



**HAIR**ASSEMBLY

## **Course Guide**

**SHB30516 Certificate III in Barbering**

**January 2017**

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# Course Guide

## Course

SHB30516 Certificate III in Barbering

## Release Number & Currency

Release 1 – Current

## Introduction

This course guide is designed to give you as much information as possible about the course you are interested in enrolling into, the SHB30516 Certificate III IN Barbering. Throughout this guide, we will provide information about the course itself, the type of jobs and positions graduates might typically work in and recommended requirements for students to be able to get started on their studies.

If you have any questions about anything in the document, please feel free to contact one of our Dedicated Student Advisers who can provide you with any assistance you might require.

## Course Description

This qualification reflects the role of barbers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a barber in any industry environment, usually a barber shop or salon. This qualification is approved in Victoria as an apprenticeship program.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

## Target Participants

There are several target groups for the Certificate III in Hairdressing:

- Those who want to enter the sector – they may be those undertaking a career change with no skills or experience in the new career and have an employer who is willing to employ them as an apprentice either through their own endeavours or support from Hair Assembly or Australian Apprenticeship Support Network (AASN)
- Those who have been working in the sector but without qualification

Barbering is a very sociable career, and as such the following lists typical qualities employers look for in Barbering apprentices:

- Excellent social skills to engage with clients
- Passionate about men's grooming
- Strong attention to detail
- Good listener
- Interested in other people's stories
- A methodical and careful approach to working

Where an apprentice/trainee ceases their apprenticeship or employment, then the Faculty Head will contact the AASN provider to ascertain whether the student can continue training in another workplace. Hair Assembly will make every endeavour to support the student to continue training via online or distance learning in the interim, however, the student will need to find an alternative employer to complete the qualification, or to transfer to another RTO which provides the opportunity to complete the qualification without being employed.

In addition, trainers and assessors must maintain the currency of their skills and knowledge in their industry area and in vocational education and training as per Standards for RTO 2015 and undertaking this course could provide one way of doing this.

### Location

Hair Assembly (Head Office)

Level 5, 570 St Kilda Rd, Melbourne VIC 3000

This course is offered as an apprenticeship program with the learning and assessment being delivered in your workplace. A good deal of your learning will take place on the job to develop and grow your skills under the supervision of your workplace supervisor or senior hairdresser. Your trainer will, additionally, work with you to deliver the theory and skill basics that underpin your work and prepare you for new skills over time. If for any reason, your workplace does not have the ability to provide the learning opportunities for certain units, then alternative arrangements will be made for you with one of our support training salons that is equipped to meet your needs. Your trainer will discuss your learning needs with your employer at the commencement of your program to establish your training plan.

## COURSE DURATION & TIMELINES

The standard course duration is:

- 3 years full time or 4 years part time

Participants may complete the program earlier than these timelines through achievement of RPL or credit transfer. Participants may complete the program earlier than these timelines through achievement of RPL or credit transfer.

### Course Entry Requirements

There are no formal entry requirements for this qualification.

### Hair Assembly Course Admission Requirements

#### Education and experience

No formal experience is required. As this course is only available for workplace delivery, it is essential that participants are employed as apprentices or employed by an experienced barber willing to mentor them.

### Language Literacy and Numeracy skills

Students will undertake a Language Literacy and Numeracy assessment as part of the pre-enrolment process, to identify any additional support requirements.

There are no limitations to entry based on age, gender, social or educational background. However, as the course requires physical activity, students should be aware that they will need to be physically capable of completing the course activities.

### Participant Identification Requirements

This training product has the following specific participant identification requirements for an application for enrolment to be accepted:

- Unique Student Identifier (USI)
- If you are accessing government subsidized training, you will need to provide evidence of your citizenship and photo ID, ie your licence and green medicare card.

