**Victorian Purchasing Guide**

**for**

**SIB10 Beauty Training Package**

**Version No 1.2**

**December 2011**

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Victorian Purchasing Guide ⎯ Version History

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

**SIB10 Beauty Training Package Victorian Purchasing Guide**

**CONTENTS**

INTRODUCTION 5

What is a Victorian Purchasing Guide? 5

Registration 5

QUALIFICATIONS 6

UNITS OF COMPETENCY AND NOMINAL HOURS 7

SAMPLE TRAINING PROGRAMS 9

CONTACTS AND LINKS 16

GLOSSARY 18

INTRODUCTION

What is a Victorian Purchasing Guide?

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

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

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

Registration

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

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

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

QUALIFICATIONS

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

UNITS OF COMPETENCY AND NOMINAL HOURS

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

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

Listing of the Units of Competency and Nominal Hours

| **Unit Code** | **Unit Title** | **Nominal Hours** |
| --- | --- | --- |
| SIBXCCS201A | Conduct financial transactions | 25 |
| SIBXCCS202A | Provide service to clients | 30 |
| SIBXFAS201A | Design and apply make-up | 40 |
| SIBXFAS202A | Design and apply make-up for photography | 30 |
| SIBXPSM501A | Lead teams in a personal services environment | 40 |
| SIBXPSM502A | Manage treatment services and sales delivery | 60 |
| SIBXPSM503A | Promote a personal services business | 60 |
| SIBXRES501A | Investigate new products and services | 50 |
| SIBBBOS401A | Perform body massage | 60 |
| SIBBBOS402A | Provide body treatments | 70 |
| SIBBBOS403A | Perform aromatherapy massage | 40 |
| SIBBBOS504A | Apply aromatic plant oil chemistry to beauty treatments | 20 |
| SIBBBOS505A | Blend and apply a range of aromatic plant oils for beauty treatments | 35 |
| SIBBBOS506A | Use reflexology relaxation techniques in beauty treatments | 30 |
| SIBBCCS301A | Apply the principles of skin biology to beauty treatments | 15 |
| SIBBCCS302A | Advise on beauty services | 30 |
| SIBBCCS403A | Recognise body structures and systems in a beauty therapy context | 60 |
| SIBBCCS404A | Work in a skin therapies framework | 50 |
| SIBBCCS405A | Develop treatment plans | 30 |
| SIBBCCS406A | Use electricity in beauty therapy treatments | 20 |
| SIBBCCS407A | Interpret the chemical composition and physical actions of cosmetic products | 30 |
| SIBBCCS408A | Promote healthy nutritional options in a beauty therapy context | 20 |
| SIBBFAS201A | Demonstrate retail skin care products | 25 |
| SIBBFAS302A | Provide lash and brow treatments | 15 |
| SIBBFAS303A | Design and apply remedial camouflage make-up | 30 |
| SIBBFAS404A | Provide facial treatments | 120 |
| SIBBFAS405A | Provide advanced facial treatments | 115 |
| SIBBHRS301A | Perform waxing treatments | 85 |
| SIBBHRS502A | Perform female intimate waxing treatments | 20 |
| SIBBHRS503A | Perform male intimate waxing treatments | 20 |
| SIBBHRS504A | Provide electrolysis treatments | 145 |
| SIBBHRS705A | Apply intense pulsed light and laser safety protocols | 35 |
| SIBBHRS706A | Design intense pulsed light and laser hair reduction treatment programs | 25 |
| SIBBHRS707A | Provide intense pulsed light and laser hair reduction treatments | 200 |
| SIBBNLS201A | Work in a nail services framework | 15 |
| SIBBNLS202A | Provide manicure and pedicare services | 30 |
| SIBBNLS203A | Apply ultraviolet gel nail enhancement | 30 |
| SIBBNLS204A | Apply acrylic nail enhancement | 35 |
| SIBBNLS205A | Apply nail art | 15 |
| SIBBNLS206A | Use electric file equipment for nails | 30 |
| SIBBNLS207A | Apply advanced nail art | 15 |
| SIBBRES201A | Research and apply beauty industry information | 20 |
| SIBBRES702A | Investigate developments in cosmetic treatments using light or laser systems | 25 |
| SIBBSKS201A | Pierce ears | 15 |
| SIBBSKS302A | Apply cosmetic tanning products | 15 |
| SIBBSKS503A | Provide diathermy treatments | 50 |
| SIBBSKS504A | Design and perform cosmetic tattooing | 110 |
| SIBBSKS505A | Provide upper body piercing | 30 |
| SIBBSKS506A | Apply micro-dermabrasion to improve skin appearance | 20 |
| SIBBSPA501A | Work in a spa therapies framework | 10 |
| SIBBSPA502A | Plan spa programs | 20 |
| SIBBSPA503A | Provide spa therapies | 80 |
| SIBBSPA504A | Provide stone therapy massage | 20 |
| SIBBSPA505A | Provide Indian head massage for relaxation | 20 |

SAMPLE TRAINING PROGRAMS

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

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

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

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

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

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

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

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| --- | --- | --- |
| Occupation / Work Function | Laser Therapist | |
| Qualification Title | Vocational Graduate Certificate in Intense Pulsed Light and Laser Hair Reduction | |
| Qualification Code | SIB70110 | |
| Description | This sample training program would be suitable for a person who has completed a Diploma of Beauty Therapy and who wishes to specialise in IPL and laser treatments. | |
| Comments | This qualification has entry requirements. Please refer to the SIB10 Beauty Training Package. | |
| Unit Code | Unit Title | Hours |
| *Core* |  |  |
| HLTIN402B | Maintain infection control standards in office practice settings | 75 |
| SIBBHRS705A | Apply intense pulsed light and laser safety protocols | 35 |
| SIBBHRS706A | Design intense pulsed light and laser hair reduction treatment programs | 25 |
| SIBBHRS707A | Provide intense pulsed light and laser hair reduction treatments | 200 |
| SIBBRES702A | Investigate developments in cosmetic treatments using light or laser systems | 25 |
| Total Hours |  | 360 |

CONTACTS AND LINKS

|  |  |  |
| --- | --- | --- |
| **Industry Skills Council (ISC)** | | |
| Service Skills Australia | This ISC is responsible for developing this **SIB10 Beauty Training Package Version 1** and can be contacted for further information. You can also source copies of the Training Package and support material. | Level 10, 171 Clarence Street  Sydney NSW 2000  info@serviceskills.com.au  [www.serviceskills.com.au](file:///C:/Documents%20and%20Settings/e5017516/Local%20Settings/Temporary%20Internet%20Files/Content.Outlook/0N0BT110/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](http://training.gov.au) |
| **Australian Government** | | |
| The Department of Education, Employment and Workplace Relations (DEEWR) | DEEWR provides a range of services and resources to assist in delivery of Training Packages. Search the DEEWR website for links to a range of relevant resources and publications. | [www.deewr.gov.au](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 Skills Victoria. | Maree Polglaise  Victoria University  PO Box 14428, Melbourne VIC 8001  (03) 9919-5326  (03) 9919-5274  [Maree.Polglaise@vu.edu.au](mailto:Maree.Polglaise@vu.edu.au) |
| **State VET Regulatory Authority** | | |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration of education and training providers in Victoria to ensure the delivery of quality education and training. | [www.vrqa.vic.gov.au](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. |