**Victorian Purchasing Guide**

**for**

**SIH11 Hairdressing Training Package Version No 2**

**September 2013**

88x31

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Victorian Purchasing Guide ⎯ Version History

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| --- | --- | --- |
| Training Package Version | Date VPG Approved | Comments |
| SIH11 Hairdressing Training Package version 2 | 27/09/2013 | This Victorian Purchasing Guide reflects the changes made to SIH11 Hairdressing Training Package version 2.  SIH70111 retitled and coded to SIH80113 Graduate Certificate in Hairdressing Creative Leadership  Coding change to the following units in SIH80113:   * SIHHTLS804 Provide creative leadership to the hairdressing industry * SIHHTLS805 Conceive, develop and realise innovative hairdressing concepts for media * SIHHTLS806 Conceive, develop and realise innovative hairdressing concepts for events * SIHHTLS807 Plan and deliver professional hairdressing presentations * SIHHTLS808 Originate and refine hair design concepts * SIHHTLS809 Establish, negotiate and refine hair design concepts for briefs |
| SIH11 Hairdressing Training Package version 1 | 2 April 2012 | SIH11 Hairdressing Training Package version 1 represents a full review of WRH06 Hairdressing Training Package version 2. |

**SIH11 Hairdressing Training Package Version 2 Victorian Purchasing Guide**

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INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

* The 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** |
| SIH20111 | Certificate II in Hairdressing | 330 | 365 |
| SIH30111 | Certificate III in Hairdressing | 945 | 1065 |
| SIH40111 | Certificate IV in Hairdressing | 390 | 455 |
| SIB50210 | Diploma of Salon Management | 385 | 550 |
| SIH80113 | Graduate Certificate in Hairdressing Creative Leadership | 390 | 480 |

UNITS OF COMPETENCY AND NOMINAL HOURS

RTOs are advised that there is a mapping table inside each Training Package that describes the relationship between new units and superseded or replaced units from the previous version of **SIH11 Hairdressing Training Package version 2.**  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 **SIH11 Hairdressing Training Package** **version 2** 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 |
| --- | --- | --- |
| SIHHBAS201A | Perform shampoo and basin services | 40 |
| SIHHBAS202A | Perform head neck and shoulder massage | 20 |
| SIHHCCS201A | Greet and prepare clients for salon services | 10 |
| SIHHCCS302A | Perform a full client consultation | 30 |
| SIHHCCS303A | Respond to service related and technical problems | 30 |
| SIHHCCS304A | Plan services for special events | 20 |
| SIHHCLS201A | Apply hair colour products | 30 |
| SIHHCLS302A | Colour and lighten hair | 50 |
| SIHHCLS303A | Design and perform full and partial highlighting techniques | 25 |
| SIHHCLS304A | Neutralise unwanted colours and tones | 35 |
| SIHHCLS305A | Perform on scalp full head and retouch bleach services | 30 |
| SIHHCLS406A | Solve complex colour problems | 40 |
| SIHHCLS407A | Apply creative colouring and lightening techniques to enhance hair designs | 50 |
| SIHHHCS301A | Design haircut structures | 20 |
| SIHHHCS302A | Apply one length or solid haircut structures | 25 |
| SIHHHCS303A | Apply graduated haircut structures | 30 |
| SIHHHCS304A | Apply layered haircut structures | 30 |
| SIHHHCS305A | Apply over-comb techniques | 25 |
| SIHHHCS306A | Combine structures for current haircut designs | 40 |
| SIHHHCS307A | Combine structures for traditional and classic men's haircut designs | 40 |
| SIHHHCS308A | Design and maintain beards and moustaches | 10 |
| SIHHHCS309A | Perform face and head shaves | 25 |
| SIHHHCS410A | Design and perform creative haircuts | 40 |
| SIHHHDS201A | Dry hair to shape | 40 |
| SIHHHDS202A | Apply hair braiding techniques | 30 |
| SIHHHDS303A | Design and apply short to medium-length hair design finishes | 50 |
| SIHHHDS304A | Design and apply classic long hair up styles | 30 |
| SIHHHDS305A | Select and apply hair extensions | 30 |
| SIHHHDS406A | Design and apply creative long hair designs | 50 |
| SIHHHDS407A | Apply and maintain wigs and hairpieces | 40 |
| SIHHHDS408A | Make wigs and hairpieces | 120 |
| SIHHHRS201A | Rinse and neutralise chemically restructured hair | 25 |
| SIHHHRS302A | Perform chemical curling and volumising services | 50 |
| SIHHHRS303A | Perform chemical straightening and relaxing services | 30 |
| SIHHHRS304A | Perform protein straightening and relaxing treatments | 40 |
| SIHHHRS405A | Apply chemical reformation techniques to enhance hair designs | 40 |
| SIHHHSC301A | Apply the principles of hairdressing science | 25 |
| SIHHHSC302A | Identify and treat hair and scalp conditions | 15 |
| SIHHHSC403A | Apply knowledge of hair and scalp problems to trichological consultations | 40 |
| SIHHHSC404A | Perform trichological assessments | 40 |
| SIHHHSC405A | Apply the principles of nutrition | 25 |
| SIHHHSC406A | Develop and apply scalp treatment therapies | 30 |
| SIHHIND201A | Maintain and organise tools, equipment and work areas | 20 |
| SIHHIND202A | Develop hairdressing industry knowledge | 15 |
| SIHHIND303A | Coordinate clients and services | 35 |
| SIHHIND304A | Develop and expand a client base | 35 |
| SIHHIND305A | Hone and strop straight razors | 10 |
| SIHHIND306A | Participate in a session styling team | 65 |
| SIHHOHS201A | Apply salon safety procedures | 20 |
| SIHHTLS401A | Provide technical leadership within the hairdressing context | 45 |
| SIHHTLS402A | Research and utilise hairdressing trends to advance creative work | 35 |
| SIHHTLS403A | Work as a session stylist | 30 |
| SIHHTLS704A | Provide creative leadership to the hairdressing industry | 70 |
| SIHHTLS705A | Conceive, develop and realise innovative hairdressing concepts for media | 90 |
| SIHHTLS706A | Conceive, develop and realise innovative hairdressing concepts for events | 90 |
| SIHHTLS707A | Plan and deliver professional hairdressing presentations | 70 |
| SIHHTLS708A | Originate and refine hair design concepts | 90 |
| SIHHTLS709A | Establish, negotiate and refine hair design concepts for briefs | 70 |

