

**Victorian Purchasing Guide  
WRB04  
Beauty Training Package**

**Version 4  
January 2006**



This Victorian Purchasing Guide was prepared by the Service Industries Curriculum Maintenance Manager. (Telephone 03 9919 8376 Fax 03 9919 8345) on behalf of the Office of Training and Tertiary Education.

Version 1 of the Purchasing Guide was released in December 2004 to reflect the revised WRB04 Beauty Training Package.

Version 2 of the Purchasing Guide was updated to include:

- pp 35 under New Apprenticeships - WRB40104 Certificate IV in Beauty Therapy- the maximum nominal full time duration is 42 months.

Version 3 of the Purchasing Guide was updated to include:

- Corrections to the code and weightings of some elective units of competency in the sample training programs for the Diploma of Beauty Therapy.

Version 4 of the Purchasing Guide was updated to reflect the following Category 2 changes to the WRB04 Training Package:

- In the WRB40104 Certificate IV in Beauty Therapy and the WRB50104 Diploma of Beauty Therapy the elective units BSZ401A Plan assessment, BSZ402A Conduct assessment and BSZ403A Review assessment must be taken together and are equivalent to 1 unit. Note the qualification code for the Certificate IV in Beauty Therapy is now WRB40105 and the Diploma in Beauty Therapy is now WRB50105 which impacts the transition advice contained in this Guide (refer to the Transition table on Page 9).
- Changes to the weighting of the following elective units in the Diploma of Beauty Therapy to support parity based on the delivery and assessment requirements of the units:
  - WRBBS510A Provide the spa program is equivalent to 2 units
  - WRBSS503B Provide permanent epilation is equivalent to 3 units
  - WRBSS505B Design and perform cosmetic tattooing/micropigmentation procedures is equivalent to 3 units
  - CUEMUP3A Design, apply and remove period make-up is equivalent to 3 units
  - CUEMUP3A Design, apply and remove specialized make-up is equivalent to 3 units
  - HLTREM6A Provide the massage treatment is equivalent to 3 units

Published by the Department of Education and Training, Victoria  
© State of Victoria

Copyright in this work is owned by the State of Victoria. It may be reproduced in whole or in part for study or training purposes, subject to the inclusion of an acknowledgement of the source. It is not to be used for commercial use or sale.

Permission for any other use must be sought from the General Manager, Training Operations Division, Office of Training and Tertiary Education, PO Box 266D, Melbourne, 3001.

# TABLE OF CONTENTS

|  |           |
|--|-----------|
| <b>VICTORIAN PURCHASING GUIDES</b>   | <b>1</b>  |
| What are Purchasing Guides?  | 1         |
| What are Training Packages?  | 1         |
| <b>INTRODUCTION</b>  | <b>2</b>  |
| What do I need to deliver the Training Package?  | 2         |
| Where do I get the Training Package?   | 2         |
| What industry sectors are covered?   | 3         |
| What qualifications are in the Training Package?   | 3         |
| <b>QUALIFICATIONS</b>  | <b>3</b>  |
| <b>REGISTRATION</b>  | <b>5</b>  |
| How does a training organisation become registered?  | 5         |
| What are the AQTF Standards for Registered Training Organisations?   | 5         |
| <b>TRANSITION</b>  | <b>6</b>  |
| When should new enrolments be in the Training Package?   | 6         |
| What about currently enrolled students?  | 6         |
| Transition Arrangements  | 6         |
| <b>MAPPING</b>   | <b>10</b> |
| <b>SAMPLE TRAINING PROGRAMS</b>  | <b>19</b> |
| Do I have to devise a training program?  | 19        |
| <b>INDUSTRY REGULATION</b>   | <b>29</b> |
| <b>LINKS AND CONTACTS</b>  | <b>30</b> |
| National   | 30        |
| Commonwealth   | 30        |
| State and Territory Training or Recognition Authorities  | 30        |
| State ITBs   | 30        |
| Training Packages  | 31        |
| Curriculum Maintenance Manager details   | 31        |
| Training Package Support Materials   | 31        |
| Resources Supporting Adult Literacy and Numeracy   | 31        |
| Resources Supporting Access, Equity and Diversity  | 32        |
| Australian Quality Training Framework (AQTF)   | 32        |
| Other Initiatives  | 32        |
| <b>NEW APPRENTICESHIPS</b>   | <b>33</b> |
| What qualifications in the WRB04 Beauty Training Package are available as New Apprenticeships*/Traineeships? | 33        |

## **VICTORIAN PURCHASING GUIDES**

Welcome to the Victorian Purchasing Guide. This guide provides information to assist Registered Training Organisations, teachers/trainers and assessors in using nationally endorsed industry Training Packages within Victoria.

You can view, download or print your own copy of the Purchasing Guide from the Training Support Network (TSN) website (<http://trainingsupport.otte.vic.gov.au>).

### ***What are Purchasing Guides?***

Purchasing Guides are resources that guide you in implementing a Training Package. They provide you with general and State specific information on:

- an introduction to the Training Package
- qualifications in the Training Package
- registration of training organisations
- transition from earlier Training Packages
- sample training programs
- industry regulation and licensing
- contacts and resources
- new Apprenticeships/Traineeships.

### ***What are Training Packages?***

Training Packages are sets of nationally endorsed components for training and assessing, and for recognising people's skills. Training Packages also have a range of optional support materials.

# WRB04 BEAUTY TRAINING PACKAGE PURCHASING GUIDE

## INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation this Guide will assist you in using the **WRB04 Beauty Training Package**. The Guide as such does not contain the complete content of the Training Package and you should not regard it as your primary source of information. You must read it in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

The Guide provides information on:

- the main features of the Training Package
- transition arrangements from earlier Training Packages
- examples of Training Package programs
- new apprenticeship information.

### ***What do I need to deliver the Training Package?***

All training delivery and assessment must be conducted by a Registered Training Organisation that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another Registered Training Organisation that does, under the quality arrangements outlined in the [Standards for Registered Training Organisations](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/standards_2005.htm) ([www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/aqtf/standards\\_2005.htm](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/aqtf/standards_2005.htm)).

You must have a copy of endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the *Standards for Registered Training Organisations*.

### ***Where do I get the Training Package?***

You can purchase the **WRB04 Beauty Training Package** from [Australian Training Products \(www.atpl.net.au\)](http://www.atpl.net.au). The Beauty Training Package can also be purchased from Service Skills Victoria (formerly VICWRAPS) [www.ssv.org.au](http://www.ssv.org.au).

In addition, you can view and download information and summary detail on the endorsed components from the [National Training Information Service \(www.ntis.gov.au\)](http://www.ntis.gov.au).

Copies of the guide may be purchased from the Service Industries Curriculum Clearinghouse Manager, telephone 03 9919 8413.

Further information may be obtained from:  
Service Industries Curriculum Maintenance Manager  
Victoria University  
PO Box 14428, Melbourne, 8001  
Ph: (03) 9919 8374  
Fax: (03) 9919 8345  
Email: [sicmm.wraps@vu.edu.au](mailto:sicmm.wraps@vu.edu.au)

Additional information can be obtained from:  
Service Skills Victoria (formerly VICWRAPS)  
Level 5, 315 Flinders Lane, Melbourne, 3000  
Ph: (03) 8610 0555  
Fax: (03) 9620 4366  
Email: [lenciae@ssv.org.au](mailto:lenciae@ssv.org.au)

### **What industry sectors are covered?**

The **WRB04 Beauty Training Package** provides coverage of nail services, make-up services, retail cosmetic services and beauty treatments and services. The Training Package is designed to help beauty industry businesses and training organisations produce a flexible, nationally consistent and competent workforce for the beauty industry. The package is aimed at occupational requirements in beauty specialist and generalist retail businesses.

### **What qualifications are in the Training Package?**

The **WRB04 Beauty Training Package** provides nationally recognised Australian Qualifications Framework (AQF) qualifications from Certificate II to Diploma.

You will find the qualification titles and codes in the qualifications section of this Guide or refer to the qualifications framework in the Training Package endorsed components for full details.

