**SIH11 Hairdressing**

**Victorian Purchasing Guide**

**Version No 1**

**April 2012**

**SIH11 Hairdressing Training Package**

**Version No 1**

This Victorian Purchasing Guide was prepared by the Curriculum Maintenance Manager Maree Polglaise

(Telephone: (03) 9919-5326 Facsimile: (03) 9919-5274) on behalf of Skills Victoria.

Purchasing Guide ⎯ Version History

|  |  |  |  |
| --- | --- | --- | --- |
| Purchasing Guide Version  | DateApproved | Training PackageVersion | Comments |
| 1 | 2/4/2012 | 1 | SIH11 represents a full review of the WRH06 Hairdressing Training Package Version 2 |



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

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

**Disclaimer**

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

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

**Third party sites**

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

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

TABLE OF CONTENTS

VICTORIAN PURCHASING GUIDES 4

Definitions used in this Purchasing Guide 4

What are Training Packages? 5

INTRODUCTION 6

What do I need to deliver this Training Package? 6

Where do I get this Training Package? 6

REGISTRATION 6

How does a training organisation become registered? 6

Qualifications 7

TRANSITION 8

When should new enrolments be in this Training Package? 8

What about currently enrolled students? 8

ENDORSEMENT PERIOD FOR TRAINING PACKAGES 9

UNITS OF COMPETENCY AND NOMINAL HOURS 10

SAMPLE TRAINING PROGRAMS 14

Do I have to devise a training program? 14

INDUSTRY REGULATION 22

Information on some regulatory requirements can also be obtained from the Training and Occupational Licensing Matrix on the Training Support Network. 22

LINKS AND CONTACTS 22

Other useful Links 23

CMM details 23

Training Packages 23

Training Package Support Materials 23

Apprenticeships and TrainEEsHIPS 24

What qualifications in this Training Package are available as Apprenticeships and Traineeships? 24

VICTORIAN PURCHASING GUIDES

The Victorian Purchasing 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](http://trainingsupport.skills.vic.gov.au/).

Definitions used in this Purchasing Guide

|  |  |
| --- | --- |
| Term | Definition |
| 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 in order to adequately present the educational material. These hours are determined by the Victorian State Training Authority. Nominal hours may vary for a qualification depending on the units of competency selected.  |
| Replaced Qualification Code | National identifier of the accredited course or Training Package qualification replaced by this Training Package. |
| Replaced Qualification Title | National title of the accredited course or Training Package qualification replaced by this Training Package. |
| No New Enrolments In | The date from which all new enrolments must be in this 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 | The scope that identifies the particular services and products that can be provided by a Registered Training Organisation (RTO). An RTO can be registered to provide either:* training delivery services, assessment and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment; or
* assessment services and products, and issue Australian Qualifications Framework qualifications and Statements of Attainment.

In addition, scope of registration is defined by Australian Qualifications Framework qualifications and/or Units of Competency. |
| Apprenticeships and Traineeships | Apprenticeships and Traineeships combine practical work with structured training under a training contract to give people an industry relevant nationally recognised qualification. |
| Pre-requisite | A pre-requisite unit is a unit in which the candidate must be deemed competent prior to the determination of competency in the unit. |
| Entry Requirement | Entry requirements do not form part of a qualification. They are specified where prior knowledge skill and experience is considered necessary.  |
| Practical Placement | Practical placement refers to any structured workplace learning, including but not limited to, work observation and work experience undertaken by a student as part of a technical and further education course. Used as a delivery strategy, it forms part of a course to enhance student learning.Practical placement does not apply for an apprentice or trainee under a registered training contract.Practical Placement Guidelines are available from http://www.skills.vic.gov.au/corporate/providers/training-organisations/practical-placement-guidelines |

What are Training Packages?

Training Packages are sets of nationally endorsed standards and qualifications for recognising and assessing people's skills. A Training Package describes the skills and knowledge needed to perform effectively in the workplace. They do not prescribe how an individual should be trained. Teachers and trainers develop learning strategies ⎯ the ‘how’ ⎯ depending on learners' needs, abilities and circumstances.