SAMPLE TRAINING PROGRAMS

A range of Sample Training Plans have been provided to demonstrate the flexibility of qualifications contained in the **SIH11 Hairdressing Training Package version 2**, but are by no means mandatory.

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Hairdressing Salon Assistant | |
| Qualification Title | Certificate II in Hairdressing | |
| Qualification Code | SIH20111 | |
| Description | This qualification is for those individuals who want to begin a career in Hairdressing by working as an assistant performing routine task under direct supervision. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBSUS201A | Participate in environmentally sustainable work practices | 20 |
| SIHHBAS201A | Perform shampoo and basin services | 30 |
| SIHHCCS201A | Greet and prepare clients for salon services | 10 |
| SIHHHDS201A | Dry hair to shape | 40 |
| SIHHIND201A | Maintain and organise tools, equipment and work areas | 20 |
| SIHHOHS201A | Apply salon safety procedures | 20 |
| SIRXCOM001A | Communicate in the workplace | 40 |
| SIRXIND001A | Work effectively in a retail environment | 45 |
| *Electives* |  |  |
| SIHHBAS202A | Perform head neck and shoulder massage | 20 |
| SIHHCLS201A | Apply hair colour products | 30 |
| SIHHHRS201A | Rinse and neutralise chemically restructured hair | 25 |
| SIHHIND202A | Develop hairdressing industry knowledge | 15 |
| SIRXRPK002A | Recommend hair, beauty and cosmetic products and services | 25 |
| Total Hours |  | 340 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Hairdresser | |
| Qualification Title | Certificate III in Hairdressing | |
| Qualification Code | SIH30111 | |
| Description | Suitable for those individuals working in a hairdressing salon providing the full range of services for both male and female clients. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBSUS201A | Participate in environmentally sustainable work practices | 20 |
| SIBXCCS201A | Conduct financial transactions | 25 |
| SIBXCCS202A | Provide service to clients | 30 |
| SIHHBAS201A | Perform shampoo and basin services | 40 |
| SIHHCCS302A | Perform a full client consultation | 30 |
| SIHHCCS303A | Respond to service related and technical problems | 30 |
| SIHHHCS301A | Design haircut structures | 20 |
| SIHHHCS302A | Apply one length or solid haircut structures | 25 |
| SIHHHCS303A | Apply graduated haircut structures | 30 |
| SIHHHCS304A | Apply layered haircut structures | 30 |
| SIHHHCS305A | Apply over-comb techniques | 25 |
| SIHHHRS302A | Perform chemical curling and volumising services | 50 |
| SIHHHRS303A | Perform chemical straightening and relaxing services | 30 |
| SIHHCLS302A | Colour and lighten hair | 50 |
| SIHHCLS303A | Design and perform full and partial highlighting techniques | 25 |
| SIHHCLS304A | Neutralise unwanted colours and tones | 35 |
| SIHHCLS305A | Perform on scalp full head and retouch bleach services | 30 |
| SIHHHDS303A | Design and apply short to medium-length hair design finishes | 50 |
| SIHHIND201A | Maintain and organise tools, equipment and work areas | 20 |
| SIHHHSC301A | Apply the principles of hairdressing science | 25 |
| SIHHHSC302A | Identify and treat hair and scalp conditions | 15 |
| SIHHIND303A | Coordinate clients and services | 35 |