## **QUALIFICATIONS**

The WRB04 Beauty Training Package provides the following qualifications:

| <b>Code</b> | <b>Title</b>                               | <b>Range of Nominal Hours</b> | <b>Comments</b>  |
|-------------|--|-------------------------------|--|
| WRB20104    | Certificate II in Nail Technology          | 339 – 354                     | The range of nominal hours for this qualification is calculated by using electives from within this Training Package   |
| WRB20204    | Certificate II in Make-up Services         | 409 – 446*                    | *RTOs are advised to refer to Apprenticeship duration information on page 35.<br>The range of nominal hours for this qualification is calculated by using electives from within this Training Package  |
| WRB20304    | Certificate II in Retail Cosmetic Services | 406 – 437*                    | * RTOs are advised to refer to Apprenticeship duration information on page 35.<br>The range of nominal hours for this qualification is calculated by using electives from within this Training Package |
| WRB30104    | Certificate III in Beauty Services         | 556 – 759                     | The range of nominal hours for this qualification is calculated by using electives from within this Training Package.  |

| <b>Code</b> | <b>Title</b>                       | <b>Range of Nominal Hours</b> | <b>Comments</b>   |
|-------------|------------------------------------|-------------------------------|---|
| WRB30204    | Certificate III in Nail Technology | 571 – 724*                    | * RTOs are advised to refer to Apprenticeship duration information on page 35.<br><br>The range of nominal hours for this qualification is calculated by using electives from within this Training Package. |
| WRB40105    | Certificate IV in Beauty Therapy   | 924 – 1131                    | The range of nominal hours for this qualification is calculated by using electives from within this Training Package.   |
| WRB50105    | Diploma of Beauty Therapy          | 1326 – 1791                   | The range of nominal hours for this qualification is calculated by using electives from within this Training Package.   |

**Definition Table**

| <b>Term</b>            | <b>Definition</b>   |
|------------------------|---|
| Code                   | Nationally endorsed Training Package qualification code.  |
| Title                  | Nationally endorsed Training Package qualification title.   |
| Nominal Hours          | Nominal hours are the hours of training notionally required to achieve the outcomes of the Unit of Competency. In recognition of the potential variation in time taken to achieve competency nominal hours do not appear in Training Packages. Some States and Territories use nominal hours as a mechanism for funding allocation. |
| Range of Nominal Hours | The range of nominal hours indicates the minimum and maximum number of hours required to achieve the qualification. This may vary according to the electives chosen as per the packaging rules specified in the Qualifications Framework.   |

## REGISTRATION

Under the [Australian Quality Training Framework](#), Registered Training Organisations issue nationally recognised qualifications in the vocational education and training sector.

To offer qualifications or Statements of Attainment from the **WRB04 Beauty Training Package**, Registered Training Organisations must have the Training Package qualifications and/or relevant units of competency on their scope of registration.

### ***How does a training organisation become registered?***

To gain and maintain registration, Registered Training Organisations must comply with the nationally agreed standards for training organisations under the Australian Quality Training Framework (AQTF) across a specified scope of qualifications.

Each State or Territory registering body registers training organisations and audits them for compliance with the *AQTF Standards for Registered Training Organisations*.

Applications for registration are made to the registering body in the State or Territory where you have your head office, or where you will conduct most or all of your training and assessment. Because registration is recognised nationally, you make one registration application and pay one registration fee. However, other fees may apply, for example if the scope of registration alters.

For registration information contact:

Office of Training and Tertiary Education  
PO Box 266D  
MELBOURNE VIC 3001  
Telephone: 03 9637 2762  
Facsimile: 03 9637 2520  
Website: [www.otte.vic.gov.au](http://www.otte.vic.gov.au)

### ***What are the AQTF Standards for Registered Training Organisations?***

The [Standards for Registered Training Organisations](#) are the nationally agreed standards for training organisations under the [Australian Quality Training Framework](#) adopted by Ministers for vocational education and training in June 2001. The Australian Quality Training Framework (AQTF) is a set of nationally agreed standards that ensures the quality of vocational education and training products and services throughout Australia.



## TRANSITION

Transition arrangements apply where existing accredited courses, or Training Package qualifications, are replaced by qualifications from the **WRB04 Beauty Training Package**.

### ***When should new enrolments be in the Training Package?***

The table below shows the date from which all new enrolments must be in the **WRB04 Beauty Training Package** qualifications.

### ***What about currently enrolled students?***

Where possible, you should give currently enrolled students the opportunity to transfer to the most recent qualification. The mapping section of this Guide provides information to assist this process. When making the decision to transfer to the new qualification, consider issues such as the proportion of the qualification that has been completed by the learner, the degree of alignment with the new qualification and any potential advantage or disadvantage to learners.

### ***Transition Arrangements***

| <b>Training Package Code</b> | <b>Training Package Title</b>              | <b>Replaced Qualification Code</b> | <b>Replaced Qualification Title</b>         | <b>No New Enrolments After</b> | <b>Scope of Registration</b>  |
|------------------------------|--|------------------------------------|---|--------------------------------|---|
| WRB20104                     | Certificate II in Nail Technology          | WRB20199                           | Certificate II in Nail Technology           | 31 Dec 2005                    | RTOs delivering the current qualification will be able to add this qualification to their scope of registration by emailing or faxing back the forms supplied by OTTE.<br><br>Note: Elective options are now available, however these do not impact on this advice. |
| WRB20204                     | Certificate II in Make-up Services         | WRB20299                           | Certificate II in Makeup Artistry           | 31 Dec 2005                    | RTOs delivering the current qualification will be able to add this qualification to their scope of registration by emailing or faxing back the forms supplied by OTTE.<br><br>Note: Elective options are now available, however these do not impact on this advice. |
| WRB20304                     | Certificate II in Retail Cosmetic Services | WRB20399                           | Certificate II in Retail Cosmetic Assistant | 31 Dec 2005                    | RTOs delivering the current qualification will be able to add this qualification to their scope of registration by emailing or faxing back the forms supplied by OTTE.<br><br>Note: Elective options are now available, however these do not impact on this advice. |

| Training Package Code | Training Package Title             | Replaced Qualification Code | Replaced Qualification Title                        | No New Enrolments After | Scope of Registration   |
|-----------------------|------------------------------------|-----------------------------|---|-------------------------|---|
| WRB30104              | Certificate III in Beauty Services | WRB30199                    | Certificate III in Beauty                           | 31 Dec 2005             | RTOs delivering the current qualification will be able to add this qualification plus<br>WRB20104<br>WRB20204<br>WRB20304<br>to their scope of registration by emailing or faxing back the forms supplied by OTTE.<br>Note: Additional elective options are now available, however these do not impact on this advice.                          |
| WRB30204              | Certificate III in Nail Technology | WRB30299                    | Certificate III in Nail Technology (Small Business) | 31 Dec 2005             | RTOs delivering the current qualification will be able to add this qualification plus<br>WRB20104<br>WRB20204<br>WRB30104<br>to their scope of registration by emailing or faxing back the forms supplied by OTTE.<br>Note: Additional elective options are now available, however these do not impact on this advice.                          |
| WRB40104              | Certificate IV in Beauty Therapy   | WRB40199                    | Certificate IV in Beauty Therapy                    | 31 Dec 2005             | RTOs delivering the current qualification will be able to add this qualifications plus<br>WRB20104<br>WRB20204<br>WRB20304<br>WRB30104<br>WRB30204<br>to their scope of registration by emailing or faxing back the forms supplied by OTTE.<br>Note: Additional elective options are now available, however these do not impact on this advice. |

| Training Package Code | Training Package Title           | Replaced Qualification Code | Replaced Qualification Title     | No New Enrolments After | Scope of Registration   |
|-----------------------|----------------------------------|-----------------------------|----------------------------------|-------------------------|---|
| WRB40105              | Certificate IV in Beauty Therapy | WRB40104                    | Certificate IV in Beauty Therapy | 30 Jun 2006             | <p>RTOs delivering the current qualification will be able to add this qualifications plus</p> <p>WRB20104<br/>WRB20204<br/>WRB20304<br/>WRB30104<br/>WRB30204</p> <p>to their scope of registration by emailing or faxing back the forms supplied by OTTE.</p> <p>Note that this qualification has been replaced as a result of Category 2 changes to elective unit weightings.</p> |
| WRB50104              | Diploma of Beauty Therapy        | WRB50199                    | Diploma of Beauty Therapy        | 31 Dec 2005             | <p>RTOs delivering the current qualification will be able to add this qualifications plus</p> <p>WRB20104<br/>WRB20204<br/>WRB20304<br/>WRB30104<br/>WRB30204<br/>WRB40104</p> <p>to their scope of registration by emailing or faxing back the forms supplied by OTTE.</p> <p>Note: Additional elective options are now available, however these do not impact on this advice.</p> |

| Training Package Code | Training Package Title    | Replaced Qualification Code | Replaced Qualification Title | No New Enrolments After | Scope of Registration   |
|-----------------------|---------------------------|-----------------------------|------------------------------|-------------------------|---|
| WRB50105              | Diploma of Beauty Therapy | WRB50104                    | Diploma of Beauty Therapy    | 30 Jun 2006             | <p>RTOs delivering the current qualification will be able to add this qualifications plus</p> <p>WRB20104</p> <p>WRB20204</p> <p>WRB20304</p> <p>WRB30104</p> <p>WRB30204</p> <p>WRB40105</p> <p>to their scope of registration by emailing or faxing back the forms supplied by OTTE.</p> <p>Note that this qualification has been replaced as a result of Category 2 changes to elective unit weightings.</p> |

### Definition Table

| Term                         | Definition  |
|------------------------------|---|
| Code                         | Nationally endorsed Training Package qualification code.  |
| Title                        | Nationally endorsed Training Package qualification title.   |
| Replaced Qualification Code  | National identifier of the accredited course or Training Package qualification replaced by the Training Package.  |
| Replaced Qualification Title | National title of the accredited course or Training Package qualification replaced by the Training Package.   |
| No New Enrolments After      | The date from which all new enrolments must be in the Training Package qualification and no new enrolments are to be accepted in the accredited courses or previous version of the Training Package.  |
| Scope of Registration        | <p>The scope that identifies the particular services and products that can be provided by a Registered Training Organisation. A Registered Training Organisation can be registered to provide either:</p> <ul style="list-style-type: none"> <li>• training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or</li> <li>• assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment.</li> </ul> <p>In addition, Scope of Registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency.</p> |

## MAPPING

This section maps Units of Competency from the WRB04 Beauty Training Package against units of competency from the revised WRB99 Beauty Training Package. Where there is no related unit this is also shown. If you are currently delivering the replaced course, this information may be useful in transferring learners across to new qualifications.