### Skills First training subsidies

The Skills First is an exciting initiative from the Victorian Government-to provide subsidised training to eligible students to gain new skills or upgrade existing qualifications. It aims to make vocational training more accessible to people who do not hold a post-school qualification, or to those who wish to gain a higher-level qualification.

Full details of the Skills First initiative can be found at

<http://www.education.vic.gov.au/skillsfirst/Pages/students.aspx> .

Skills First subsidies apply to this course for eligible students and the subsidies and fees applicable for eligible students, as well as any additional fees can be located on our website.

Eligibility requirements include:

- Australian or New Zealand citizenship, or Australian permanent residency
- Either:
  - Under 20 years of age, or
  - Undertaking a course that is higher than their highest existing qualification; or
  - Undertaking an approved apprenticeship
- And:
  - Commencing not more than two courses in any year,
  - Studying no more than two courses at any time
  - Commencing no more than two courses at a particular AQF level in their lifetime.

It is important for students to note that commencing any course contributes to the lifetime rule, and completing any course means that they will not be eligible for funding at that course level in the future.

Skills First subsidies do not apply to RPL at Next Gear. If you choose to apply for RPL, there is a separate fee applicable. Details of RPL fees can be found on the Fees page of our website.

### Student Resources, Texts, Materials, Equipment Requirements

As some of the assessments in this course require you to draw hair designs and document your design plans, you will need to have access to a printer to print off templates to use. You will also need pens, rulers and coloured pencils for designing.

#### Text book:

- : Milady Standard Barbering, Sixth Edition, Scali-Sheehan, Cengage, ISBN 978-1-3051-0055-8

Learning videos and templates and assessment materials are provided on a tablet device.

You will also be required to develop your hairdressing kit with the purchase of your own scissors and combs over time. We will provide students with details of suppliers that offer student discounts to our students.

Your learning materials will be provided to you on a tablet device. You will need to use a charging plug that has the output capacity of 5 volts and 2.0amps at a minimum, as the use of a substandard charging device may result in the charging device overheating and create a fire hazard. The tablet will be your responsibility during your studies. If you lose or damage the tablet, you will need to purchase a replacement device at a cost of \$500. If you withdraw from the course, you will be expected to return the tablet device in working condition or to pay a replacement fee of \$500.

There will be times when you need to listen to audio or video, so make sure you can listen to these through your headphones.

### **Browser**

We support all major browser versions released in the past 3 - 4 years, including Microsoft Internet Explorer, Mozilla Firefox and Google Chrome.

If you use other browsers and operating systems, while these are not officially supported, you still can use them to access most functions but they may have a slightly different look.

When you first login please accept and enable any prompts to allow JavaScript and accept cookies from our site as these are required to access your learning materials.

### **Course Fees**

Varies depending on applicants for fee for service or through a government subsidized program. You will receive a Course Fees agreement from Hair Assembly which sets out all of the terms and conditions and all fees related to the training.

### **Specific Industry Needs**

Industry requires individuals with strong communication skills, excellent social skills and customer service skills. Industry also looks for those who have a desire to learn, and to work well in a team environment and individually.

### **Course Organisation & Delivery Modes**

Hair Assembly recommends a study pathway in consultation with the student providing a logical program structure for students undertaking learning and assessment tasks.

The only training and assessment model offered is on-the-job, in the workplace.

It is recommended that learners should undertake approximately 3 hours per week of study, however for maximum success in the course it is recommended that learners undertake as many hours as possible per week.

you will also be engaged in monthly visits as per your delivery and assessment plan.

### **RPL / Credit Transfer**

Hair Assembly's Participant Advice and Selection Policy outlines in detail a process to be followed for granting Recognition of Prior Learning and Credit Transfer. This is supported with RPL Resources available for all course units.

you must apply for RPL or Credit Transfer prior to or immediately after formal enrolment but prior to the commencement of the delivery of the units. Any RPL's granted must be accepted and signed off by you.



## Schedule and Sequencing

The course is available for open enrolment throughout the year.