Training Packages are developed by industry through [National Industry Skills Councils](http://www.isc.org.au) to meet the identified training needs of specific industries or industry sectors. To gain national endorsement, developers must provide evidence of extensive consultation and support within the industry area or enterprise.

Training Packages complete a quality assurance process and are then endorsed by the [National Skills Standards Council](http://www.nssc.tvetaustralia.com.au/) (NSSC) and placed on the [training.gov.au](http://training.gov.au/) (TGA) website.

**SIH11 TRAINING PACKAGE PURCHASING GUIDE**

INTRODUCTION

If you are a teacher, trainer or assessor in a Registered Training Organisation (RTO), this Guide will assist you in using the **SIH11 Training Package Version 1**. The Guide must be read in conjunction with the Training Package endorsed components (the competency standards, assessment guidelines and qualifications framework).

What do I need to deliver this Training Package?

All training delivery and assessment must be conducted by an RTO that has the Training Package qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO that does, under the quality arrangements outlined by the RTO’s relevant regulatory body.

You must have a copy of the endorsed components of the Training Package and be a qualified trainer or assessor in line with the requirements of the RTO’s relevant regulatory body.

Where do I get this Training Package?

You can purchase the Training Package from the Industry Skills Council (see ‘Links and Contacts’). In addition, you can view and download the endorsed components from the [training.gov.au](http://training.gov.au/) (TGA) website.

REGISTRATION

RTOs issue nationally recognised qualifications and Statements of Attainment in accordance with their relevant regulatory body.

To offer qualifications and Statements of Attainment from the **SIH11 Training Package Version 1**, RTOs 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, RTOs must comply with the agreed standards for training organisations as defined by their relevant regulatory body.

Details regarding registration as a Training Organisation can be found at either the [Victorian Registration and Qualifications Authority (VRQA)](http://www.vrqa.vic.gov.au/) or the [Australian Skills Quality Authority (ASQA).](http://www.asqa.gov.au/)

Qualifications

| Code | Title | Range of Nominal Hours | Comments |
| --- | --- | --- | --- |
| SIH20111 | Certificate II in Hairdressing | 330-365 | There are no entry requirements for this qualification. |
| SIH30111 | Certificate III in Hairdressing | 945-1065 | There are no entry requirements for this qualification. |
| SIH40111 | Certificate IV in Hairdressing | 390-455 | This qualification has entry requirements. Please refer to the SIH11 Hairdressing Training Package. |
| SIB50210 | Diploma of Salon Management | 385-550 | There are no entry requirements for this qualification. |
| SIH70111 | Vocational Graduate Certificate in Hairdressing Creative Leadership | 390-480 | This qualification has entry requirements. Please refer to the SIH11 Hairdressing Training Package. |

* Nominal hour range for qualification ⎯ includes the units in the qualification and their prerequisites

(where the prerequisites can be accommodated within the qualification packaging rules)

* In addition, some qualifications have an entry requirement of specified units or their equivalent. These units have a nominal hour value that is not included in the nominal hours as they are outside the qualification packaging rules.

TRANSITION

The following information applies to VRQA registered providers only:

Transition arrangements apply where existing accredited courses, or Training Package qualifications, are replaced by qualifications from the **SIH11 Hairdressing Version 1 Training Package**.

When should new enrolments be in this Training Package?

The following tables show the date from which all new enrolments must be in the **SIH11 Hairdressing Training Package Version 1** qualifications. From that date, you must not accept any new enrolments in the qualifications or accredited courses being replaced by the new Training Package.

What about currently enrolled students?

Where possible, you should give currently enrolled students the opportunity to transfer to the most recent qualification and be mindful of your obligations under your RTO’s relevant regulatory body. The Transition Arrangements table of this Guide provides information to assist this process. When making the decision to transfer to the revised qualification, consider issues such as the proportion of the qualification that has been completed by the learner, the degree of alignment with the revised qualification, apprenticeship or traineeship arrangements, and any potential advantage or disadvantage to learners.