You must be sure that *all* training and assessment leading to qualifications or Statements of Attainment from the **WRB04 Beauty Training Package** is conducted against the Training Package Units of Competency.

## Mapping Arrangements

| Unit Code | Unit Title   | AQF Level      | Nom Hrs | Related Code | Related Title                          | Comments             |
|-----------|--|----------------|---------|--------------|--|----------------------|
| WRBBS201B | Provide manicure and pedicure services                     | II, III, IV, V | 30      | WRB17A       | Provide manicure and pedicure Service  | Equivalent to WRB17A |
| WRBBS202A | Apply gel nail enhancement                                 | II, III, IV    | 30      | WRB18A       | Apply nail enhancement                 | Replaces WRB18A      |
| WRBBS203A | Apply acrylic nail enhancement                             | II, III, IV    | 35      |              |  |                      |
| WRBBS204B | Apply nail art   | II, III, IV    | 15      | WRB20A       | Apply nail art                         | Equivalent to WRB20A |
| WRBBS305B | Use electrical equipment for nails                         | II, III, IV    | 30      | WRB19A       | Use electrical equipment for nails     | Equivalent to WRB19A |
| WRBBS306A | Apply airbrushed nail art                                  | III, IV        | 15      | N/A          | N/A                                    | New unit             |
| WRBBS407B | Provide body treatments                                    | IV, V          | 100     | WRB27A       | Provide body treatments                | Equivalent to WRB27A |
| WRBBS408B | Provide aesthetic aromatic massage                         | IV, V          | 40      | WRB28A       | Provide aesthetic aromatherapy massage | Equivalent to WRB28A |
| WRBBS509A | Plan the spa program                                       | V              | 25      | N/A          | N/A                                    | New unit             |
| WRBBS510A | Provide the spa program                                    | V              | 100     | N/A          | N/A                                    | New unit             |
| WRBBS511A | Apply aromatic plant oil chemistry to beauty treatments    | V              | 20      | N/A          | N/A                                    | New unit             |
| WRBBS512A | Blend a range of aromatic plant oils for beauty treatments | V              | 35      | N/A          | N/A                                    | New unit             |
| WRBBS513A | Use reflexology relaxation techniques in beauty treatments | V              | 30      | N/A          | N/A                                    | New unit             |

| Unit Code | Unit Title   | AQF Level      | Nom Hrs | Related Code | Related Title                   | Comments             |
|-----------|--|----------------|---------|--------------|---------------------------------|----------------------|
| WRBBS514A | Provide superficial lymph drainage massage                             | V              | 40      | N/A          | N/A                             | New unit             |
| WRBCS201B | Conduct financial transactions   | II, III, IV, V | 25      | WRB07A       | Conduct financial transactions  | Equivalent to WRB07A |
| WRBCS202A | Apply techniques to update beauty industry knowledge                   | II, III, IV    | 20      | N/A          | N/A                             | New unit             |
| WRBCS203B | Provide service to clients   | II, III, IV, V | 30      | WRB08A       | Provide service to clients      | Equivalent to WRB08A |
| WRBCS204A | Apply knowledge of nail science to nail services                       | II, III, IV, V | 15      | N/A          | N/A                             | New unit             |
| WRBCS305A | Apply knowledge of skin biology to beauty treatments                   | III, IV, V     | 15      | N/A          | N/A                             | New unit             |
| WRBCS306B | Advise on beauty services  | III, IV, V     | 30      | WRB13A       | Advise on beauty services       | Equivalent to WRB13A |
| WRBCS407A | Develop a treatment plan for beauty therapy treatments                 | IV, V          | 30      | WRB24A       | Assess client's treatment needs | Replaces WRB24A      |
| WRBCS408A | Apply knowledge of anatomy and physiology to beauty therapy treatments | IV, V          | 60      | N/A          | N/A                             | New unit             |
| WRBCS409A | Apply knowledge of skin science to beauty therapy treatments           | IV, V          | 50      | N/A          | N/A                             | New unit             |
| WRBCS410A | Apply knowledge of electricity to beauty therapy treatments            | IV, V          | 20      | N/A          | N/A                             | New unit             |
| WRBCS411A | Apply knowledge of nutrition to beauty therapy treatments              | IV, V          | 20      | N/A          | N/A                             | New unit             |

| Unit Code | Unit Title   | AQF Level      | Nom Hrs | Related Code | Related Title  | Comments             |
|-----------|--|----------------|---------|--------------|--|----------------------|
| WRBCS412A | Apply knowledge of cosmetic chemistry to beauty therapy treatments | IV, V          | 30      | N/A          | N/A  | New unit             |
| WRBCS513B | Investigate new products and services                              | V              | 50      | WRB34A       | Investigate new beauty products and services         | Equivalent to WRB34A |
| WRBFS201B | Demonstrate retail skin care products                              | II, III        | 25      | WRB12A       | Demonstrate retail skin care products                | Equivalent to WRB12A |
| WRBFS202B | Design and apply make-up   | II, III, IV, V | 40      | WRB21A       | Design and apply make-up                             | Equivalent to WRB21A |
| WRBFS203B | Design and apply make-up for photography                           | II, III, IV, V | 30      | WRB22A       | Design and apply make-up for photography             | Equivalent to WRB22A |
| WRBFS204B | Design and apply remedial camouflage                               | II, III, IV, V | 30      | WRB23A       | Design and apply remedial camouflage                 | Equivalent to WRB23A |
| WRBFS305B | Provide lash and brow treatments                                   | III, IV, V     | 15      | WRB15A       | Provide lash and brow treatments                     | Equivalent to WRB15A |
| WRBFS406B | Provide facial treatments  | IV, V          | 120     | WRB25A       | Provide facial treatments                            | Equivalent to WRB25A |
| WRBFS407B | Provide advanced facial treatments                                 | IV, V          | 110     | WRB26A       | Provide advanced facial treatments                   | Equivalent to WRB26A |
| WRBSS201B | Pierce ears  | II, III, IV, V | 15      | WRB14A       | Pierce ears  | Equivalent to WRB14A |
| WRBSS302B | Provide temporary epilation and bleaching treatments               | III, IV, V     | 95      | WRB16A       | Provide temporary epilation and bleaching treatments | Equivalent to WRB16A |
| WRBSS503B | Provide permanent epilation  | V              | 145     | WRB29A       | Provide permanent epilation                          | Equivalent to WRB29A |



| Unit Code                     | Unit Title   | AQF Level      | Nom Hrs | Related Code | Related Title  | Comments  |
|-------------------------------|--|----------------|---------|--------------|--|---|
| WRBSS504B                     | Perform diathermy service  | V              | 50      | WRB30A       | Perform diathermy service  | Equivalent to WRB30A  |
| WRBSS505B                     | Design and perform cosmetic tattooing/micropigmentation procedures | V              | 110     | WRB31A       | Design and perform cosmetic tattooing / micropigmentation procedures | Equivalent to WRB31A  |
| WRBSS506A                     | Provide upper body piercing  | V              | 30      | N/A          | N/A  | New unit  |
| WRR02 Retail Training Package |  |                |         |              |  | Refer to Purchasing Guide for WRR02 Retail Training Package |
| WRRCA1B                       | Operate retail equipment   | II, III, IV, V | 21      | WRB11A       | Operate retail equipment   | Equivalent to WRB11A  |
| WRRCS1B                       | Communicate in the workplace                                       | II, III, IV, V | 50      | WRB01A       | Communicate with clients   | Equivalent to WRB01A  |
| WRRER1B                       | Work effectively in a retail environment                           | II, III, IV, V | 40      | WRB02A       | Work effectively in a salon/store environment                        | Equivalent to WRB02A  |
| WRRER2B                       | Coordinate work teams  | III, IV, V     | 36      | WRB32A       | Co-ordinate work teams   | Equivalent to WRB32A  |
| WRRER3B                       | Maintain employee relations  | V              | 36      | WRB33A       | Maintain employee relations  | Equivalent to WRB33A  |
| WRR11B                        | Perform stock control procedures                                   | II, III, IV, V | 36      | WRB09A       | Perform stock control procedures                                     | Equivalent to WRB09A  |
| WRRLP1B                       | Apply safe working practices                                       | II, III, IV, V | 18      | WRB03A       | Apply safe working practices   | Equivalent to WRB03A  |
| WRRLP2B                       | Minimise theft   | II, III, IV, V | 21      | WRB10A       | Minimise theft   | Equivalent to WRB10A  |

