

**Victorian Purchasing Guide**  
**for**  
**SHB Hairdressing and Beauty Services Training**  
**Package**  
**Release 4.0**  
**March 2022**

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## Victorian Purchasing Guide — Release History

**Note:** RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](#) for more information)

Training Package Release	Date VPG Approved	Comments
SHB Hairdressing and Beauty Services Training Package Release No 4.0	7 March 2022	This purchasing guide reflects Release 4 of the SHB Training Package which includes: <ul style="list-style-type: none"> <li>• 2 new Beauty qualifications</li> <li>• 6 revised Beauty qualifications</li> <li>• 30 new units of competency</li> <li>• 41 revised non equivalent units of competency</li> <li>• 3 revised equivalent units of competency</li> </ul>
SHB Hairdressing and Beauty Services Training Package Release No. 3	3 October 2018	This purchasing guide reflects Release 3 of the SHB Training Package, the transition of the final qualification in SIB10 Training Package to SHB <ul style="list-style-type: none"> <li>• SHB60118 Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction</li> </ul>
SHB Hairdressing and Beauty Services Training Package Release No. 2	25 September 2017	Adjustment to the hours for SHB30115 Certificate III in Beauty Services based on change in the market.
SHB Hairdressing and Beauty Services Training Package Release No.2	16 May 2016	This purchasing guide reflects Release 2 of SHB Training Package, the transition of the following 7 qualifications from the SIH and SIB Training Packages to SHB: <ul style="list-style-type: none"> <li>• SHB20216 Certificate II in Salon Assistant</li> <li>• SHB20116 Certificate II in Retail Cosmetics</li> <li>• SHB30416 Certificate III in Hairdressing</li> <li>• SHB30516 Certificate III in Barbering</li> <li>• SHB40216 Certificate IV in Hairdressing</li> <li>• SHB50216 Diploma of Salon Management</li> <li>• SHB80116 Graduate Certificate in Hairdressing Creative Leadership</li> </ul>
SHB Hairdressing and Beauty Services Training Package Release No.1	December 2015	

# SHB Hairdressing and Beauty Services Training Package Release 4.0 Victorian Purchasing Guide

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## INTRODUCTION

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

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

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

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

### ***Registration***

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

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

### ***Transition***

The relationship between new units and any superseded or replaced units from the previous version of **SHB Hairdressing and Beauty Services Training Package Release 4.0** is provided in the Training Package Companion Volume Implementation Guide. (See [Companion Volumes](#) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **SHB Hairdressing and Beauty Services Training Package Release 4.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

## QUALIFICATIONS

Code	Title	Minimum Payable Hours	Maximum Payable Hours
SHB20121	Certificate II in Retail Cosmetics	499	525
SHB20216	Certificate II in Salon Assistant	318	335
SHB30121	Certificate III in Beauty Services	670	705
SHB30221	Certificate III in Make-Up	627	660
SHB30321	Certificate III in Nail Technology	551	580
SHB30416	Certificate III in Hairdressing	1026	1080
SHB30516	Certificate III in Barbering	812	855
SHB40121	Certificate IV in Beauty Therapy	1154	1215
SHB40216	Certificate IV in Hairdressing	494	520
SHB50121	Diploma of Beauty Therapy.	1558	1640
SHB50216	Diploma of Salon Management	499	525
SHB50321	Diploma of Cosmetic Tattooing	385	405
SHB60118	Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction	470	470
SHB60221	Advanced Diploma of Skin Therapy.	622	655

## UNITS OF COMPETENCY AND NOMINAL HOURS

Unit Code	Unit Title	Nominal Hours
SHBBBOS007	Apply cosmetic tanning products	20
SHBBBOS008	Provide body massages	100
SHBBBOS009	Provide aromatherapy massages	80
SHBBBOS010	Use reflexology relaxation techniques in beauty treatments	30
SHBBBOS011	Provide superficial lymph massage treatments	80
SHBBCCS004	Demonstrate retail skin care products	25
SHBBCCS005	Advise on beauty products and services	30
SHBBCCS006	Prepare personalised aromatic plant oil blends for beauty treatments	35
SHBBCCS007	Interpret the chemical composition and physical effects of cosmetic products	30
SHBBCOS001	Provide cosmetic tattooing consultations	30
SHBBCOS002	Apply knowledge of colour theory and pigmentology to cosmetic tattooing	40
SHBBCOS003	Incorporate elements and principles of design in cosmetic tattooing	40
SHBBCOS004	Provide cosmetic tattoo for eyebrows	40
SHBBCOS005	Provide cosmetic tattoo for lips	40
SHBBCOS006	Provide cosmetic tattoo for eyes	40
SHBBCOS007	Provide cosmetic tattoo for scalp micropigmentation	40
SHBBCOS008	Provide 3D nipple areola complex tattooing	40
SHBBFAS004	Provide lash and brow services	30
SHBBFAS005	Provide facial treatments and skin care recommendations	100
SHBBFAS006	Provide specialised facial treatments	100