Please refer to [Appendix One](#) attached for specific unit sequencing information.

## Pathways for Participants

### Training Pathways

Preferred pathways into this qualification could include:

- SHB20216 - Certificate II in Salon Assistant

After achieving SHB30416 Certificate III in Hairdressing, individuals may undertake:

- SHB40216 Certificate IV in Hairdressing
- SHB50216 Diploma of Salon Management
- SHB80116 Graduate Certificate in Hairdressing Creative Leadership

These qualifications represent a logical pathway regardless of whether Hair Assembly offers the qualifications.

### Employment Pathways

Possible job titles relevant to this qualification

- Hairdresser

## Course Requirements / Packaging Rules / Core and Elective Units

In order to achieve SHB30516 Certificate III in Barbering 26 units must be completed:

21 core units

5 elective units

The selection of electives must be guided by the job outcome sought, local industry requirements and the complexity of skills appropriate to the AQF level of this qualification.



Units of Competency		
Code	Title	Core=C Elective=E
BSBSUS201	Participate in environmentally sustainable work practices	C
SHBHBAS001	Provide shampoo and basin services	C
SHBHCUT001	Design haircut structures	C
SHBHCUT002	Create one length or solid haircut structures	C
SHBHCUT003	Create graduated haircut structures	C
SHBHCUT004	Create layered haircut structures	C
SHBHCUT005	Cut hair using over-comb techniques	C
SHBHCUT007	Create combined traditional and classic men's haircut structures	C
SHBHCUT009	Cut hair using freehand clipper techniques	C
SHBHCUT011	Design and maintain beards and moustaches	C
SHBHCUT012	Shave heads and faces	C
SHBHCUT013	Provide men's general grooming services	C
SHBHDES001	Dry hair to shape	C
SHBHIND001	Maintain and organise tools, equipment and work areas	C
SHBHIND003	Develop and expand a client base	C
SHBHTRI001	Identify and treat hair and scalp conditions	C
SHBXCCS001	Conduct salon financial transactions	C
SHBXCCS002	Provide salon services to clients	C
SHBXIND001	Comply with organisational requirements within a personal services environment	C
SHBXIND002	Communicate as part of a salon team	C
SHBXWHS001	Apply safe hygiene, health and work practices	C
SHBHCUT006	Create combined haircut structures	E
SIRRINV001	Receive and handle retail stock	E
SIRRMER001	Produce visual merchandise displays	E

SHBHCUT010	Create haircuts using tracks and carving	E
SHBXCCS004	Recommend products and services	E

### Volume of Learning

The Australian Qualifications Framework notes the general volume of learning for this training product as: Certificate III is three years.

Where a learner has already attained credit transfers for relevant units of competency, the duration of the course may be shortened. The details of this alternative timetable will be detailed in the individual's training plan.

### Workplace Learning Model

This course will be delivered in the workplace with on-line assessment via the Hair Assembly Student Portal. Face to face sessions may be provided depending on the student cohort and in consultation with their employer where applicable.

Flexible delivery options such as the use of blended and/or self-paced materials allow students the flexibility to complete their skill gap learning where they have other commitments.

It is possible for aspects of the training and assessment to be delivered via face-to-face method and may incorporate workplace training depending on the circumstances of engagement with the course.

Participants should expect to undertake approximately 3 hours study per week for the duration of the session schedule. These hours may be completed on or off-the-job.

### Assessment Arrangements

A range of assessment environments are involved in the assessment of your competency. Workplace and case study projects are employed for summative assessment, where workplace application of all competencies can be observed by the Hair Assembly Assessor. For on-the-job observations, the trainer will visit the participant on-site at a mutually convenient time. The trainer will also talk with your workplace supervisor who will be asked to confirm that you are performing the tasks being assessed in your work to the standards expected in the workplace.

Recognition documentation and applications is available for all units of competency for those participants who have extensive experience in the unit areas. RPL applications will be offered and processed as per Hair Assembly's [Participant Advice and Selection Policy](#).