| Unit Code | Unit Title                                    | AQF Level      | Nom Hrs | Related Code | Related Title                       | Comments             |
|-----------|---|----------------|---------|--------------|-------------------------------------|----------------------|
| WRRM1B    | Merchandise products                          | II, III, IV, V | 30      | WRB05A       | Merchandise beauty products         | Equivalent to WRB05A |
| WRRM2B    | Perform routine housekeeping duties           | II, III, IV, V | 18      | WRB04A       | Perform salon/store cleaning duties | Equivalent to WRB04A |
| WRRM5A    | Monitor in-store visual merchandising display | III, V         | 36      | N/A          | N/A                                 | Newly imported unit  |
| WRRM6A    | Create a display for a small business         | II, III, IV, V | 36      | N/A          | N/A                                 | Newly imported unit  |
| WRRO3B    | Provide a safe working environment            | III, IV, V     | 36      | WRB40A       | Provide a safe working environment  | Equivalent to WRB40A |
| WRRO7A    | Profile a retail market                       | II, III, IV, V | 36      | N/A          | N/A                                 | Newly imported unit  |
| WRRO8A    | Develop innovative ideas at work              | II, III, IV, V | 36      | N/A          | N/A                                 | Newly imported unit  |
| WRRPL3B   | Initiate and implement change                 | V              | 150     | N/A          | N/A                                 | Newly imported unit  |
| WRRPM3B   | Lead and manage people                        | V              | 36      | BSXFMI502A   | Provide leadership in the workplace | Replaces BSXFMI502A  |
| WRRS1B    | Sell products and services                    | II, III, IV, V | 18      | WRB06A       | Sell beauty products                | Equivalent to WRB06A |
| WRRS4B    | Build relationships with customers            | IV, V          | 36      | N/A          | N/A                                 | Newly imported unit  |

| Unit Code  | Unit Title         | AQF Level  | Nom Hrs | Related Code | Related Title                 | Comments   |
|--|--------------------|------------|---------|--------------|-------------------------------|--|
| BSZ98 Training Package for Assessment and Workplace Training |                    |            |         |              |                               | Refer to Purchasing Guide for BSZ98 Training Package for Assessment and Workplace Training |
| BSZ401A  | Plan assessment    | IV, V      | 15      | WRB38A       | Assess workplace competencies | Replaces WRB38A  |
| BSZ402A  | Conduct assessment | IV, V      | 15      |              |                               | Replaces WRB38A  |
| BSZ403A  | Review assessment  | IV, V      | 5       |              |                               | Replaces WRB38A  |
| BSZ404A  | Train small groups | III, IV, V | 30      | WRB35A       | Implement training            | Replaces WRB35A  |
|  |                    |            |         | WRB36A       | Prepare for training          | Replaces WRB36A  |
|  |                    |            |         | WRB37A       | Deliver training              | Replaces WRB37A  |
|  |                    |            |         | WRB39A       | Review and promote training   | Replaces WRB39A  |

| Unit Code                                | Unit Title                                    | AQF Level      | Nom Hrs | Related Code | Related Title  | Comments  |
|--|---|----------------|---------|--------------|--|---|
| BSB01 Business Services Training Package |   |                |         |              |  | Refer to Purchasing Guide for BSB01 Business Service Training Package |
| BSBEBUS301A                              | Search and assess online business information | II, III, IV, V | 20      | N/A          | N/A  | Newly imported unit   |
| BSBFLM505A                               | Manage operational plan                       | V              | 60      | BSXFMI505A   | Manage operations to achieve planned outcomes                      | Equivalent to BSXFMI505A  |
| BSBFLM507A                               | Manage quality customer service               | V              | 60      | BSXFMI507A   | Manage quality customer service                                    | Equivalent to BSXFMI507A  |
| BSBFLM509A                               | Promote continuous improvement                | V              | 60      | BSXFMI509A   | Implement and monitor continuous improvement systems and processes | Equivalent to BSXFMI509A  |
| BSBMKG404A                               | Forecast market and business needs            | III, IV, V     | 60      | BSX008/A     | Review business  | Equivalent to BSX008/A  |
| BSBSBM301A                               | Research business opportunities               | II, III, IV, V | 30      | BSX001/A     | Evaluate a business opportunity                                    | Equivalent to BSX001/A  |
| BSBSBM401A                               | Establish business and legal requirements     | III, IV, V     | 50      | BSX003/A     | Address legal and administrative requirements                      | Equivalent to BSX003/A  |
| BSBSBM403A                               | Promote the business                          | III, IV, V     | 50      | BSX004/A     | Address client requirements  | Equivalent to BSX004/A  |
| BSBSBM404A                               | Undertake business planning                   | III, IV, V     | 60      | BSX002/A     | Complete a business plan   | Equivalent to BSX002/A  |

| Unit Code                            | Unit Title                                   | AQF Level  | Nom Hrs | Related Code | Related Title              | Comments   |
|--------------------------------------|--|------------|---------|--------------|----------------------------|--|
| BSBSBM405A                           | Monitor and manage business operations       | III, IV, V | 50      | BSX005/A     | Manage business operations | Equivalent to BSX005/A   |
| BSBSBM406A                           | Manage finances                              | III, IV, V | 50      | BSX007/A     | Manage finances            | Equivalent to BSX007/A   |
| BSBSBM407A                           | Manage a small team                          | III, IV, V | 40      | BSX006/A     | Manage a small team        | Equivalent to BSX006/A   |
| HLT02 Health Training Package        |  |            |         |              |                            | Refer to Purchasing Guide for HLT02 Health Training Package        |
| HLTREM6A                             | Provide the Massage treatment                | V          | 340     | N/A          | N/A                        | Newly imported unit  |
| HLTREM7A                             | Plan the Massage treatment                   | V          | 20      | N/A          | N/A                        | Newly imported unit  |
| CUE98 Entertainment Training Package |  |            |         |              |                            | Refer to Purchasing Guide for CUE98 Entertainment Training Package |
| CUEMUP2A                             | Design, apply and remove period make-up      | V          | 160     | N/A          | N/A                        | Newly imported unit  |
| CUEMUP3A                             | Design, apply and remove specialised make-up | V          | 160     | N/A          | N/A                        | Newly imported unit  |

### Definition Table

| Term          | Definition   |
|---------------|--|
| Unit Code     | Nationally endorsed Training Package qualification code.   |
| Unit Title    | Nationally endorsed Training Package qualification title.  |
| AQF level     | The qualification level/s at which the unit appears in the Training Package                                  |
| Related Code  | Nationally endorsed unit code identifier for a replaced unit in the revised Training Package.                |
| Related Title | Nationally endorsed unit title identifier for a replaced unit of competency in the revised Training Package. |

## SAMPLE TRAINING PROGRAMS

Training Packages allow for flexibility in delivery strategies. You are encouraged to address the requirements of specific enterprises, industry sectors and individuals while maintaining nationally agreed standards.

Sample training programs are examples provided to help you to see the potential flexibility of the Training Package. In no way are they mandatory. They are not offered as the preferred or only way to deliver the training – they simply show *one possible option*.

### ***Do I have to devise a training program?***

Under the [Standards for Registered Training Organisations](#) each Registered Training Organisation must devise and implement strategies for training delivery and assessment for every qualification (or part of a qualification) it provides.

In devising training programs, you must carefully analyse the qualification packaging rules in the Training Package to ensure the training covers core and elective competencies and any pre-requisite competencies. Then, depending on factors such as your region, State or Territory of operation, training pathways, learner and industry needs, you can select the most appropriate electives for inclusion.

The sample training programs listed below are for qualifications in the **WRB04 Beauty Training Package**. To view more sample training programs go to [www.nacinfo.com.au](http://www.nacinfo.com.au) and follow the links to 'New Apprenticeships for your occupations'.

| <b>Qualification Code</b> | <b>Qualification Title</b>                 | <b>Occupation</b>  |
|---------------------------|--|--|
| WRB20104                  | Certificate II in Nail Technology          | Nail technician working in a beauty or hairdressing salon, solarium or nail bar.   |
| WRB20204                  | Certificate II in Make-up Services         | Make-up consultant working in a salon or store providing general and specialist personal make-up services.   |
| WRB20304                  | Certificate II in Retail Cosmetic Services | Retail cosmetic assistant working in a salon or store demonstrating and selling skin care products and providing limited range of personal make-up services.                           |
| WRB30104                  | Certificate III in Beauty Services         | Beauty consultant working in a salon providing core beauty services including manicures, pedicures, nail enhancements and waxing.  |
| WRB30204                  | Certificate III in Nail Technology         | Nail technician who owns and/or operates a small business, managing business requirements and providing manicures, pedicures, gel and acrylic nail enhancements and nail art services. |
| WRB40105                  | Certificate IV in Beauty Therapy           | Beauty therapist who working in a salon providing general and specialist beauty services and treatments, such as facials, waxing and body treatments.                                  |
| WRB50105                  | Diploma of Beauty Therapy                  | Beauty therapist who works in, owns and/or manages a beauty salon or specialist business such as a day spa or resort.  |