Unit Code	Unit Title	Nominal Hours
SHBBHRS005	Identify and control safety risks for intense pulsed light and laser hair reduction treatments	35
SHBBHRS006	Design laser hair reduction treatment programs	40
SHBBHRS007	Provide laser hair reduction treatments	100
SHBBHRS008	Design intense pulsed light hair reduction treatment programs	30
SHBBHRS009	Provide intense pulsed light hair reduction treatments	150
SHBBHRS010	Provide waxing services	100
SHBBHRS011	Provide female intimate waxing services	24
SHBBHRS012	Provide male intimate waxing services	20
SHBBHRS013	Provide hair reduction treatments using electrical currents	145
SHBBINF002	Maintain infection control standards	75
SHBBMUP008	Apply eyelash extensions	40
SHBBMUP009	Design and apply make-up	45
SHBBMUP010	Design and apply make-up for photography	30
SHBBMUP011	Design and apply remedial camouflage make-up	35
SHBBMUP012	Apply airbrushed make-up	30
SHBBMUP013	Design and apply creative make-up	50
SHBBMUP014	Work collaboratively on make-up productions	40
SHBBMUP015	Apply volume eyelash extensions	85
SHBBNLS007	Provide manicure and pedicure services	60
SHBBNLS008	Apply gel and dip powder nail enhancements	80
SHBBNLS009	Apply acrylic nail enhancements	55
SHBBNLS010	Apply nail art	15



Unit Code	Unit Title	Nominal Hours
SHBBNLS011	Use electric file equipment for nail services	30
SHBBNLS012	Apply advanced nail art	25
SHBBRES002	Investigate developments in cosmetic treatments using light and laser systems	40
SHBBRES003	Research and apply beauty industry information	20
SHBBSKS006	Pierce ear lobes	20
SHBBSKS007	Provide diathermy treatments	60
SHBBSKS008	Provide upper body piercings	30
SHBBSKS009	Provide micro-dermabrasion treatments	40
SHBBSKT001	Provide skin therapy consultations	30
SHBBSKT002	Provide advice on specialised skin care formulations and ingredients	15
SHBBSKT003	Identify and control safety risks for light-based skin treatments	35
SHBBSKT004	Design intense pulsed light skin treatment programs	30
SHBBSKT005	Provide intense pulsed light skin treatments	100
SHBBSKT006	Design laser skin treatment programs	40
SHBBSKT007	Provide laser skin treatments	100
SHBBSKT008	Design light emitting diode treatment programs	30
SHBBSKT009	Provide light emitting diode skin treatments	20
SHBBSKT010	Provide skin needling treatments	75
SHBBSKT011	Provide superficial peel treatments	30
SHBBSKT012	Investigate developments in cosmetic treatments for skin rejuvenation	25
SHBBSPA005	Work in a spa therapies framework	20

Unit Code	Unit Title	Nominal Hours
SHBBSPA006	Provide spa therapies	80
SHBBSPA007	Provide stone therapy massages	45
SHBBSPA008	Provide Indian head massages for relaxation	25
SHBBSSC001	Incorporate knowledge of skin structure and functions into beauty therapy	60
SHBBSSC002	Incorporate knowledge of body structures and functions into beauty therapy	60
SHBBSSC003	Research and apply information on skin science in a skin therapy context	20
SHBBSSC004	Identify the function and structure of skin and hair for cosmetic tattooing	40
SHHBAS001	Provide shampoo and basin services	40
SHHBAS002	Provide head, neck and shoulder massages for relaxation	20
SHBHCCS001	Plan hair services for special events	20
SHBHCLS001	Apply hair colour products	30
SHBHCLS002	Colour and lighten hair	65
SHBHCLS003	Provide full and partial head highlighting treatments	45
SHBHCLS004	Neutralise unwanted colours and tones	55
SHBHCLS005	Provide on scalp full head and retouch bleach treatments	55
SHBHCLS006	Solve complex colour problems	55
SHBHCLS007	Enhance hair designs using creative colouring and lightening techniques	65
SHBHCUT001	Design haircut structures	20
SHBHCUT002	Create one length or solid haircut structures	30
SHBHCUT003	Create graduated haircut structures	35