At all times, the assessment approaches planned will be compliant with Hair Assembly's [Assessment Policy](#), and when implemented meet the [Code of Conduct](#) requirements. All assessment approaches used will be compliant with the requirements of the Assessment Guidelines from the national Training Package or accredited course curriculum.

For each unit of competency (and each element within the unit), a range of evidence will be collected as per the evidence gathering techniques below. It is a requirement that all assessments maintain at a minimum, two types of appropriate evidence to verify your competence for each element within a unit, which address the performance criteria requirements of the elements. At least one of these evidence pieces should be a form of direct evidence (it should be noted that evidence pieces may overlap elements and units within the course).

All assessment tools are aligned directly with the course the following ways:

- Meets Unit, Element & Performance Criteria requirements;

- Covers the Unit Range Statement or Range of Conditions, Evidence Guide and Critical Aspects of Evidence or Assessment Conditions;
- Covers all Underpinning Knowledge or Knowledge Evidence, and Skills requirements or Performance Evidence; and
- Covers Specific Evidence Requirements as listed in each individual unit of competency.

Resources are often specified that must be used in assessment at a unit of competency level. All specific resources for each unit of competency are listed within Hair Assembly's [Assessment Resource](#) for each unit. Information within each unit resource includes:

- Specific assessment resources required;
- Assessment methods available to be used;
- Plan for and timing of assessment; and
- Any adjustments that may be needed to cater for different participant characteristics.

Assessors, when deeming a candidate competent, must have judged evidence collected to also have met the requirement of the Dimensions of Competency and be certain that the candidate can consistently apply and transfer the skills and knowledge covered into new work situations.

### Educational & Support Services

An assessment is completed with all clients prior to enrolment to identify any individual need, resource requirements, and support options for clients.

Participants are asked to identify their individual needs, but are sometimes reluctant to do so. Hair Assembly personnel monitor the progress of all participants and their readiness for assessment as they progress through their course.

Delivery materials and methods may be adapted for the special needs of clients. Some examples may include enlarging print materials for vision requirements, provision of ICT equipment and support, accessing interpreter services or using individual delivery methods. A range of support services, including LL&N training, may be accessed as required for participant needs.

### Reasonable Adjustment

There may be times and situations in which a participant may require 'reasonable adjustment' of the training and assessment methods implemented by Hair Assembly to meet their specific individual needs. These individual participant needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

Reasonable adjustments to the way in which evidence of performance is gathered (e.g. in terms of the information to be provided to the candidate and the type of evidence to be collected from the candidate) can only occur where the adjustments do not alter the expected performance standards for learning and assessment.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the participant undertake the course. The adjustments may include actions such as:

- Assistance in the form of the training location to allow easier access
- Accessing relevant equipment or aids to assist the participant adjustments to the assessment methods to cater for any special needs (without effecting the integrity of the outcome)

- Recording of evidence gathered orally from the student

Where a participant requests or is identified as requiring reasonable adjustment to the training and assessment process a detailed training and assessment plan including timetables, notes regarding the required adjustments, and any related communications regarding the adjustments are maintained in the participant file.

### Legislative Requirements

Hair Assembly personnel note the following legislation that impacts on their planning and implementation of delivery approaches in the course area. Specific legislative documents are located at: <http://www.austlii.edu.au/>

#### Workplace Health & Safety

- Work Health and Safety Act 2011
- Consumer protection laws apply

### Infrastructure, Equipment & Physical Resources

All Hair Assembly personnel involved in the delivery of this course have direct access to the current version of the Training Package and Training and Assessment Resources.

All Hair Assembly personnel involved in the delivery of this course have direct access a range of training and assessment resources that incorporate special needs and reasonable adjustment procedures. Resources approved for each unit of competency are listed in the Competency Mapping documentation for each unit of competency.