|                            |   |              |
|----------------------------|---|--------------|
| <b>Occupation</b>          | Nail Technician   |              |
| <b>Qualification Title</b> | Certificate II in Nail Technology   |              |
| <b>Qualification Code</b>  | WRB20104  |              |
| <b>Description</b>         | Certificate II in Nail Technology is suitable for people working in the beauty industry as nail technicians. Nail technicians provide manicures and pedicures, apply gel and acrylic nail enhancements and nail art. They merchandise and sell products and services and perform housekeeping duties under supervision. |              |
| <b>Notes</b>               | The following sample program would be appropriate for someone wishing to work in a beauty or hairdressing salon, solarium or nail bar.  |              |
| <b>Unit Code</b>           | <b>Unit Title</b>   | <b>Hours</b> |
| Core (12)                  |   |              |
| WRBBS201B                  | Provide manicure and pedicure services  | 30           |
| WRBCS201B                  | Conduct financial transactions  | 25           |
| WRBCS202A                  | Apply techniques to update beauty industry knowledge  | 20           |
| WRBCS203B                  | Provide service to clients  | 30           |
| WRBCS204A                  | Apply knowledge of nail science to nail services  | 15           |
| WRRCS1B                    | Communicate in the workplace  | 50           |
| WRRER1B                    | Work effectively in a retail environment  | 40           |
| WRRLP1B                    | Apply safe working practices  | 18           |
| WRRM1B                     | Merchandise products  | 30           |
| WRRM2B                     | Perform routine housekeeping duties   | 18           |
| WRRS1B                     | Sell products and services  | 18           |
| WRBBS202A                  | Apply gel nail enhancement  | 30           |
|                            | <b>TOTAL CORE</b>   | <b>312</b>   |
| Elective (1)               |   |              |
| WRBBS203A                  | Apply acrylic nail enhancement  | 35           |
|                            | <b>TOTAL ELECTIVE</b>   | <b>35</b>    |
|                            | <b>QUALIFICATION TOTAL</b>  | <b>347</b>   |



|                            |   |              |
|----------------------------|---|--------------|
| <b>Occupation</b>          | Make-up Consultant  |              |
| <b>Qualification Title</b> | Certificate II in Make-up Services  |              |
| <b>Qualification Code</b>  | WRB20204  |              |
| <b>Description</b>         | Certificate II in Make-up Services is suitable for people working in a salon or store providing general and specialist personal make-up services. They demonstrate skin care products and design and apply personal make-up for a variety of contexts and settings including everyday, bridal, photography and camouflage requirements. |              |
| <b>Notes</b>               | The following sample program would be appropriate for someone wishing to work in a beauty salon providing general, specialised and remedial make-up services and manicures and pedicures.   |              |
| <b>Unit Code</b>           | <b>Unit Title</b>   | <b>Hours</b> |
| Core (13)                  |   |              |
| WRBCS201B                  | Conduct financial transactions  | 25           |
| WRBCS202A                  | Apply techniques to update beauty industry knowledge  | 20           |
| WRBCS203B                  | Provide service to clients  | 30           |
| WRBFS201B                  | Demonstrate retail skin care products   | 25           |
| WRBFS202B                  | Design and apply make-up  | 40           |
| WRBFS203B                  | Design and apply make-up for photography  | 30           |
| WRBFS204B                  | Design and apply remedial camouflage  | 30           |
| WRRCS1B                    | Communicate in the workplace  | 50           |
| WRRER1B                    | Work effectively in a retail environment  | 40           |
| WRRLP1B                    | Apply safe working practices  | 18           |
| WRRM1B                     | Merchandise products  | 30           |
| WRRM2B                     | Perform routine housekeeping duties   | 18           |
| WRRS1B                     | Sell products and services  | 18           |
|                            | <b>TOTAL CORE</b>   | <b>374</b>   |
| Elective (2)               |   |              |
| WRBBS201B                  | Provide manicure and pedicure services  | 30           |
| WRBCS204A                  | Apply knowledge of nail science to nail services  | 15           |
|                            | <b>TOTAL ELECTIVE</b>   | <b>45</b>    |
|                            | <b>QUALIFICATION TOTAL</b>  | <b>419</b>   |

|                            |   |              |
|----------------------------|---|--------------|
| <b>Occupation</b>          | Retail Cosmetic Assistant   |              |
| <b>Qualification Title</b> | Certificate II in Retail Cosmetic Services  |              |
| <b>Qualification Code</b>  | WRB20304  |              |
| <b>Description</b>         | Certificate II in Retail Cosmetic Services is suitable for people working in a salon or store demonstrating and selling skin care products and providing personal make-up services. They perform general retail functions including processing transactions and housekeeping. |              |
| <b>Notes</b>               | The following sample program would be appropriate for someone wishing to work in a beauty salon or retail outlet providing general make-up services and selling skin care products.   |              |
| <b>Unit Code</b>           | <b>Unit Title</b>   | <b>Hours</b> |
| <b>Core (13)</b>           |   |              |
| WRBCS201B                  | Conduct financial transactions  | 25           |
| WRBCS202A                  | Apply techniques to update beauty industry knowledge  | 20           |
| WRBCS203B                  | Provide service to clients  | 30           |
| WRBFS201B                  | Demonstrate retail skin care products   | 25           |
| WRBFS202B                  | Design and apply make-up  | 40           |
| WRRCA1B                    | Operate retail equipment  | 21           |
| WRRCS1B                    | Communicate in the workplace  | 50           |
| WRRER1B                    | Work effectively in a retail environment  | 40           |
| WRR11B                     | Perform stock control procedures  | 36           |
| WRRLP1B                    | Apply safe working practices  | 18           |
| WRRM1B                     | Merchandise products  | 30           |
| WRRM2B                     | Perform routine housekeeping duties   | 18           |
| WRRS1B                     | Sell products and services  | 18           |
|                            | <b>TOTAL CORE</b>   | <b>371</b>   |
| <b>Elective (2)</b>        |   |              |
| WRRLP2B                    | Minimise theft  | 21           |
| WRRM5A                     | Monitor in-store visual merchandising display   | 36           |
|                            | <b>TOTAL ELECTIVE</b>   | <b>57</b>    |
|                            | <b>QUALIFICATION TOTAL</b>  | <b>428</b>   |

|                            |   |              |
|----------------------------|---|--------------|
| <b>Occupation</b>          | Beauty Consultant   |              |
| <b>Qualification Title</b> | Certificate III in Beauty Services  |              |
| <b>Qualification Code</b>  | WRB30104  |              |
| <b>Description</b>         | Certificate III in Beauty Services is suitable for people working in a salon to provide core beauty services including manicures, pedicures, nail enhancements and waxing. They also merchandise and sell products and perform housekeeping duties. |              |
| <b>Notes</b>               | The following sample program would be appropriate for someone wishing to work in a beauty salon providing core beauty and nail services.  |              |
| <b>Unit Code</b>           | <b>Unit Title</b>   | <b>Hours</b> |
| Core (15)                  |   |              |
| WRBBS201B                  | Provide manicure and pedicure services  | 30           |
| WRBCS201B                  | Conduct financial transactions  | 25           |
| WRBCS202A                  | Apply techniques to update beauty industry knowledge  | 20           |
| WRBCS203B                  | Provide service to clients  | 30           |
| WRBCS204A                  | Apply knowledge of nail science to nail services  | 15           |
| WRBCS305A                  | Apply knowledge of skin biology to beauty treatments  | 15           |
| WRBCS306B                  | Advise on beauty services   | 30           |
| WRBFS305B                  | Provide lash and brow treatments  | 15           |
| WRBSS302B                  | Provide temporary epilation and bleaching treatments  | 95           |
| WRRCS1B                    | Communicate in the workplace  | 50           |
| WRRER1B                    | Work effectively in a retail environment  | 40           |
| WRRLP1B                    | Apply safe working practices  | 18           |
| WRRM1B                     | Merchandise products  | 30           |
| WRRM2B                     | Perform routine housekeeping duties   | 18           |
| WRRS1B                     | Sell products and services  | 18           |
|                            | <b>TOTAL CORE</b>   | <b>449</b>   |
| Elective (6)               |   |              |
| WRBBS202A                  | Apply gel nail enhancement  | 30           |
| WRBBS203A                  | Apply acrylic nail enhancement  | 35           |
| WRBBS204B                  | Apply nail art  | 15           |
| WRBBS305B                  | Use electrical equipment for nails  | 30           |
| WRBBS306A                  | Apply airbrushed nail art   | 15           |
| WRBFS202B                  | Design and apply make-up  | 40           |
|                            | <b>TOTAL ELECTIVE</b>   | <b>165</b>   |
|                            | <b>QUALIFICATION TOTAL</b>  | <b>614</b>   |

