

**Victorian Purchasing Guide
for
SIB10 Beauty Training Package
Version No 1.2**

December 2011





© State of Victoria (Department of Education and Early Childhood Development) 2012.

Copyright of this material is reserved to the Crown in the right of the State of Victoria. This work is licensed under a Creative Commons Attribution-NoDerivs 3.0 Australia licence (<http://creativecommons.org/licenses/by-nd/3.0/au/>). You are free use, copy and distribute to anyone in its original form as long as you attribute Higher Education and Skills Group (HESG), Department of Education and Early Childhood Development as the author, and you license any derivative work you make available under the same licence.

Disclaimer

In compiling the information contained in and accessed through this resource, the Department of Education and Early Childhood Development (DEECD) has used its best endeavours to ensure that the information is correct and current at the time of publication but takes no responsibility for any error, omission or defect therein.

To the extent permitted by law DEECD, its employees, agents and consultants exclude all liability for any loss or damage (including indirect, special or consequential loss or damage) arising from the use of, or reliance on the information contained herein, whether caused or not by any negligent act or omission. If any law prohibits the exclusion of such liability, DEECD limits its liability to the extent permitted by law, for the resupply of the information.

Third party sites

This resource may contain links to third party websites and resources. DEECD is not responsible for the condition or content of these sites or resources as they are not under its control.

Third party material linked from this resource is subject to the copyright conditions of the third party. Users will need to consult the copyright notice of the third party sites for conditions of usage.



Victorian Purchasing Guide — Version History

Training Package Version	Date VPG Approved	Comments
SIB10 Beauty Training Package Version 1	7 June 2011	<p>SIB10 Version 2 represents a full review of the WRB04 Beauty Training Package.</p> <p>An ISC upgrade occurred and was released on 12/12/2011. This Victorian Purchasing Guide reflects these editorial adjustments as outlined in Version 1.2.</p>

SIB10 Beauty Training Package Victorian Purchasing Guide

CONTENTS

INTRODUCTION	5
What is a Victorian Purchasing Guide?	5
Registration	5
QUALIFICATIONS	6
UNITS OF COMPETENCY AND NOMINAL HOURS	7
SAMPLE TRAINING PROGRAMS	9
CONTACTS AND LINKS	16
GLOSSARY	18

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 nominal hour range (minimum-maximum) available for each qualification.
- Nominal hours for each unit of competency within the Training Package.
- Sample Training Programs

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 Quality Framework (AQF).

The VRQA is the regulatory authority for Victoria that registers VET training organisations who provide courses to domestic students only and who only offer training in Victoria.

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

QUALIFICATIONS

Code	Title	Qualification Nominal Hour Range	
		Minimum	Maximum
SIB20110	Certificate II in Retail Make-up and Skin Care	385	455
SIB20210	Certificate II in Nail Technology	380	450
SIB30110	Certificate III in Beauty Services	485	735
SIB40110	Certificate IV in Beauty Therapy	853	1110
SIB50110	Diploma of Beauty Therapy	1220	1515
SIB50210	Diploma of Salon Management	385	550
SIB70110	Vocational Graduate Certificate in Intense Pulsed Light and Laser Hair Reduction	360	360

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping inside the Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **SIB10 Beauty Training Package**. Information regarding transition arrangements can be obtained from the state or national VET Regulating Authority (see Contacts and Links section).

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **SIB10 Beauty Training Package** is conducted against the Training Package units of competency and complies with the requirements in the assessment guidelines.

Listing of the Units of Competency and Nominal Hours

Unit Code	Unit Title	Nominal Hours
SIBXCCS201A	Conduct financial transactions	25
SIBXCCS202A	Provide service to clients	30
SIBXFAS201A	Design and apply make-up	40
SIBXFAS202A	Design and apply make-up for photography	30
SIBXPSM501A	Lead teams in a personal services environment	40
SIBXPSM502A	Manage treatment services and sales delivery	60
SIBXPSM503A	Promote a personal services business	60
SIBXRES501A	Investigate new products and services	50
SIBBBOS401A	Perform body massage	60
SIBBBOS402A	Provide body treatments	70
SIBBBOS403A	Perform aromatherapy massage	40
SIBBBOS504A	Apply aromatic plant oil chemistry to beauty treatments	20
SIBBBOS505A	Blend and apply a range of aromatic plant oils for beauty treatments	35
SIBBBOS506A	Use reflexology relaxation techniques in beauty treatments	30
SIBBCCS301A	Apply the principles of skin biology to beauty treatments	15
SIBBCCS302A	Advise on beauty services	30
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context	60
SIBBCCS404A	Work in a skin therapies framework	50
SIBBCCS405A	Develop treatment plans	30
SIBBCCS406A	Use electricity in beauty therapy treatments	20
SIBBCCS407A	Interpret the chemical composition and physical actions of cosmetic products	30
SIBBCCS408A	Promote healthy nutritional options in a beauty therapy context	20
SIBBFAS201A	Demonstrate retail skin care products	25
SIBBFAS302A	Provide lash and brow treatments	15
SIBBFAS303A	Design and apply remedial camouflage make-up	30
SIBBFAS404A	Provide facial treatments	120
SIBBFAS405A	Provide advanced facial treatments	115
SIBBHRS301A	Perform waxing treatments	85
SIBBHRS502A	Perform female intimate waxing treatments	20