Hair Assembly has reviewed the equipment and facility requirements for each unit of competency, by conducting an analysis at a unit of competency level to ensure resource requirements are identified are addressed, and guarantees that it has access to all equipment required to fully implement the program as each participant is enrolled.

Where unit of competency resources have detailed specifications, these have been noted and addressed.

For work based programs, the equipment and facility requirements for this course is identified as follows:

- Pre-enrolment information - Located on the Hair Assembly's website and Intranet
- Unit Information - Located on training.gov.au
- RPL Process - Located on the Hair Assembly's website
- Reference Materials

Handouts, templates of workplace documents, brochures, images, books, and support material are provided to participants. The Hair Assembly has a working reference library available to all trainers to access to support their training and assessment delivery.

- Physical Resources:

Note the following products and equipment are to be supplied by the workplace, if required for training and/or assessment purposes. An equipment facilities and resources audit/risk assessment will be conducted at each worksite, prior to commencement of training, to ensure that trainees will have access to the appropriate physical resources.

### Learning & Assessment Resources

Hair Assembly has carefully chosen and planned the learning resources used to guide participants to ensure they are able to obtain and absorb the required knowledge and skills prior to assessment. These resources provide full coverage of all required areas.

The following resources are available and utilised when planning and implementing this course program:

- Approved learning resources – including Learner Guide, recommended readings, tool boxes, e-books, self-assessments for each unit of competency; and
- Approved training and assessment resources – please refer to the Trainer\_Guide for each unit of competency.

All learning and assessment materials are available for trainers and participants.

### Hair Assembly Trainers

All Hair Assembly trainers engaged in the delivery and assessment of this program have demonstrated their vocational competency through the Hair Assembly Verification of Competencies Procedure and Personnel Competencies Matrix directly covering the requirements of the training package.

Hair Assembly has documented the human resources available to deliver this training product. This ensures suitable trainers and assessors are available. This is recorded at a unit of competency level to ensure any specific requirements are met for each unit, and allows efficient deployment of personnel to meet clients' needs.

### Industry Engagement Processes

This training and assessment strategy has been developed through engagement with a range of industry stakeholders and client bodies, and will continue to be, validated through feedback from candidates and the industry as the course is implemented, using the validation strategy outlined in the Validation Policy.

Discussions and feedback from all parties is documented for implementation through Hair Assembly's Industry Engagement Report and Continuous Improvement Register.

### Assessment Validation Process

Hair Assembly has an internal assessment validation approach used for all program areas to ensure that the consistency and validity of assessments between Hair Assembly personnel is maintained at a high standard. Validation meetings for this course are scheduled as per Hair Assembly's Validation Plan.

### Evaluation Processes

Hair Assembly's Evaluation Policy used for all program areas is engaged for the regular and timely evaluation of outcomes for the course.

Discussions and feedback from all parties is documented for implementation through Hair Assembly's various Hair Assembly personnel meetings as per the Communications Policy, and also through the Continuous Improvement Register.

## UNIT OUTLINES

### BSBSUS201 Participate in environmentally sustainable work practices

This unit describes the skills and knowledge required to effectively measure current resource use and carry out improvements, including reducing the negative environmental impact of work practices.

### SHBXWHS001 Apply safe hygiene, health and work practices

This unit describes the performance outcomes, skills and knowledge required to follow safe practices to minimise risks to self, client and colleagues in a salon environment.

### SHBHIND001 Maintain and organise tools, equipment and work areas

This unit describes the performance outcomes, skills and knowledge required to maintain, organise and clean tools, equipment and work areas to ensure a clean and tidy client environment and the hygienic and safe provision of hair services. Complex and scheduled maintenance would be referred to specialist service technicians.

### SHBXCCS002 Provide salon services to clients

This unit describes the performance outcomes, skills and knowledge required to provide a complete customer service experience.

It requires the ability to communicate with clients face-to-face or by telephone, schedule appointments, attend and respond to client complaints, and assist clients with special needs.