| SIHHIND304A | Develop and expand a client base | 35 |
| SIHHOHS201A | Apply salon safety procedures | 20 |
| SIRXCOM001A | Communicate in the workplace | 40 |
| SIRXIND001A | Work effectively in a retail environment | 45 |
| *Electives* |  |  |
| **Group A – General Hairdressing** | | |
| SIHHHCS306A | Combine structures for current haircut designs | 40 |
| SIHHHCS307A | Combine structures for traditional and classic men’s haircut designs | 40 |
| SIHHHDS304A | Design and apply classic long hair up styles | 30 |
| **Group C – General Electives** | | |
| SIHHHDS305A | Select and apply hair extensions | 30 |
| SIHHHRS304A | Perform protein straightening and relaxing treatments | 40 |
| SIHHIND306A | Participate in a session styling team | 65 |
| Total Hours |  | 1055 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Hairdresser | |
| Qualification Title | Certificate III in Hairdressing | |
| Qualification Code | SIH30111 | |
| Description | Suitable for those individuals working in a hairdressing salon providing the full range of services with particular emphasis on men as clients. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| BSBSUS201A | Participate in environmentally sustainable work practices | 20 |
| SIBXCCS201A | Conduct financial transactions | 25 |
| SIBXCCS202A | Provide service to clients | 30 |
| SIHHBAS201A | Perform shampoo and basin services | 40 |
| SIHHCCS302A | Perform a full client consultation | 30 |
| SIHHCCS303A | Respond to service related and technical problems | 30 |
| SIHHHCS301A | Design haircut structures | 20 |
| SIHHHCS302A | Apply one length or solid haircut structures | 25 |
| SIHHHCS303A | Apply graduated haircut structures | 30 |
| SIHHHCS304A | Apply layered haircut structures | 30 |
| SIHHHCS305A | Apply over-comb techniques | 25 |
| SIHHHRS302A | Perform chemical curling and volumising services | 50 |
| SIHHHRS303A | Perform chemical straightening and relaxing services | 30 |
| SIHHCLS302A | Colour and lighten hair | 50 |
| SIHHCLS303A | Design and perform full and partial highlighting techniques | 25 |
| SIHHCLS304A | Neutralise unwanted colours and tones | 35 |
| SIHHCLS305A | Perform on scalp full head and retouch bleach services | 30 |
| SIHHHDS303A | Design and apply short to medium-length hair design finishes | 50 |
| SIHHIND201A | Maintain and organise tools, equipment and work areas | 20 |
| SIHHHSC301A | Apply the principles of hairdressing science | 25 |
| SIHHHSC302A | Identify and treat hair and scalp conditions | 15 |
| SIHHIND303A | Coordinate clients and services | 35 |
| SIHHIND304A | Develop and expand a client base | 35 |
| SIHHOHS201A | Apply salon safety procedures | 20 |
| SIRXCOM001A | Communicate in the workplace | 40 |
| SIRXIND001A | Work effectively in a retail environment | 45 |
| *Electives* |  |  |
| **Group B – Men’s Hairdressing** | | |
| SIHHHCS307A | Combine structures for traditional and classic men's haircut designs | 40 |
| SIHHHCS308A | Design and maintain beards and moustaches | 10 |
| SIHHHCS309A | Perform face and head shaves | 25 |
| **Group C – General Electives** | | |
| SIHHHCS308A | Design and maintain beards and moustaches | 10 |
| SIHHHCS309A | Perform face and head shaves | 25 |
| SIRXSLS002A | Advise on products and services | 30 |
| Total Hours |  | 950 |