|                            |  |              |
|----------------------------|--|--------------|
| <b>Occupation</b>          | Nail Technician Owner/operator   |              |
| <b>Qualification Title</b> | Certificate III in Nail Technology   |              |
| <b>Qualification Code</b>  | WRB30204   |              |
| <b>Description</b>         | Certificate III in Nail Technology is suitable for people who own and operate their own small business. They manage business requirements and provide manicures and pedicures, apply gel and acrylic nail enhancements and nail art. |              |
| <b>Notes</b>               | The following sample program would be appropriate for someone wishing to own and operate their own small business providing the full range of nail services.   |              |
| <b>Unit Code</b>           | <b>Unit Title</b>  | <b>Hours</b> |
| Core (15)                  |  |              |
| WRBBS201B                  | Provide manicure and pedicure services   | 30           |
| WRBBS202A                  | Apply gel nail enhancement   | 30           |
| WRBBS203A                  | Apply acrylic nail enhancement   | 35           |
| WRBBS204B                  | Apply nail art   | 15           |
| WRBBS305B                  | Use electrical equipment for nails   | 30           |
| WRBCS201B                  | Conduct financial transactions   | 25           |
| WRBCS202A                  | Apply techniques to update beauty industry knowledge   | 20           |
| WRBCS203B                  | Provide service to clients   | 30           |
| WRBCS204A                  | Apply knowledge of nail science to nail services   | 15           |
| WRRS1B                     | Sell products and services   | 18           |
| WRRM2B                     | Perform routine housekeeping duties  | 18           |
| WRRM1B                     | Merchandise products   | 30           |
| WRRLP1B                    | Apply safe working practices   | 18           |
| WRRER1B                    | Work effectively in a retail environment   | 40           |
| WRRCS1B                    | Communicate in the workplace   | 50           |
|                            | <b>TOTAL CORE</b>  | <b>404</b>   |
| Elective (6)               |  |              |
| WRBBS306A                  | Apply airbrushed nail art  | 15           |
| BSBSBM403A                 | Promote the business   | 50           |
| WRR07A                     | Profile a retail market  | 36           |
| BSBMKG404A                 | Forecast market and business needs   | 60           |
| BSBSBM301A                 | Research business opportunities  | 30           |
| BSBSBM401A                 | Establish business and legal requirements  | 50           |
|                            | <b>TOTAL ELECTIVE</b>  | <b>241</b>   |
|                            | <b>QUALIFICATION TOTAL</b>   | <b>645</b>   |

|                            |   |              |
|----------------------------|---|--------------|
| <b>Occupation</b>          | Beauty Therapist  |              |
| <b>Qualification Title</b> | Certificate IV in Beauty Therapy  |              |
| <b>Qualification Code</b>  | WRB40105  |              |
| <b>Description</b>         | Certificate IV in Beauty Therapy is suitable for people who work in a small salon or a section or department in a larger business. They provide general and specialist beauty services and treatments and develop client treatment plans. |              |
| <b>Notes</b>               | The following sample program would be appropriate for someone wishing to work in a beauty salon providing core beauty services and treatments.  |              |
| <b>Unit Code</b>           | <b>Unit Title</b>   | <b>Hours</b> |
| Core (21)                  |   |              |
| WRBBS201B                  | Provide manicure and pedicure services  | 30           |
| WRBCS201B                  | Conduct financial transactions  | 25           |
| WRBCS203B                  | Provide service to clients  | 30           |
| WRBCS204A                  | Apply knowledge of nail science to nail services  | 15           |
| WRBCS305A                  | Apply knowledge of skin biology to beauty treatments  | 15           |
| WRBCS306B                  | Advise on beauty services   | 30           |
| WRBCS407A                  | Develop a treatment plan for beauty therapy treatments  | 30           |
| WRBCS408A                  | Apply knowledge of anatomy and physiology to beauty therapy treatments  | 60           |
| WRBCS409A                  | Apply knowledge of skin science to beauty therapy treatments  | 50           |
| WRBCS410A                  | Apply knowledge of electricity to beauty therapy treatments   | 20           |
| WRBCS411A                  | Apply knowledge of nutrition to beauty therapy treatments   | 20           |
| WRBCS412A                  | Apply knowledge of cosmetic chemistry to beauty therapy treatments  | 30           |
| WRBFS202B                  | Design and apply make-up  | 40           |
| WRBFS305B                  | Provide lash and brow treatments  | 15           |
| WRBFS406B                  | Provide facial treatments   | 120          |
| WRBFS407B                  | Provide advanced facial treatments  | 110          |
| WRBSS302B                  | Provide temporary epilation and bleaching treatments  | 95           |
| WRRLP1B                    | Apply safe working practices  | 18           |
| WRRER1B                    | Work effectively in a retail environment  | 40           |
| WRRCS1B                    | Communicate in the workplace  | 50           |
| WRRS1B                     | Sell products and services  | 18           |
|                            | <b>TOTAL CORE</b>   | <b>861</b>   |
| Elective (4)               |   |              |
| WRBBS407B                  | Provide body treatments   | 100          |
| WRBBS408B                  | Provide aesthetic aromatic massage  | 40           |
| WRRER2B                    | Coordinate work teams   | 36           |
| WRRS4B                     | Build relationships with customers  | 36           |
|                            | <b>TOTAL ELECTIVE</b>   | <b>212</b>   |
|                            | <b>QUALIFICATION TOTAL</b>  | <b>1073</b>  |

|   |  |              |
|---|--|--------------|
| <b>Occupation</b>                                       | Beauty Therapist   |              |
| <b>Qualification Title</b>                              | Diploma of Beauty Therapy  |              |
| <b>Qualification Code</b>                               | WRB50105   |              |
| <b>Description</b>                                      | The following sample provides an outcome at diploma level which would be suitable for someone working in a resort or day spa providing a range of spa and complementary body treatments, generalist beauty services and contributing toward an innovative, customer focussed business. |              |
| <b>Notes</b>  | The following sample program would be appropriate for someone wishing to work in a day or resort spa providing core beauty services and treatments and specialised spa and massage treatments.   |              |
| <b>Unit Code</b>  | <b>Unit Title</b>  | <b>Hours</b> |
| Core (23)   |  |              |
| WRBBS201B   | Provide manicure and pedicure services   | 30           |
| WRBBS407B   | Provide body treatments  | 100          |
| WRBCS201B   | Conduct financial transactions   | 25           |
| WRBCS203B   | Provide service to clients   | 30           |
| WRBCS204A   | Apply knowledge of nail science to nail services   | 15           |
| WRBCS305A   | Apply knowledge of skin biology to beauty treatments   | 15           |
| WRBCS306B   | Advise on beauty services  | 30           |
| WRBCS407A   | Develop a treatment plan for beauty therapy treatments   | 30           |
| WRBCS408A   | Apply knowledge of anatomy and physiology to beauty therapy treatments   | 60           |
| WRBCS409A   | Apply knowledge of skin science to beauty therapy treatments   | 50           |
| WRBCS410A   | Apply knowledge of electricity to beauty therapy treatments  | 20           |
| WRBCS411A   | Apply knowledge of nutrition to beauty therapy treatments  | 20           |
| WRBCS412A   | Apply knowledge of cosmetic chemistry to beauty therapy treatments   | 30           |
| WRBCS513B   | Investigate new products and services  | 50           |
| WRBFS202B   | Design and apply make-up   | 40           |
| WRBFS305B   | Provide lash and brow treatments   | 15           |
| WRBFS406B   | Provide facial treatments  | 120          |
| WRBFS407B   | Provide advanced facial treatments   | 110          |
| WRBSS302B   | Provide temporary epilation and bleaching treatments   | 95           |
| WRRCS1B   | Communicate in the workplace   | 50           |
| WRRER1B   | Work effectively in a retail environment   | 40           |
| WRRLP1B   | Apply safe working practices   | 18           |
| WRRS1B  | Sell products and services   | 18           |
|   | <b>TOTAL CORE</b>  | <b>1011</b>  |
| Elective 10 (2 general + 8 specialist beauty electives) |  |              |
| WRBBS509A   | Plan the spa program   | 25           |
| WRBBS510A   | Provide the spa program *  | 100          |
| WRBBS511A   | Apply aromatic plant oil chemistry to beauty treatments  | 20           |
| WRBBS512A   | Blend a range of aromatic plant oils for beauty treatments   | 35           |
| WRBBS513A   | Use reflexology relaxation techniques in beauty treatments   | 30           |
| WRBBS514A   | Provide superficial lymph drainage massage   | 40           |
| WRBBS408B   | Provide aesthetic aromatic massage   | 40           |
| BSBSBM401A  | Establish business and legal requirements  | 50           |
| BSBFLM507A  | Manage quality customer service  | 60           |
|   | <b>TOTAL ELECTIVE</b>  | <b>400</b>   |
|   | <b>QUALIFICATION TOTAL</b>   | <b>1411</b>  |