### SHBXIND001 Comply with organisational requirements within a personal services environment

This unit describes the performance outcomes, skills and knowledge required to work in a personal services environment by integrating knowledge of workplace rights and responsibilities and organisational policies and procedures, and by using effective team and individual work practices to plan and organise daily work activities.

### SHBHBAS001 Provide shampoo and basin services

This unit describes the performance outcomes, skills and knowledge required to complete a range of hair services provided at the basin area including pre-service shampoos and treatments, and post treatment removal of residual colour and lightening products.

of massage techniques.

### SHBHTRI001 Identify and treat hair and scalp conditions

This unit describes the performance outcomes, skills and knowledge required to recognise a range of hair and scalp conditions as part of a pre-hair service analysis, to advise on and provide remedial treatments for minor conditions and to advise clients to seek further advice for abnormal or contagious conditions.

### SHBXCCS001 Conduct salon financial transactions

This unit describes the performance outcomes, skills and knowledge required to conduct financial transactions for the sale of products and services within a personal services environment.

### SHBXCCS004 Recommend products and services

This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the organisation's product and service range and to recommend products and services suited to customer needs. Products and services will vary according to the particular business type but can include any from a hair, barbering, beauty or cosmetics range.

### SHBHIND003 Develop and expand a client base

This unit describes the performance outcomes, skills and knowledge required by hairdressers and barbers to develop, sustain and expand a personal clientele in order to remain a viable industry employee. Building relationships with clients occurs while hairdressers and barbers are delivering a range of services in the salon in which they are employed or operate.

### SHBHCUT001 Design haircut structures

This unit describes the performance outcomes, skills and knowledge required to develop 2-D visual representations and plans for solid form, graduated and increased and uniform layered haircut structures. This enables hairdressers to visualise the components of finished haircut structures as aids to planning and completing haircuts.

### SHBHCUT002 Create one length or solid haircut structures

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design and recommend complementary one length or solid haircuts. It requires the ability to cut hair into one length or solid hair cut structures and to finish hair to shape.

### SHBHCUT004 Create layered haircut structures

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design and recommend complementary layered haircuts. It requires the ability to cut hair into both uniform and increased layered hair cut structures and to finish hair to shape.

### SHBHCUT003 Create graduated haircut structures

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design and recommend complementary graduated haircuts. It requires the ability to cut hair into graduated hair cut structures and to finish hair to shape.

### SHBHCUT005 Cut hair using over-comb techniques

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete complementary tapered haircuts. It requires the ability to cut hair using scissor-over-comb and clipper-over-comb techniques, to remove bulk, to blend different structures within haircuts and to outline or blend perimeters of haircuts.

### SHBHCUT007 Create combined traditional and classic men's haircut structures

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete a range of complementary traditional and classic men's haircuts which combine different structures. The combination may involve two or more different structures which can include solid, graduated and layered structures and those tapered haircuts created using over-comb techniques.



### SHBHCUT009 Cut hair using freehand clipper techniques

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete complementary haircuts using freehand clipper techniques.

### SHBHCUT011 Design and maintain beards and moustaches

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse beard, moustache and facial characteristics to design, recommend and complete a range of complementary styles. It also involves ongoing maintenance of styles.

### SHBHCUT012 Shave heads and faces

This unit describes the skills and knowledge required to complete face and head shaves after analysing the client's head, face and hair characteristics for impacting factors.

### SHBHCUT013 Provide men's general grooming services

This unit describes the skills and knowledge required to consult with clients and provide a range of general men's grooming services including trimming eyebrow and ear hair and shaving the neck under a beard. These enhancement services are usually offered in conjunction with haircutting services.

Other units cover full moustache and beard maintenance, face and head shaves.

### SHBHDES001 Dry hair to shape

This unit describes the performance outcomes, skills and knowledge required to use a variety of styling tools to dry hair to shape after services completed by hairdressers or barbers in the salon team.