Transition Arrangements for Version 1 of this Purchasing Guide

The following qualifications are equivalent to the replaced qualifications. RTOs delivering one or more of the following replaced qualifications, and units in the qualification, will be able to apply to have their scope of registration updated with the revised qualifications by completing a self assessment and emailing/faxing back the form supplied by the VRQA. For those RTOs registered with another regulatory body please confirm with their respective requirements. For RTOs registered with the VRQA there should be no new enrolments in the replaced qualifications after 31 December 2012.

| Transition Table for Equivalent Qualifications |
| --- |
| Training Package Qualification Code | Training Package Qualification Title | Replaced Qualification Code  | Replaced Qualification Title |
| SIH20111 | Certificate II in Hairdressing | WRH20109 | Certificate II in Hairdressing |
| SIH30111 | Certificate III in Hairdressing | WRH30109 | Certificate III in Hairdressing |
| SIH40111 | Certificate IV in Hairdressing | WRH40109 | Certificate IV in Hairdressing |
| SIB50210 | Diploma of Salon Management | WRH50109 | Diploma of Hairdressing Salon Management |

The following qualifications are new qualifications. RTOs will be able to add these qualifications to their scope of registration using the standard application process as detailed by their relevant regulatory body.

| New Qualifications |
| --- |
| Training Package Qualification Code | Training Package Qualification Title |
| SIH70111 | Vocational Graduate Certificate in Hairdressing Creative Leadership |

The following qualifications are removed. For RTOs registered with the VRQA there should be no new enrolments in removed qualifications after 31 December 2012.

| Removed Qualifications |
| --- |
| Training Package Qualification Code | Training Package Qualification Title |
| WRH40209 | Certificate IV in Trichology |

ENDORSEMENT PERIOD FOR TRAINING PACKAGES

There is a difference between the accreditation period of a state accredited course and the endorsement of a Training Package qualification. For Training Packages, the NSSC specifies a date that the review of the Training Package is to be completed. This date is not an expiry date; therefore, Training Package qualifications are current until they are replaced by qualifications in the reviewed or re-endorsed Training Package. In the case of a course, currency is for a fixed period of time determined at the time of accreditation and is recorded on the [training.gov.au](http://training.gov.au/) (TGA) website.

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 **SIH11 Hairdressing Training Package.** RTOs should be familiar with the mapping tables contained within the current Training Package.

You must be sure that all training and assessment leading to qualifications or Statements of Attainment from the **SIH11 Hairdressing 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 |
| --- | --- | --- |
| 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 |
| **Imported units** |
| **BSB07 Business Services Training Package** |
| BSBCRT601A | Research and apply concepts and theories of creativity | 65 |
| BSBDES602A | Research global design trends | 30 |
| BSBDES701A | Research and apply design theory | 40 |
| BSBFRA401B | Manage compliance with franchisee obligations and legislative requirements | 60 |
| BSBFRA402B | Establish a franchise | 70 |
| BSBFRA403B | Manage relationship with a franchisor | 30 |
| BSBFRA404B | Manage a multiple site franchise | 70 |
| BSBLED501A | Develop a workplace learning environment | 60 |
| BSBMGT401A | Show leadership in the workplace | 50 |
| BSBMGT502B | Manage people performance | 70 |
| BSBMKG413A | Promote products and services | 40 |
| BSBSMB402A | Plan small business finances | 50 |
| BSBSMB403A | Market the small business | 50 |
| BSBSMB404A | Undertake small business planning | 50 |
| BSBSMB406A | Manage small business finances | 60 |
| BSBSMB408A | Manage personal, family, cultural and business obligations | 30 |
| BSBSMB409A | Build and maintain relationships with small business stakeholders | 20 |
| BSBSUS201A | Participate in environmentally sustainable work practices | 20 |
| BSBSUS501A | Develop workplace policy and procedures for sustainability | 50 |
| BSBWOR501A | Manage personal work priorities and professional development | 60 |
| **SIB10 Beauty Training Package** |
| SIBXCCS201A | Conduct financial transactions | 25 |
| SIBXCCS202A | Provide service to clients | 30 |
| 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 |
| **SIR07 Retail Services Training Package** |
| SIRXCOM001A | Communicate in the workplace | 40 |
| SIRXHRM001A | Administer human resources policy | 35 |
| SIRXHRM002A | Recruit and select personnel | 35 |
| SIRXIND001A | Work effectively in a retail environment | 45 |
| SIRXINV001A | Perform stock control procedures | 35 |
| SIRXMER001A | Merchandise products | 30 |
| SIRXMGT001A | Coordinate work teams | 35 |
| SIRXMGT003A | Lead and manage people | 35 |
| SIRXOHS003A | Provide a safe working environment | 35 |
| SIRXQUA002A | Lead a team to foster innovation | 35 |
| SIRXRPK002A | Recommend hair, beauty and cosmetic products and services | 25 |
| SIRXSLS001A | Sell products and services | 20 |
| SIRXSLS002A | Advise on products and services | 30 |
| **TAE10 Training and Education Training Package** |
| TAEASS401A | Plan assessment activities and processes | 20 |
| TAEASS402A | Assess competence | 15 |
| TAEDEL301A | Provide work skill instruction | 40 |
| TAEDEL402A | Plan, organise and facilitate learning in the workplace | 25 |