Unit Code	Unit Title	Nominal Hours
SHBHCUT004	Create layered haircut structures	35
SHBHCUT005	Cut hair using over-comb techniques	30
SHBHCUT006	Create combined haircut structures	45
SHBHCUT007	Create combined traditional and classic men's haircut structures	45
SHBHCUT008	Design and perform creative haircuts	45
SHBHCUT009	Cut hair using freehand clipper techniques	25
SHBHCUT010	Create haircuts using tracks and carving	30
SHBHCUT011	Design and maintain beards and moustaches	20
SHBHCUT012	Shave heads and faces	25
SHBHCUT013	Provide men's general grooming services	25
SHBHDES001	Dry hair to shape	40
SHBHDES002	Braid hair	30
SHBHDES003	Create finished hair designs	50
SHBHDES004	Create classic long hair up-styles	30
SHBHDES005	Select and apply hair extensions	45
SHBHDES006	Design and style long hair creatively	50
SHBHDES007	Apply and maintain wigs and hairpieces	40
SHBHDES008	Make wigs and hairpieces	120
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBHIND002	Research and use hairdressing industry information	15
SHBHIND003	Develop and expand a client base	35
SHBHIND004	Participate in session styling teams	65

Unit Code	Unit Title	Nominal Hours
SHBHREF001	Curl and volumise hair with chemical treatments	65
SHBHREF002	Straighten and relax hair with chemical treatments	45
SHBHREF003	Straighten and relax hair with protein treatments	45
SHBHREF004	Enhance hair designs using chemical reformation techniques	45
SHBHREF005	Rinse and neutralise chemically restructured hair	25
SHBH TLS001	Provide technical leadership to hairdressing teams	45
SHBH TLS002	Research and utilise hairdressing trends to advance creative work	55
SHBH TLS003	Work as a session stylist	30
SHBH TLS005	Conceive, develop and realise innovative hairdressing concepts for media	90
SHBH TLS006	Conceive, develop and realise innovative hairdressing concepts for events	90
SHBH TLS007	Plan and deliver professional hairdressing presentations	70
SHBH TLS008	Originate and refine hair design concepts	90
SHBH TLS009	Work to a brief to develop and refine hair designs	70
SHBH TRI001	Identify and treat hair and scalp conditions	25
SHBH TRI002	Conduct trichological assessments	45
SHBH TRI003	Develop and apply scalp treatment therapies	35
SHBXCCS004	Recommend products and services	20
SHBXCCS005	Maintain health and wellbeing in a personal services setting	40
SHBXCCS006	Promote healthy nutritional options in a beauty therapy context	40
SHBXCCS007	Conduct salon financial transactions	25
SHBXCCS008	Provide salon services to clients	30

Unit Code	Unit Title	Nominal Hours
SHBXCCS009	Greet and prepare clients for salon services	10
SHBXIND003	Comply with organisational requirements within a personal services environment	45
SHBXIND004	Develop skin therapy workplace policies and procedures	50
SHBXIND005	Communicate as part of a salon team	30
SHBXPSM001	Lead teams in a personal services environment	55
SHBXPSM002	Manage treatment services and sales delivery	60
SHBXPSM003	Promote a personal services business	60
SHBXPSM004	Develop a product and service range	50
SHBXWHS003	Apply safe hygiene, health and work practices	40
SHBXWHS004	Provide a safe work environment	30

## CONTACTS AND LINKS

<b>Curriculum Maintenance Manager (CMM)</b>		
Service Industries CMM (SICMM)	The CMM Service is provided on behalf of Higher Education and Skills.  CMM Service Executive Officers can assist with questions on payable and nominal hours.	Alison Hollands Address: Victoria University PO Box 14428, Melbourne VIC 8001 Phone: (03) 9919 8351 Email: <a href="mailto:Alison.Hollands@vu.edu.au">Alison.Hollands@vu.edu.au</a>
<b>Service Skills Organisation (SSO)</b>		
SkillsIQ Ltd	This SSO is responsible for developing this <b>SHB Hairdressing and Beauty Services Training Package</b> and can be contacted for further information.	Phone: 02 9392 8100 Email: <a href="mailto:enquiries@skillsiq.com.au">enquiries@skillsiq.com.au</a> See <a href="#">SkillsIQ Website</a> for more information.
<b>National Register of VET in Australia</b>		
Training.gov.au (TGA)	TGA is the Australian government's official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs.	See the <a href="#">National Register</a> for more information.
<b>Australian Government</b>		
Department of Education, Skills and Employment	The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.	See the <a href="#">Commonwealth Department of Education, Skills and Employment website</a> for more information.
<b>State Government</b>		
Department of Education and Training (DET)	DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.	(03) 9637 2000 See the <a href="#">Victorian Department of Education and Training website</a> for more information.
<b>National VET Regulatory Authority</b>		
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's VET sector.	Info line: 1300 701 801 See the <a href="#">ASQA website</a> for more information.
<b>Victorian State VET Regulatory Authority</b>		
Victorian Registration and Qualifications Authority (VRQA)	The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria.	(03) 9637 2806 See the <a href="#">VRQA website</a> for more information.

## GLOSSARY

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