|  |  |  |
| --- | --- | --- |
| Occupation / Work Function | Senior Hairdresser | |
| Qualification Title | Certificate IV in Hairdressing | |
| Qualification Code | SIH40111 | |
| Description | This qualification is for experienced Hairdressers who want to further develop their technical skills providing specialist services at a senior level. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| SIHHTLS401A | Provide technical leadership within the hairdressing context | 45 |
| SIHHTLS402A | Research and utilise hairdressing trends to advance creative work | 35 |
| ***Electives*** |  |  |
| **Group A – Hairdressing Technical Skills** | | |
| SIHHCLS406A | Solve complex colour problems | 40 |
| SIHHCLS407A | Apply creative colouring and lightening techniques to enhance hair designs | 50 |
| SIHHHCS410A | Design and perform creative haircuts | 40 |
| SIHHHDS406A | Design and apply creative long hair designs | 50 |
| Group B – General Electives | | |
| SIHHHSC403A | Apply knowledge of hair and scalp problems to trichological consultations | 40 |
| SIHHHSC404A | Perform trichological assessments | 40 |
| SIHHHSC406A | Develop and apply scalp treatment therapies | 30 |
| SIHHTLS403A | Work as a session stylist | 30 |
| SIRXMGT001A | Coordinate work teams | 35 |
| Total Hours |  | 435 |

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| --- | --- | --- |
| Occupation / Work Function | Hairdressing Salon Manager | |
| Qualification Title | Diploma of Salon Management | |
| Qualification Code | SIB50210 | |
| Description | This sample qualification would be suitable for a person who owns and/or manages a hairdressing salon. | |
| Notes | This qualification is first packaged in the SIB10 Beauty Training Package. | |
| 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 | Artistic or Creative Director | |
| Qualification Title | Graduate Certificate in Hairdressing Creative Leadership | |
| Qualification Code | SIH80113 | |
| Description | This qualification is for those individuals who freelance or work for large hairdressing organisations or product companies providing technical and creative leadership. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| SIHHTLS804 | Provide creative leadership to the hairdressing industry | 70 |
| SIHHTLS805 | Conceive, develop and realise innovative hairdressing concepts for media | 90 |
| SIHHTLS806 | Conceive, develop and realise innovative hairdressing concepts for events | 90 |
| SIHHTLS807 | Plan and deliver professional hairdressing presentations | 70 |
| *Electives* |  |  |
| SIHHTLS808 | Originate and refine hair design concepts | 90 |
| SIHHTLS809 | Establish, negotiate and refine hair design concepts for briefs | 70 |
| Total Hours |  | 480 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Industry Skills Council (ISC)** | | |
| Service Skills Australia | This ISC is responsible for developing this **SIH11 Hairdressing Training Package** and can be contacted for further information. You can also source copies of the Training Package and support material. | Address: Level 10, 171 Clarence St, Sydney  Phone: 0282431200  Email: info@serviceskills.com.au  Web: 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 Industry, Innovation, Climate Change, Science, Research and Tertiary Education  (DIICCSRTE) | DIICCSRTE provides a range of services and resources to assist in delivery of Training Packages. Search the DIICCSRTE website for links to a range of relevant resources and publications. | http:www.innovation.gov.au  <http://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](http://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 Higher Education and Skills Group. | Alison Hollands  Phone: 0399198351  Email: Alison.hollands@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](http://www.vrqa.vic.gov.au)  Phone: 03 9637 2806 |

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

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. |