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?

In accordance with their relevant regulatory body, each RTO 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 all the required competencies and any pre-requisites. 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 following sample training programs are for qualifications in the **SIH11 Hairdressing Training Package**. To view more sample training programs go to [Australian Apprenticeships Training Information Service](http://www.aatinfo.com.au/) and follow the links to **‘Sample Training Programs’.**

|  |  |
| --- | --- |
| 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 tasks 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 |

|  |  |
| --- | --- |
| 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  | Vocational Graduate Certificate in Hairdressing Creative Leadership |
| Qualification Code | SIH70111 |
| 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* |  |  |
| 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 |
| *Electives* |  |  |
| SIHHTLS708A | Originate and refine hair design concepts | 90 |
| SIHHTLS709A | Establish, negotiate and refine hair design concepts for briefs | 70 |
| Total Hours |  | 480 |

INDUSTRY REGULATION

Every RTO 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.

Information on some regulatory requirements can also be obtained from the Training and Occupational Licensing Matrix on the [Training Support Network](http://trainingsupport.skills.vic.gov.au/).

**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.

The **Service Skills Australia** Industry Skills Council can provide you with information about the Training Package. You can also purchase copies of the Training Package and support materials. Search the **Service Skills Australia** website **www.serviceskills.com.au** telephone **(02) 8243 1200** or email **info@serviceskills.com.au**

The[training.gov.au](http://training.gov.au/) (TGA) website provides comprehensive information on endorsed Training Packages, as well as details of accredited courses and RTOs.

The **Department of Education, Employment and Workplace Relations** (DEEWR) provides a range of services and resources to assist in delivery of Training Packages. Search the [DEEWR website](http://www.deewr.gov.au/) for links to a range of relevant resources and publications.

The **Australian Apprenticeships and Traineeships Information Service** provides a single point of contact to coordinate information to Australian Apprenticeships Centres (AACs) on the range, availability and relevance of the new national Training Packages. Search the [Australian Apprenticeships and Traineeships Information Service](http://www.aatinfo.com.au/)for information and resources, or alternatively the Call Centre for Australian Apprenticeships and Traineeships Information Serviceis staffed during business hours on 1800 338 022. For specific information about Apprenticeships and Traineeships, see the [Australian Government Australian Apprenticeships website](http://www.australianapprenticeships.gov.au) and Skills Victoria’s [Industry Guides for Apprenticeships and Traineeships in Victoria](http://www.skills.vic.gov.au/corporate/publications/brochures-and-fact-sheets/apprenticeships-and-traineeships-in-victoria-industry-guides).

**Skills Victoria** is responsible for the implementation of vocational education and training in Victoria, including Apprenticeships and Traineeships, and provides a range of support and information.

