> , companion volumes and support material and can be contacted for further information. | GPO Box 4194, Sydney NSW 2000<br><br>The SSO website can be found <a href="#">here</a>  |
| <b>National Register for VET in Australia</b>              |   |   |
| Training.gov.au (TGA)                                      | TGA is the Australian government's official National Register of information on Training Packages, Accredited Courses, qualifications, units of competency and RTOs.                        | National Register website can be found <a href="#">here</a> .   |
| <b>Australian Government</b>                               |   |   |
| Department of Education and Training                       | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.                                     | The Commonwealth Department of Education and Training website can be found <a href="#">here</a>   |
| <b>Victorian State Government</b>                          |   |   |
| Department of Education and Training (DET)                 | DET is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships policy.                            | (03) 9637 2000<br><br>The Victorian Department of Education and Training website can be found <a href="#">here</a>  |
| <b>National VET Regulatory Authority</b>                   |   |   |
| Australian Skills Quality Authority (ASQA)                 | ASQA is the national regulator for Australia's VET sector.  | Info line: 1300 701 801<br><br>ASQA's website can be found <a href="#">here</a>   |
| <b>Victorian State VET Regulatory Authority</b>            |   |   |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.                 | (03) 9637 2806<br><br>VRQA's website can be found <a href="#">here</a>  |

**GLOSSARY**

|                      |   |
|----------------------|---|
| <b>Code</b>          | Nationally endorsed Training Package qualification code.  |
| <b>Title</b>         | Nationally endorsed Training Package qualification title.   |
| <b>Unit Code</b>     | Nationally endorsed Training Package unit of competency code.   |
| <b>Unit Title</b>    | Nationally endorsed Training Package unit of competency title.  |
| <b>Payable Hours</b> | The maximum number of hours the Victorian Government will subsidise under the Victorian Training Guarantee for the achievement of the minimum realistic vocational outcome of any qualification, as determined by the qualification packaging rules. The maximum payable hours do not cover every possible combination of core and elective units available for a specific qualification. |
| <b>Nominal Hours</b> | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria.                                    |