### SHBXIND002 Communicate as part of a salon team

This unit describes the performance outcomes, skills and knowledge required to work as part of a team in a salon or retail cosmetics environment. It requires the ability to communicate with colleagues and senior staff and actively participate in a team work environment.

### SHBHCUT006 Create combined haircut structures

This unit describes the performance outcomes, skills and knowledge required to consult with clients and analyse hair and facial characteristics to design, recommend and complete a range of complementary haircuts which combine different structures. The combination may involve two or more different structures which can include solid, graduated and layered structures and those tapered haircuts created using over-comb techniques.

### SIRRINV001 Receive and handle retail stock

This unit describes the performance outcomes, skills and knowledge required to receive and store retail stock. It requires the ability to check stock quality and quantity against order requirements; store or present stock correctly; and maintain cleanliness of stock-handling areas.

### SIRRMER001 Produce visual merchandise displays

This unit describes the performance outcomes, skills and knowledge required to display retail merchandise. It requires the ability to prepare, produce and maintain merchandise displays in accordance with visual merchandising requirements.

### SHBHCUT010 Create haircuts using tracks and carving

This unit describes the performance outcomes, skills and knowledge required to source or create designs for tracks and creative carvings and to incorporate those into haircuts using clippers, scissors, razors or precision trimming tools.

### SHBXCCS004 Recommend products and services

This unit describes the performance outcomes, skills and knowledge required to develop and update knowledge of the organisation's product and service range and to recommend products and services suited to customer needs. Products and services will vary according to the particular business type but can include any from a hair, barbering, beauty or cosmetics range.

## Appendix 1: Course Schedule

Order	Unit Code	Unit name	Pre-requisite units
1	BSBSUS201	Participate in environmentally sustainable work practices	nil
2	SHBXWHS001	Apply safe hygiene, health and work practices	nil
3	SHBHIND001	Maintain and organise tools, equipment and work areas	nil
4	SHBXCCS002	Provide salon services to clients	nil
5	SHBXIND002	Communicate as part of a salon team	nil
6	SHBXIND001	Comply with organisational requirements within a personal services environment	nil
7	SHBHBAS001	Provide shampoo and basin services	nil
8	SHBHTRI001	Identify and treat hair and scalp conditions	nil
9	SHBHIND003	Develop and expand a client base	nil
10	SHBXCCS004	Recommend products and services	Nil
11	SHBXCCS001	Conduct salon financial transactions	Nil
12	SHBHCUT001	Design haircut structures	nil
13	SHBHCUT002	Create one length or solid haircut structures	SHBHCUT001 Design haircut structures
14	SHBHCUT003	Create graduated haircut structures	SHBHCUT001 Design haircut structures
15	SHBHCUT004	Create layered haircut structures	SHBHCUT001 Design haircut structures
16	SHBHCUT006	Create combined haircut structures	SHBHCUT002 Create one length or solid haircut structures SHBHCUT003 Create graduated haircut structures SHBHCUT004 Create layered haircut structures
17	SHBHCUT007	Create combined traditional and classic men's haircut structures	SHBHCUT002 Create one length or solid haircut structures

			SHBHCUT003 Create graduated haircut structures SHBHCUT004 Create layered haircut structures SHBHCUT005 Cut hair using over-comb techniques
18	SHBHCUT005	Cut hair using over-comb techniques	SHBHCUT001 Design haircut structures
19	SHBHCUT013	Provide men's general grooming services	nil
20	SHBHCUT009	Cut hair using freehand clipper techniques	SHBHCUT001 Design haircut structures
21	SHBHCUT010	Create haircuts using tracks and carving	nil
22	SHBHDES001	Dry hair to shape	nil
23	SHBHCUT012	Shave heads and faces	nil
24	SHBHCUT011	Design and maintain beards and moustaches	nil
25	SIRRINV001	Receive and handle retail stock	nil
26	SIRRMER001	Produce visual merchandise displays	nil

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