In Victoria, the Industry Training Board or Industry Advisory Body **Service Skills Victoria** covers the **SIH11 Hairdressing** **Training Package** and can support you in its delivery, including directing you to resources and other relevant products.

|  |  |
| --- | --- |
| Contact Person:  | Debra Kruske – Program Manager |
| Address: | Level 2, 10-16 Queen Street, Melbourne VIC 3000 |
| Telephone: | (03) 9621 1777 |
| Email: | debrak@ssv.org.au |
| Website: | www.serviceskillsvictoria.org.au |

Other useful Links

CMM details

For information and advice on this Purchasing Guide and associated delivery and assessment in Victoria contact:

|  |  |
| --- | --- |
| CMM Name: | Maree Polglaise |
| CMM Cluster Name: | Service Skills (Wholesale, Retail and Personal Services – WRAPS) |
| Institute Name: | Victoria University |
| Address: | PO Box 14428, Melbourne VIC 8001 |
| Telephone: | (03) 9919 5326 |
| Facsimile: | (03) 9919 5274 |
| Email: | Maree.Polglaise@vu.edu.au |
| Website: | <http://trainingsupport.skills.vic.gov.au/cmminf.cfm> |

Training Packages

You can search the [training.gov.au](http://training.gov.au/) (TGA) website and view and download the endorsed Training Package components.

Training Package Support Materials

There are many generic and specific materials to support you in delivering training and assessing outcomes with Training Packages. For example, **Error! Hyperlink reference not valid.**[www.training.com.au](http://www.training.com.au/) is a very useful site which provides access to:

* Resources Supporting Adult Literacy and Numeracy, Access, Equity and Diversity and the Australian Quality Training Framework (AQTF).

Apprenticeships and TrainEEsHIPS

What qualifications in this Training Package are available as Apprenticeships and Traineeships?

State and Territory Governments allocate funding for Training Package qualifications under Apprenticeships and 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 **SIH11 Hairdressing Training Package**, not all will be determined to be available as an apprenticeship or traineeship pathway.

The information in the following table will help you determine whether a qualification is available as an apprenticeship or traineeship.

RTOs with the **SIH11 Hairdressing Training Package** qualifications or units of competency on their scope of registration may be eligible for government funding to deliver some or all of the Training Package qualifications. If you require further information about government funded training or seek to identify RTOs with a current Victorian State Government contract for funded training, see the [Skills Victoria (Corporate) website](http://www.skills.vic.gov.au/corporate/providers/training-organisations/funding).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CODE** | **TITLE** | **MAXIMUM NOMINAL DURATION (MONTHS) (1)** | **PROBATIONARY PERIOD****(DAYS)** | **LEVEL OF REGULATION(2)** | STATE WAGE CAT(3) |
| **Full Time** | **Part Time** | **Full Time** | **Part Time** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

The following comment, table and associated ‘Note (4) Pre-Apprenticeships’ below can be deleted if no pre-apprenticeship has been determined for this Training Package.

Credit applies for completion of the following pre-apprenticeship and/or traineeship programs:

|  |  |  |
| --- | --- | --- |
| Pre-apprenticeship course/qualification or Traineeship(4) | Apprenticeship or Traineeship qualification | Duration Credit (Months) |
|  |  |  |
|  |  |  |
|  |  |  |

NOTE:

(1) These Maximum Durations assume that the apprentice has not gained a lower level qualification prior to entering the Training Contract. For example:

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

(2) Level of regulation which applies:

**A** applies generally to apprenticeships in traditional trade areas.

**T** applies to traineeships.

(3) Trainees undertaking a Certificate IV traineeship will receive the relevant weekly wage rate for Certificate III trainees at wage levels A, B or C as applicable with the addition of 3.8 percent of that wage rate.

(4) Pre–Apprenticeships

An approved pre-apprenticeship is a qualification that has an automatic training credit and duration credit into the training contract. The RTO will advise the apprentice and employer of the training credit on the agreed training plan. The employer and apprentice will receive written confirmation of the duration credit from Skills Victoria when the Training Contract is registered.

**Note for ‘Workplace Based 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.

Where apprentices/trainees are undertaking workplace training at Certificate levels I and II, they 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.