\* Equivalent to 2 units

|   |   |              |
|---|---|--------------|
| <b>Occupation</b>                                       | Beauty Therapist  |              |
| <b>Qualification Title</b>                              | Diploma of Beauty Therapy   |              |
| <b>Qualification Code</b>                               | WRB50105  |              |
| <b>Description</b>                                      | The following sample program would be suitable for someone working in a beauty salon offering traditional beauty services and treatments.   |              |
| <b>Notes</b>  | The following sample program would be appropriate for someone wishing to work in a beauty salon providing permanent hair removal treatments and a range of relaxation massage treatments. |              |
| <b>Unit Code</b>  | <b>Unit Title</b>   | <b>Hours</b> |
| Core (23)   |   |              |
| WRBBS201B   | Provide manicure and pedicure services  | 30           |
| WRBBS407B   | Provide body treatments   | 100          |
| WRBCS201B   | Conduct financial transactions  | 25           |
| WRBCS203B   | Provide service to clients  | 30           |
| WRBCS204A   | Apply knowledge of nail science to nail services  | 15           |
| WRBCS306B   | Advise on beauty services   | 30           |
| WRBCS305A   | Apply knowledge of skin biology to beauty treatments  | 15           |
| WRBCS408A   | Apply knowledge of anatomy and physiology to beauty therapy treatments  | 60           |
| WRBCS409A   | Apply knowledge of skin science to beauty therapy treatments  | 50           |
| WRBCS410A   | Apply knowledge of electricity to beauty therapy treatments   | 20           |
| WRBCS411A   | Apply knowledge of nutrition to beauty therapy treatments   | 20           |
| WRBCS412A   | Apply knowledge of cosmetic chemistry to beauty therapy treatments  | 30           |
| WRBCS407A   | Develop a treatment plan for beauty therapy treatments  | 30           |
| WRBCS513B   | Investigate new products and services   | 50           |
| WRBFS202B   | Design and apply make-up  | 40           |
| WRBFS305B   | Provide lash and brow treatments  | 15           |
| WRBFS406B   | Provide facial treatments   | 120          |
| WRBFS407B   | Provide advanced facial treatments  | 110          |
| WRBSS302B   | Provide temporary epilation and bleaching treatments  | 95           |
| WRRCS1B   | Communicate in the workplace  | 50           |
| WRRER1B   | Work effectively in a retail environment  | 40           |
| WRRLP1B   | Apply safe working practices  | 18           |
| WRRS1B  | Sell products and services  | 18           |
|   | <b>TOTAL CORE</b>   | <b>1011</b>  |
| Elective 10 (2 general + 8 specialist beauty electives) |   |              |
| WRBSS503B   | Provide permanent epilation *   | 145          |
| WRBSS504B   | Perform diathermy service   | 50           |
| WRBBS408B   | Provide aesthetic aromatic massage  | 40           |
| WRBBS514A   | Provide superficial lymph drainage massage  | 40           |
| WRBBS511A   | Apply aromatic plant oil chemistry to beauty treatments   | 20           |
| WRBBS512A   | Blend a range of aromatic plant oils for beauty treatments  | 35           |
| BSBSBM405A  | Monitor and manage business operations  | 50           |
| BSBSBM407A  | Manage a small team   | 40           |
|   | <b>TOTAL ELECTIVE</b>   | <b>420</b>   |
|   | <b>QUALIFICATION TOTAL</b>  | <b>1431</b>  |

\* Equivalent to 3 units

## INDUSTRY REGULATION

Every Registered Training Organisation must be aware of and observe any licensing, legislative or regulatory requirements that affect the delivery of training or issuance of qualifications under Training Packages.

Depending on the industry, these requirements may be complex and may vary according to the State or Territory of delivery, or where the occupation is practiced.

Full details of licensing and other regulatory requirements are not provided on this site. However, you can get information from Service Industries Skills Australia or Service Skills Victoria to check for any relevant licensing or regulatory requirements.

| Industry sector   | Contact  |
|---|--|
| Service Skills Victoria<br>(formerly VICWRAPS)<br>Covering the Wholesale, Retail and Personal Services industry across Victoria                                     | Level 5, 315 Flinders Lane, Melbourne VIC 3000<br>Ph: (03) 8610 0555<br>Fax: (03) 9620 4366<br>Email: <a href="mailto:lenciae@ssv.org.au">lenciae@ssv.org.au</a><br>Website: <a href="http://www.ssv.org.au">www.ssv.org.au</a>                                  |
| Service Industries Skills Australia (SISA)<br>(formerly NATWRAPS)<br>Your National Industry Skills Council for the Wholesale, Retail and Personal Services industry | Postal Address: GPO Box 4194, Sydney NSW 2001<br>Ph: (02) 9745 3122<br>Fax: (02) 9745 3010<br>Email: <a href="mailto:info@serviceskills.com.au">info@serviceskills.com.au</a><br>Website: <a href="http://www.serviceskills.com.au">www.serviceskills.com.au</a> |
| Victorian WorkCover Authority   | Level 24, 222 Exhibition Street, Melbourne VIC 3000<br>Ph: (03) 9641 1555<br>Fax: (03) 9641 1222<br>Email: <a href="http://www.workcover.vic.gov.au">www.workcover.vic.gov.au</a>  |
| Victorian Health (Infectious Diseases) Regulations 2001   | Ph: (03) 9637 4697<br>Email: <a href="mailto:public.health@dhs.vic.gov.au">public.health@dhs.vic.gov.au</a><br>Website: <a href="http://www.dhs.vic.gov.au">www.dhs.vic.gov.au</a>   |



## LINKS AND CONTACTS

While you must use the endorsed components of the Training Package when providing training and assessment, you can select and devise delivery and assessment strategies to suit your needs (in conjunction with industry, as applicable). You may select off-the-shelf resources that help your delivery and assessment, or design and develop your own. A wide range of contacts, tools and resources are available to assist you.

### **National**

**The Department of Education, Science and Training (DEST)** is a Commonwealth statutory authority providing a national focus for vocational education and training. Search the DEST website ([www.dest.gov.au](http://www.dest.gov.au)) for information about vocational education and training, or telephone DEST on 1300 363 079. The [National Training Information Service \(www.ntis.gov.au\)](http://www.ntis.gov.au) provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and Registered Training Organisations.

**Australian Training Products Limited** has a range of products you can purchase to assist in delivering this Training Package. View the online catalogue at [www.atpl.net.au](http://www.atpl.net.au) or telephone Australian Training Products Limited on 03 9655 0600. For orders or enquiries contact [sales@atpl.net.au](mailto:sales@atpl.net.au).

**Service Skills Victoria** (formerly *VICWRAPS*), can provide you with information about the Training Package. You can purchase copies of the Training Package and support materials from SSV. (Telephone 03 9621 1777 or email [lenciae@ssv.org.au](mailto:lenciae@ssv.org.au)).

**Service Industries Skills Australia** (formerly *The National Wholesale Retail and Personal Services Industry Training Council - NatWRAPS ITC*), can provide you with information about the Training Package. You can also purchase copies of the Training Package and support materials. Search the website [www.serviceskills.com.au](http://www.serviceskills.com.au), telephone 02 9745 3122, or email [info@serviceskills.com.au](mailto:info@serviceskills.com.au).

### **Commonwealth**

**The Commonwealth Department of Education, Science and Training (DEST)** provides a range of services and resources to assist in delivery of Training Packages. Search the website ([www.dest.gov.au](http://www.dest.gov.au)) for links to a range of relevant resources and publications. For specific information about New Apprenticeships/Traineeships, go to [www.newapprenticeships.gov.au](http://www.newapprenticeships.gov.au).

The **NAC InfoService** provides a single point of contact to coordinate information to New Apprenticeships Centres (NACs) on the range, availability and relevance of the new national Training Packages. The *NAC InfoService* website is at [www.nacinfo.com.au](http://www.nacinfo.com.au). In addition, the Call Centre for *NAC InfoService* is staffed during business hours on 1800 338 022.

### **State and Territory Training or Recognition Authorities**

Each State and Territory Training or Recognition Authority is responsible for the implementation of vocational education and training in its jurisdiction, including New Apprenticeships/Traineeships, and provides a range of support and information.

### **State ITBs**

In Victoria, Service Skills Victoria, has coverage of the **WRB04 Beauty Training Package** and can support you in its delivery, including directing you to resources and other relevant products.

## **Training Packages**

You can find general information about Training Packages from the Australian National Training Authority and State or Territory Training/Recognition Authority websites. In addition, you can search the [National Training Information Service \(www.ntis.gov.au\)](http://www.ntis.gov.au) and view and download the endorsed Training Package components.

## **Curriculum Maintenance Manager details**

For information and advice on the Beauty Training Package Purchasing Guide contact:

Service Industries Curriculum Maintenance Manager  
Victoria University  
Newport Campus  
PO Box 14428  
MELBOURNE VIC 8001  
Telephone: 03 9919 8374  
Facsimile: 03 9919 8345  
Email: [sicmm.wraps@vu.edu.au](mailto:sicmm.wraps@vu.edu.au)  
Website: <http://trainingsupport.otte.vic.gov.au/cmminf.cfm>

## **Training Package Support Materials**

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages.