Unit Code	Unit Title	Nominal Hours
SIBBHRS503A	Perform male intimate waxing treatments	20
SIBBHRS504A	Provide electrolysis treatments	145
SIBBHRS705A	Apply intense pulsed light and laser safety protocols	35
SIBBHRS706A	Design intense pulsed light and laser hair reduction treatment programs	25
SIBBHRS707A	Provide intense pulsed light and laser hair reduction treatments	200
SIBBNLS201A	Work in a nail services framework	15
SIBBNLS202A	Provide manicure and pedicure services	30
SIBBNLS203A	Apply ultraviolet gel nail enhancement	30
SIBBNLS204A	Apply acrylic nail enhancement	35
SIBBNLS205A	Apply nail art	15
SIBBNLS206A	Use electric file equipment for nails	30
SIBBNLS207A	Apply advanced nail art	15
SIBBRES201A	Research and apply beauty industry information	20
SIBBRES702A	Investigate developments in cosmetic treatments using light or laser systems	25
SIBBSKS201A	Pierce ears	15
SIBBSKS302A	Apply cosmetic tanning products	15
SIBBSKS503A	Provide diathermy treatments	50
SIBBSKS504A	Design and perform cosmetic tattooing	110
SIBBSKS505A	Provide upper body piercing	30
SIBBSKS506A	Apply micro-dermabrasion to improve skin appearance	20
SIBBSPA501A	Work in a spa therapies framework	10
SIBBSPA502A	Plan spa programs	20
SIBBSPA503A	Provide spa therapies	80
SIBBSPA504A	Provide stone therapy massage	20
SIBBSPA505A	Provide Indian head massage for relaxation	20

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **SIB10 Beauty Training Package Version 1**, but are by no means mandatory.

Occupation / Work Function	Retail Beauty Consultant	
Qualification Title	Certificate II in Retail Make-up and Skin Care	
Qualification Code	SIB20110	
Description	This sample training program would be suitable for a person working in a retail or customer service environment demonstrating and/or selling beauty products and performing general retail functions.	
Unit Code	Unit Title	Hours
Core		
SIBBFAS201A	Demonstrate retail skin care products	25
SIBXCCS201A	Conduct financial transactions	25
SIRXCLM001A	Organise and maintain work areas	20
SIRXCOM001A	Communicate in the workplace	40
SIBXFAS201A	Design and apply make-up	40
SIRXIND001A	Work effectively in a retail environment	45
SIRXMER001A	Merchandise products	30
SIRXOHS001A	Apply safe working practices	20
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services	25
SIRXSLS001A	Sell products and services	20
Electives		
SIRXMER005A	Create a display	35
SIBXCCS202A	Provide service to clients	30
SIBBRES201A	Research and apply beauty industry information	20
SIRXINV001A	Perform stock control procedures	35
BSBSUS201A	Participate in environmentally sustainable work practices	20
Total Hours		430

Occupation / Work Function	Nail Technician	
Qualification Title	Certificate II in Nail Technology	
Qualification Code	SIB20210	
Description	This sample training program would be suitable for a person working in the beauty industry providing manicure and pedicure services including the application of gel and acrylic enhancements and nail art.	
Unit Code	Unit Title	Hours
Core		
SIBBNLS201A	Work in a nail services framework	15
SIBBNLS202A	Provide manicure and pedicure services	30
SIBBNLS203A	Apply ultraviolet gel nail enhancement	30
SIBBNLS204A	Apply acrylic nail enhancement	35
SIBXCCS201A	Conduct financial transactions	25
SIBXCCS202A	Provide service to clients	30
SIRXCLM001A	Organise and maintain work areas	20
SIRXCOM001A	Communicate in the workplace	40
SIRXIND001A	Work effectively in a retail environment	45
SIRXOHS001A	Apply safe working practices	20
Electives		
SIBBNLS207A	Apply advanced nail art	15
SIBBNLS205A	Apply nail art	15
SIBBNLS206A	Use electric file equipment for nails	30
SIRXCCS002A	Interact with customers	30
SIRXSLS001A	Sell products and services	20
Total Hours		400