- Training Package Support Materials that have been ‘noted’ as being of sufficient quality to support this Training Package are listed on the National Training Information Service (NTIS) at [www.ntis.gov.au](http://www.ntis.gov.au)
- The Curriculum Corporation has developed a range of *VET in Schools Resources* under a project funded by DEST. These are designed to assist in the implementation of Training Packages and can be downloaded from [http://online.curriculum.edu.au/the\\_cms/tools/new-display.asp?seq=-9&industry=Vetis](http://online.curriculum.edu.au/the_cms/tools/new-display.asp?seq=-9&industry=Vetis).
- The [Resource Generator \(www.resourcegenerator.gov.au\)](http://www.resourcegenerator.gov.au) an innovative web based tool that allows you to develop and customise personalised training materials using materials from the public domain. It is under development with industries regularly being added.
- [Training Package Toolboxes \(www.flexiblelearning.net.au\)](http://www.flexiblelearning.net.au) are collections of resources, suggested learning strategies and materials to support online delivery of qualifications from endorsed Training Packages. Toolboxes can be purchased from ATP. For orders or enquiries contact [sales@atpl.net.au](mailto:sales@atpl.net.au) or telephone Australian Training Products on 03 9655 0600.
- Service Skills Victoria has learning materials available to support this Training Package. Telephone 03 9621 1777 or email [lenciae@ssv.org.au](mailto:lenciae@ssv.org.au).
- Service Industries Skills Council has support materials available for this Training Package at [www.serviceskills.com.au](http://www.serviceskills.com.au).

## **Resources Supporting Adult Literacy and Numeracy**

- Various resources and organisations assist with adult literacy, and some of these are listed below. Each site also links to other sites for relevant information and support. [Literacy.net \(www.dest.gov.au/archive/ty/litnet/default\\_copy\(1\).htm\)](http://www.dest.gov.au/archive/ty/litnet/default_copy(1).htm) provides a range of resources for adult literacy and numeracy.

- A new [Toolbox \(www.flexiblelearning.net.au\)](http://www.flexiblelearning.net.au) initiative supports learners with literacy and numeracy needs. It includes:
  - *Basic Skills in the CyberMall* – a toolbox providing literacy and numeracy activities at levels 1, 2 and 3 of the National Reporting System, contextualised for real life settings in a virtual shopping mall.
  - *Online Professional Development Centre* – a toolbox for trainers and assessors supporting learners with literacy and numeracy needs at Certificate II.

### **Resources Supporting Access, Equity and Diversity**

Specific resources to support the access and equitable participation of the full diversity of clients are listed below.

- A new [Toolbox initiative \(www.flexiblelearning.net.au\)](http://www.flexiblelearning.net.au) is the development of products to support training for targeted equity groups These include:
  - *Truvision: an IT Help Desk* – a toolbox providing customised courseware to support the Certificate I in Information Technology for people with a vision impairment.
  - *The World of Work* – selected modules from the *Certificate in Work Education* for learners with intellectual or psychiatric disabilities.
  - *Horticulture* – customised toolboxes to support indigenous learners (from Certificate II to Diploma).
  - *Working with Native Title* – online training material to support indigenous learners linked to the Local Government and other Training Packages.
  - *Online Professional Development Centre* – a toolbox for trainers and assessors supporting learners with literacy and numeracy needs at Certificate II.

### **Australian Quality Training Framework (AQTF)**

ANTA has commissioned the development of a range of support materials to help you comply with the Australian Quality Training Framework. You can download these free from the DEST website at [www.dest.gov.au/sectors/training\\_skills/policy\\_issues\\_reviews/key\\_issues/nts/#Publications](http://www.dest.gov.au/sectors/training_skills/policy_issues_reviews/key_issues/nts/#Publications) and in most cases can obtain them in hard copy from DEST. Relevant Australian Quality Training Framework materials include:

- Standards for Registered Training Organisations
- Web Directory
- Evidence Guide for Registered Training Organisations and Auditors
- Standards for State and Territory Registering/Course Accrediting Bodies
- Guide to Good Practice in AQTF Auditing

### **Other Initiatives**

Other initiatives can help you in working with Training Packages and locating resources.

[Reframing the Future \(www.reframingthefuture.net\)](http://www.reframingthefuture.net) is a major initiative to assist the development of VET practitioners and organisations. *Reframing the Future* includes workplace learning professional development, networking and the development and dissemination of free resources to assist the professional development of teachers/trainers and assessors.

[AEShareNet \(www.aesharenet.com.au\)](http://www.aesharenet.com.au) is an innovative online service to facilitate management of intellectual property in training materials in Australia. You can search for details of training materials and transact licences online to use and adapt materials.

## NEW APPRENTICESHIPS

New Apprenticeships\*/Traineeships combine training and employment and are designed to be flexible while at the same time providing nationally recognised qualifications.

For information on New Apprenticeships\*/Traineeships contact OTTE ([www.otte.vic.gov.au](http://www.otte.vic.gov.au)), the NAC InfoService ([www.nacinfo.com.au](http://www.nacinfo.com.au) or freecall 1800 338 022) or go to [www.dest.gov.au](http://www.dest.gov.au).

It should be noted that in Victoria the hours of training that will be purchased using public funds is related to the nominal duration of contracts of training. The maximum hours that will be purchased are:

- 1,300 for apprenticeships and traineeships with a duration of four years full time
- 1,080 for apprenticeships and traineeships with a duration of three years full time
- 780 for apprenticeships and traineeships with a duration of two years full time
- 600 for apprenticeships and traineeships with a duration of 18 months full time
- 400 for apprenticeships and traineeships with a duration of one year full time.

If hours in excess of the above are required to complete the qualification, the cost of this additional training will need to be met from sources other than public funds.

### ***What qualifications in the WRB04 Beauty Training Package are available as New Apprenticeships\*/Traineeships?***

State and Territory Governments allocate funding for Training Package qualifications under New Apprenticeships\*/Traineeships on the basis of criteria such as strategic priorities, expected industry demand, budgetary capacity and identified skill shortages. So, while a range of qualifications is available in the **WRB04 Beauty Training Package**, not all will be selected for funding under New Apprenticeships\*/Traineeships.

Registered Training Organisations with the **WRB04 Beauty Training Package** qualifications or units of competency on their scope of registration may be eligible for funding to deliver some or all of the Training Package qualifications. The information below will help you determine whether funding is available. If you require further information, or wish to apply for funding, contact <http://gftp.otte.vic.gov.au/gftp/Tims/ATTP/Display%20ATTP%20Course.asp>.

| Code     | Title                                      | Maximum Nominal Duration (months) | Probationary Period (days)     | Available Apprenticeships | Comments                                     |
|----------|--|-----------------------------------|--------------------------------|---------------------------|--|
| WRB20104 | Certificate II in Nail Technology          | Full time: 12<br>Part time: 36    | Full time: 30<br>Part time: 91 | Set two                   | This is a State Training Wage Category 'B'   |
| WRB20204 | Certificate II in Make-up Services         | Full time: 12<br>Part time: 36    | Full time: 30<br>Part time: 91 | Set two                   | This is a State Training Wage Category 'B'   |
| WRB20304 | Certificate II in Retail Cosmetic Services | Full time: 12<br>Part time: 36    | Full time: 30<br>Part time: 91 | Set two                   | This is a State Training Wage Category 'B'   |
| WRB30104 | Certificate III in Beauty Services         | Full time: 24<br>Part time: 36    | Full time: 30<br>Part time: 91 | Set two                   | This is a State Training Wage Category 'A'   |
| WRB30204 | Certificate III in Nail Technology         | Full time: 18<br>Part time: 36    | Full time: 30<br>Part time: 91 | Set two                   | This is a State Training Wage Category 'A' * |
| WRB40105 | Certificate IV in Beauty Therapy           | Full time: 42<br>Part time: 72    | Full time: 91<br>Part time: 91 | Set two                   | This is a State Training Wage Category 'A' * |

**NOTE:**

1. Set of conditions which apply:
  - Set one applies to New Apprenticeships in traditional trade areas.
  - Set two applies to New Apprenticeships formerly referred to as traineeships.
2. These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the training agreement.

If a full time apprentice entered a Certificate IV after gaining a Certificate III, then the duration of the Training Agreement would be substantially shorter than the maximum listed above. The time for the negotiated band of selected units would be incorporated in the Training Agreement signed by the apprentice, employer and RTO.

\* Trainees undertaking an AQF IV traineeship will receive the relevant weekly wage rate for AQF III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

**Note for 'On the job training'**

Where the qualification is at Certificate III or above, apprentice/trainees must be withdrawn from routine work duties for a minimum of three hours per week) pro rata for part time apprentices/trainees) for planned training, averaged over a 4 week cycle.

All apprentices/trainees undertaking workplace training at AQF levels 1 and 2 must be withdrawn from routine work duties for a minimum of 1.5 hours per week, averaged over a two-month cycle for the purpose of undertaking structured training/learning activities. This release must occur periodically.

The training undertaken during the period of release must include a focus on the compliance and regulatory units and the units concentrating on generic skills. Up to 40 hours of this training may be transferred, to be delivered, in one or more blocks, during the first three months of the training program.

**Definition Table**

| <b>Term</b>                          | <b>Definition</b>  |
|--------------------------------------|--|
| New Apprenticeships/<br>Traineeships | New Apprenticeships/Traineeships combine practical work with structured training under a formal agreement to give people an industry relevant nationally recognised qualification. |
| Code                                 | Nationally endorsed Training Package qualification code.   |
| Title                                | Nationally endorsed Training Package qualification title.  |