Occupation / Work Function	Beauty Consultant	
Qualification Title	Certificate III in Beauty Services	
Qualification Code	SIB30110	
Description	This sample training program would be suitable for a person working as a beauty consultant in a salon or industry providing a range of services including make-up application, demonstrating and selling retail skin care and cosmetic products, waxing and nail technology.	
Unit Code	Unit Title	Hours
Core		
SIBBCCS301A	Apply the principles of skin biology to beauty treatments	15
SIBBRES201A	Research and apply beauty industry information	20
SIBXCCS201A	Conduct financial transactions	25
SIBXCCS202A	Provide service to clients	30
SIRXCLM001A	Organise and maintain work areas	20
SIRXCOM001A	Communicate in the workplace	40
SIRXIND001A	Work effectively in a retail environment	45
SIRXOHS001A	Apply safe working practices	20
SIRXSLS001A	Sell products and services	20
Electives	Group A — General Beauty	
SIBBCCS302A	Advise on beauty services	30
SIBBFAS201A	Demonstrate retail skin care products	25
SIBBFAS302A	Provide lash and brow treatments	15
SIBBHRS301A	Perform waxing treatments	85
	General Elective Units	
SIBBNLS205A	Apply nail art	15
SIBBNLS207A	Apply advanced nail art	15
SIBBNLS202A	Provide manicure and pedicure services	30
SIBBSKS302A	Apply cosmetic tanning products	15
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services	25
SIBBNLS204A	Apply acrylic nail enhancement	35
SIBXFAS201A	Design and apply make-up	40
Total Hours		565

Occupation / Work Function	Beauty Therapist	
Qualification Title	Certificate IV in Beauty Therapy	
Qualification Code	SIB40110	
Description	This sample training program would be suitable for a person working as a beauty therapist providing a range of general and specialist treatments and services including the development of client treatment plans.	
Unit Code	Unit Title	Hours
Core		
SIBBBOS401A	Perform body massage	60
SIBBCCS301A	Apply the principles of skin biology to beauty treatments	15
SIBBCCS302A	Advise on beauty services	30
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context	60
SIBBCCS404A	Work in a skin therapies framework	50
SIBBCCS405A	Develop treatment plans	30
SIBBFAS302A	Provide lash and brow treatments	15
SIBBFAS404A	Provide facial treatments	120
SIBBHRS301A	Perform waxing treatments	85
SIBBNLS201A	Work in a nail services framework	15
SIBBNLS202A	Provide manicure and pedicure services	30
SIBXCCS201A	Conduct financial transactions	25
SIBXCCS202A	Provide service to clients	30
SIBXFAS201A	Design and apply make-up	40
SIRXCOM001A	Communicate in the workplace	40
SIRXIND001A	Work effectively in a retail environment	45
SIRXOHS001A	Apply safe working practices	20
Electives		
SIBBBOS402A	Provide body treatments	70
SIRXMER001A	Merchandise products	30
SIBBFAS405A	Provide advanced facial treatments	115
SIRXMGT001A	Coordinate work teams	35
SIRXSLS004A	Build relationships with customers	35
SIBBBOS403A	Perform aromatherapy massage	40
SIBBCCS408A	Promote healthy nutritional options in a beauty therapy context	20
SIBBCCS406A	Use electricity in beauty therapy treatments	20
Total Hours		1075

Occupation / Work Function	Senior Beauty Therapist	
Qualification Title	Diploma of Beauty Therapy	
Qualification Code	SIB50110	
Description	This sample training program would be suitable for a person working as a senior beauty therapist in a resort or day spa providing a range of spa and complementary body treatments, beauty advice and services.	
Unit Code	Unit Title	Hours
Core		
SIBBBOS401A	Perform body massage	60
SIBBBOS402A	Provide body treatments	70
SIBBCCS301A	Apply the principles of skin biology to beauty treatments	15
SIBBCCS302A	Advise on beauty services	30
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context	60
SIBBCCS404A	Work in a skin therapies framework	50
SIBBCCS405A	Develop treatment plans	30
SIBBCCS406A	Use electricity in beauty therapy treatments	20
SIBBCCS407A	Interpret the chemical composition and physical actions of cosmetic products	30
SIBBCCS408A	Promote healthy nutritional options in a beauty therapy context	20
SIBBFAS302A	Provide lash and brow treatments	15
SIBBFAS404A	Provide facial treatments	120
SIBBFAS405A	Provide advanced facial treatments	115
SIBBHRS301A	Perform waxing treatments	85
SIBBNLS201A	Work in a nail services framework	15
SIBBNLS202A	Provide manicure and pedicure services	30
SIBXCCS201A	Conduct financial transactions	25
SIBXCCS202A	Provide service to clients	30
SIRXCOM001A	Communicate in the workplace	40
SIBXFAS201A	Design and apply make-up	40
SIRXIND001A	Work effectively in a retail environment	45
SIRXOHS001A	Apply safe working practices	20
Electives	Group B — Electrolysis	
HLTIN402B	Maintain infection control standards in office practice settings	75
SIBBHRS504A	Provide electrolysis treatments	145
	General Elective Units	
SIBBHRS502A	Perform female intimate waxing treatments	20
SIBBHRS503A	Perform male intimate waxing treatments	20
SIBBSPA502A	Plan spa programs	20
SIBBSPA504A	Provide stone therapy massage	20
SIBBSKS503A	Provide diathermy treatments	50
SIBBSKS506A	Apply micro-dermabrasion to improve skin appearance	20
Total Hours		1335

Occupation / Work Function	Beauty Salon Manager	
Qualification Title	Diploma of Salon Management	
Qualification Code	SIB50210	
Description	This sample training program would be suitable for a person who owns and/or manages a beauty salon, day spa or resort.	
Unit Code	Unit Title	Hours
Core		
BSBSUS501A	Develop workplace policy and procedures for sustainability	50
SIBXPSM501A	Lead teams in a personal services environment	40
SIBXPSM502A	Manage treatment services and sales delivery	60
SIBXPSM503A	Promote a personal services business	60
SIRXHRM001A	Administer human resources policy	35
SIRXHRM002A	Recruit and select personnel	35
Electives		
BSBSMB404A	Undertake small business planning	50
BSBSMB406A	Manage small business finances	60
BSBMGT502B	Manage people performance	70
BSBSMB403A	Market the small business	50
Total Hours		510

Occupation / Work Function	Laser Therapist	
Qualification Title	Vocational Graduate Certificate in Intense Pulsed Light and Laser Hair Reduction	
Qualification Code	SIB70110	
Description	This sample training program would be suitable for a person who has completed a Diploma of Beauty Therapy and who wishes to specialise in IPL and laser treatments.	
Comments	This qualification has entry requirements. Please refer to the SIB10 Beauty Training Package.	
Unit Code	Unit Title	Hours
Core		
HLTIN402B	Maintain infection control standards in office practice settings	75
SIBBHR705A	Apply intense pulsed light and laser safety protocols	35
SIBBHR706A	Design intense pulsed light and laser hair reduction treatment programs	25
SIBBHR707A	Provide intense pulsed light and laser hair reduction treatments	200
SIBBRES702A	Investigate developments in cosmetic treatments using light or laser systems	25
Total Hours		360

CONTACTS AND LINKS

Industry Skills Council (ISC)		
Service Skills Australia	This ISC is responsible for developing this SIB10 Beauty Training Package Version 1 and can be contacted for further information. You can also source copies of the Training Package and support material.	Level 10, 171 Clarence Street Sydney NSW 2000 info@serviceskills.com.au www.serviceskills.com.au
National Register for VET in Australia		
Training.gov.au (TGA)	TGA is the Australian governments' official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	training.gov.au
Australian Government		
The Department of Education, Employment and Workplace Relations (DEEWR)	DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications.	www.deewr.gov.au
State Government		
Department of Education and Early Childhood Development Higher Education and Skills Group	Higher Education and Skills Group is responsible for funding and the implementation of Vocational Education and Training (VET) in Victoria, including Apprenticeships and Traineeships.	General information: www.skills.vic.gov.au Approved Training Schemes: http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides
Curriculum Maintenance Manager (CMM)		
Wholesale, Retail and Personal Services (WRAPS)	The CMM service is provided by Executive Officers located within Victorian TAFE institutes on behalf of Skills Victoria.	Maree Polglaise Victoria University PO Box 14428, Melbourne VIC 8001 (03) 9919-5326 (03) 9919-5274 Maree.Polglaise@vu.edu.au
State VET Regulatory Authority		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training.	www.vrqa.vic.gov.au Phone: (03) 9637-2806

National VET Regulatory Authority		
<p>Australian Skills Quality Authority (ASQA)</p>	<p>ASQA is the national regulator for Australia's VET sector vocational education and training sector.</p> <p>ASQA regulates courses and training providers to ensure nationally approved quality standards are met.</p>	<p>www.asqa.gov.au</p> <p>Info line: 1300-701-801</p>

GLOSSARY

Code	Nationally endorsed Training Package qualification code.
Title	Nationally endorsed Training Package qualification title.
Unit Code	Nationally endorsed Training Package unit code.
Unit Title	Nationally endorsed Training Package unit title.
Nominal Hours	The anticipated hours of supervised learning or training deemed necessary to conduct training and assessment activities associated with the program of study. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.
Scope of Registration	Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide.