



VCE VET Hair and Beauty

Program Extract

Incorporating

SHB20116 Certificate II in Retail Cosmetics (Release 1)

SHB20216 Certificate II in Salon Assistant (Release 1)

SHB30115 Certificate III in Beauty Services (Release 1)

SHB30215 Certificate III in Make-Up (Release 1)

January 2018

This program is for implementation from January 2018.



Modification history

Version	Status	Release Date	Comments
3.0	Current	January 2018	Updated nominal hours for SHHBAS002
2.0	Superseded	February 2017	Changes to the Program Structure for all four qualifications.
1.0	Superseded	January 2017	Original Program

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Introduction

VCE VET programs are vocational training programs approved by the Victorian Curriculum and Assessment Authority (VCAA). VCE VET programs lead to nationally recognised qualifications, thereby offering students the opportunity to gain both the VCE and a nationally portable Vocational Education and Training (VET) certificate. VCE VET programs:

- are fully recognised within the Units 1 to 4 structure of the Victorian Certificate of Education (VCE) and therefore may contribute towards satisfactory completion of the VCE. VCE VET units have equal status with other VCE studies.
- may contribute to the satisfactory completion of the Victorian Certificate of Applied Learning (VCAL)
- function within the National Training Framework.

Program development

The VCE VET Hair and Beauty program is for implementation for the first time in 2017 and must be used in conjunction with the SHB Hairdressing and Beauty Services training package. The program contains the following qualifications:

- SHB20116 Certificate II in Retail Cosmetics
- SHB20216 Certificate II in Salon Assistant
- SHB30115 Certificate III in Beauty Services
- SHB30215 Certificate III in Make-Up

The VCE VET Hair and Beauty Program Extract must be used in conjunction with the nationally endorsed SHB Hairdressing and Beauty Services training package. The training package provides details on each unit of competency, the qualification packaging rules and assessment requirements.

The VCE VET Hair and Beauty program provides students with the knowledge and skills to enhance their employment prospects in the hairdressing and beauty services industry.

Program Information

This program extract must be read in conjunction with the VCAA VET Program Guide and nationally endorsed training package.

Transition arrangements

Students commencing in 2017 and beyond

All students commencing a VCE VET Hair and Beauty program in January 2017 and beyond must comply with the requirements outlined in this extract.

Industry Overview

Training Package

The hairdressing and beauty services industry is a dynamic industry involved in the provision of personal services for men and women. It includes businesses that provide a range of services such as: skin therapies and treatments, retail trade, arts and recreation services and accommodation and food services as well as haircuts, hair coloring and styling, manicures and pedicures.

Hairdressing and Beauty Services have become closely aligned with the concept of health and wellbeing. Hairdressing and Beauty qualifications have merged into one training package with hairdressing and beauty sharing common units of competency across qualifications.

The SHB Hairdressing and Beauty Services training package has been reviewed to ensure that qualifications are better aligned to job profiles to address the range of business environments of the hair and beauty services sectors.

The VCE VET Hair and Beauty program allows for credit in VCE and VCAL, and a nationally recognised qualification(s). Qualifications are drawn from the SHB Hairdressing and Beauty Services training package (Release 2) which can be found at:

<https://training.gov.au/Training/Details/SHB>

Qualifications / Packaging Rules

SHB20116 Certificate II in Retail Cosmetics

<https://training.gov.au/Training/Details/SHB20116>

Students must achieve fifteen units of competency to gain SHB20116 Certificate II in Retail Cosmetics, including:

- ten core units of competency
- five elective units of competency, consisting of:
 - three units listed in the qualification
 - two units listed in the qualification, elsewhere in the SHB Training Package, or any other current Training Package or accredited course.

This qualification provides and reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetics products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

SHB20216 Certificate II in Salon Assistant

<https://training.gov.au/Training/Details/SHB20216>

Students must achieve twelve units of competency to gain SHB20216 Certificate II in Salon Assistant, including:

- eight core units of competency
- four elective units of competency listed in the qualification

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services.

SHB30115 Certificate III in Beauty Services

<https://training.gov.au/Training/Details/SHB30115>

Students must achieve fifteen units of competency to gain SHB30115 Certificate II in Beauty Services, including:

- eleven core units of competency
- four elective units of competency, consisting of:
 - two units listed in the qualification
 - two units listed in the qualification, elsewhere in SHB Training Package, or any other current Training Package or accredited course.

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

SHB30215 Certificate III in Make-Up

<https://training.gov.au/Training/Details/SHB30215>

Students must achieve fifteen units of competency to gain SHB30215 Certificate II in Make-Up, including:

- nine core units of competency
- six electives units of competency, consisting of:
 - three units listed in the qualification
 - three units listed in the qualification, elsewhere in SHB Training Package, or any other Training Package or accredited course.

This qualification reflects the role of individuals employed as make-up artists to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

These individuals possess a range of well-developed technical and consultation skills where discretion and judgement is required and are responsible for their own outputs. This includes working cooperatively with a range of individuals including photographers, fashion stylists and media production staff.

Work is typically conducted as part of a team or on a freelance basis in settings such as make-up studios, retail cosmetic counters, fashion and media sets and photography studios.

VCE VET Hair and Beauty Program Details

Aims

The VCE VET Hair and Beauty program aims to:

- provide participants with the knowledge, skills, and competency that will enhance their employment prospects in the hairdressing and beauty services industry
- enable participants to gain a recognised credential and to make an informed choice of vocation or career path.

Structure

The VCE VET Hair and Beauty program comprises of four distinct qualifications: two certificate II qualifications with VCE credit at Units 1 and 2 and two certificate III qualifications with VCE credit at Units 1 to 4.

The identified units of competency in the VCE VET Hair and Beauty program have been selected for recognition purposes and may vary from the qualification packaging rules.

Qualifications and VCE VET Credit

SHB20116 Certificate II in Retail Cosmetics

Certificate II in Retail Cosmetics comprises 15 units of competency: ten compulsory units and a minimum of five elective units.

VCE VET Credit

On successful completion of certificate II, students will be eligible for:

- the award of SHB20116 Certificate II in Retail Cosmetics
- up to five units at Units 1 and 2 level.

VCE VET units accrue in the following order: Unit 1, 2, 1, 2 and 1, and may be accumulated over more than one year.

SHB20216 Certificate II in Salon Assistant

Certificate II in Salon Assistant comprises of twelve units of competency: eight compulsory units and a minimum of four elective units.

VCE VET Credit

On successful completion of certificate II, students will be eligible for:

- the award of SHB20216 Certificate II in Salon Assistant
- up to four units at Units 1 and 2 level.

VCE VET units accrue in the following order: Unit 1, 2, 1 and 2 and may be accumulated over more than one year.

SHB30115 Certificate III in Beauty Services

Certificate III in Beauty Services comprises of fifteen units of competency: eleven compulsory units and a minimum of four elective units.

VCE VET Credit

On successful completion of certificate III, students will be eligible for:

- the award of SHB30115 Certificate III in Beauty Services
- up to four units at Units 1 and 2 level, and
- a Units 3 and 4 sequence.

VCE VET units accrue in the following order: Unit 1, 2, 3, 4, 1 and 2 and may be accumulated over more than one year.

SHB30215 Certificate III in Make-Up

Certificate III in Make-Up comprises of fifteen units of competency: nine compulsory units and a minimum of six elective units.

VCE VET Credit

On successful completion of certificate III, students will be eligible for:

- the award of SHB30215 Certificate III in Make-Up
- up to four units at Units 1 and 2 level, and
- a Units 3 and 4 sequence.

VCE VET units accrue in the following order: Unit 1, 2, 3, 4, 1 and 2 and may be accumulated over more than one year.

Nominal Hour Duration

Nominal hours are determined by the Victorian State Training Authority (Department of Education and Training), they reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills.

Nominal hours are used to determine credit into the VCE or VCAL for VET units of competency.

Duplication

When a VCE VET program significantly duplicates other VCE studies or VET training in a student's program, a reduced VCE VET unit entitlement may apply. Credit towards the VCAL may also be reduced due to duplication.

No significant duplication has been identified between the VCE VET Hair and Beauty program and other VCE studies.

Duplication has been identified between all four qualifications in the VCE VET Hair and Beauty program and will be identified through the certificate enrolments on VASS.

Dual Enrolments

Where students undertake multiple qualifications within the VCE VET Hair and Beauty program, (such as Certificate II in Retail Cosmetics and Certificate III in Beauty Services) care needs to be taken to ensure students enroll in all the units of competency only once. Credit for a unit of competency can only be counted once towards VCE or VCAL. VASS will identify where the duplication has occurred and provide an overall reduction in credit towards VCE or VCAL.

Sequence

Certain units of competency will complement each other, lending to coordinated delivery that minimises content overlap. Units of competency have guidelines on the different situations and delivery contexts, and a range of delivery sequences are possible.

The intention of VCE VET programs is to provide students with a qualification that meets industry expectations. The strong advice and assumption of industry bodies is that the quality of the qualification is compromised when foundation training is neglected.

The following considerations should be used in determining the sequence of a student's VCE VET Hair and Beauty program:

- Students need to be undertaking or have completed: *BSBWHS201 Contribute to health and safety of self and others* (for Certificate II in Retail Cosmetics and Certificate II in Salon Assistant) or *SHBXWHS001 Apply safe hygiene, health and work practices* (for Certificate III in Beauty Services and Certificate III in Make-Up), prior to them engaging in structured Workplace Learning (SWL) aligned to this program.
- The sequencing of all other units of competency is determined by the registered training organization; however it is anticipated that a number of the core units of competency will be undertaken in the first year of the program.

VCE VET Hair and Beauty Program Structure

SHB20116 Certificate II in Retail Cosmetics

Code	Unit Title	Nominal Hours
Units 1 to 2		
Compulsory		
Common Compulsory Units:		
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001*	Comply with organisational requirements within a personal services environment	45
BSBWHS201	Contribute to health and safety of self and others	20
Compulsory Units:		
SHBBCCS001	Advise on beauty products and services	30
SHBMUP002	Design and apply make-up	45
SHBXCCS004	Recommend products and services	20
SHBXIND002	Communicate as part of a salon team	30
SIRRMER001	Produce visual merchandise displays	35
SIRXIND003	Organise personal work requirements	30
SIRXSL001	Sell to the retail customer	20
Subtotal		300
Electives: select a minimum of five electives from the Elective Bank		83 - 165
Total hours providing credit at Units 1 and 2 level		383 - 465
Elective Bank		
BSBSUS201	Participate in environmentally sustainable work practices	20
ICTWEB201	Use social media tools for collaboration and engagement	20
SHBBRES001	Research and apply beauty industry information	20
SHBMUP001	Apply eyelash extensions	30
SIRRINV001	Receive and handle retail stock	35
A maximum of two electives may be chosen from the list below		
HLTAID003	Provide first aid	18
SHBBFAS001	Provide lash and brow services	15
SHBBMUP003	Design and apply make-up for photography	30
SHHBAS002	Provide head, neck and shoulder massages for relaxation	20
SHBXCCS003*	Greet and prepare clients for salon services	10
SIRXHWB001	Maintain personal health and wellbeing	40

Notes

* Units require mandated work periods/shifts

SHB20216 Certificate II in Salon Assistant

Code	Unit title	Nominal hours
Units 1 to 2		
Compulsory:		
Common Compulsory Units:		
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001*	Comply with organisational requirements within a personal services environment	45
BSBWHS201	Contribute to health and safety of self and others	20
Compulsory Units:		
SHHBAS001*	Provide shampoo and basin services	40
SHBHDES001	Dry hair to shape	40
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBXCCS003*	Greet and prepare clients for salon services	10
SHBXIND002	Communicate as part of a salon team	30
	Subtotal	230
Electives: select a minimum of four electives from the Elective Bank.		80 - 130
Total hours providing credit at Units 1 and 2 level:		310 - 360
Elective Bank		
SHBXCCS004	Recommend products and services	20
SIRRMER001	Produce visual merchandise displays	35
SHHBAS002	Provide head, neck and shoulder massages for relaxation	20
SHBHCLS001	Apply hair colour products	30
SHBHDES002	Braid hair	30
SHBHIND002	Research and use hairdressing industry information	15
SHBHREF005	Rinse and neutralise chemically restructured hair	25
SIRRVIN001	Receive and handle retail stock	35
SIRXSLS001	Sell to the retail customer	20

Notes

* Units require mandated work periods/shifts

SHB30115 Certificate III in Beauty Services

Code	Unit title	Nominal hours
Units 1 to 4		
Compulsory:		
Common Compulsory Units:		
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001*	Comply with organisational requirements within a personal services environment	45
SHBXWHS001*	Apply safe hygiene, health and work practices	40
Compulsory Units:		
SHBBBOS001	Apply cosmetic tanning products	16
SHBBCCS001	Advise on beauty products and services	30
SHBBFAS001	Provide lash and brow services	15
SHBBHRS001	Provide waxing services	85
SHBBMUP002	Design and apply make-up	45
SHBBNLS001	Provide manicure and pedicure services	50
SHBBRES001	Research and apply beauty industry information	20
SHBXCCS002*	Provide salon services to clients	40
Subtotal		411
Electives: select a minimum of four electives from Elective Bank below.		93 - 150
Total minimum hours		494 - 561
Elective Bank		
SHBBMUP001	Apply eyelash extensions	30
SHBBMUP003	Design and apply make-up for photography	30
A maximum of two electives may be chosen from the list below		
BSBSMB304	Determine resource requirements for micro business	30
HLTAID003	Provide first aid	18
ICTWEB201	Use social media tools for collaboration and engagement	20
SHBBMUP004	Design and apply remedial camouflage make-up	30
SHBBNLS002	Apply gel nail enhancements	35
SHBBNLS003	Apply acrylic nail enhancements	40
SHBBNLS004	Apply nail art	15
SHBHBAS002	Provide head, neck and shoulder massages for relaxation	20
SIRRMER001	Produce visual merchandise displays	35
SIRXHWB001	Maintain personal health and wellbeing	40

Notes

* Units require mandated work periods/shifts

SHB30215 Certificate III in Make-Up

Code	Unit title	Nominal hours
Units 1 to 4		
Compulsory:		
Common Compulsory Units:		
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001*	Comply with organisational requirements within a personal services environment	45
SHBXWHS001*	Apply safe hygiene, health and work practices	40
Compulsory Units:		
SHBBMUP002	Design and apply make-up	45
SHBBMUP003	Design and apply make-up for photography	30
SHBBMUP004	Design and apply remedial camouflage make-up	30
SHBBMUP005	Apply airbrushed make-up	30
SHBBMUP006	Design and apply creative make-up	45
SHBBRES001	Research and apply beauty industry information	20
SHBXCCS002*	Provide salon services to clients	40
		Subtotal
		350
Electives: select a minimum of five electives from the Elective Bank.		109 - 290
		Total minimum hours
		459 - 640
Elective Bank		
BSBSMB304	Determine resource requirements for micro business	30
BSBSMB403	Market the small business	50
BSBSMB404	Undertake small business planning	50
BSBSMB405	Monitor and manage small business operations	45
BSBSMB406	Manage small business finances	60
SHBBBOS001	Apply cosmetic tanning products	16
SHBBCCS001	Advise on beauty products and services	30
SHBBFAS001	Provide lash and brow services	15
SHBBHRS001	Provide waxing services	85
SHBBMUP001	Apply eyelash extensions	30
SHBBMUP007	Work collaboratively on make-up productions	40
CUAPPM407	Create storyboards (import)	40
HLTAID003	Provide first aid (import)	18

Notes

* Units require mandated work periods/shifts

ATAR Contribution

Students who receive a Units 3 and 4 sequence for VCE VET Hair and Beauty will be eligible for an increment towards their ATAR (10% of the average of the primary four scaled studies).

The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC). Further information can be found on the VTAC website: www.vtac.edu.au

The VCE VET Hair and Beauty program does not offer scored assessment.

Structured Workplace Learning

Structured Workplace Learning (SWL) provides students with the opportunity to integrate practical on-the-job experience and learnings in industry with nationally recognised VET undertaken as part of either the VCE or the VCAL. It provides the context for:

- enhanced skill development
- practical application of industry knowledge
- assessment of units of competency, and
- enhanced employment opportunities.

The VCAA mandates a minimum of **40 hours** of SWL over the duration of the SHB20216 Certificate II in Salon Assistant.

For all other qualifications contained in the VCE VET Hair and Beauty program, VCAA strongly recommends a minimum of **80 hours** of SWL over the duration of the program.

Schools and providers should note that the new SHB training package mandates specified hours of work/shifts for some units of competency. Work/shifts may be stipulated to gain competency for the unit or to complete the qualification. Where the specified work shifts are not undertaken, and is required as part of the assessment requirements, competency cannot be deemed. Units of competency requiring work shifts have been identified in the program structure for each qualification.

Where the training package requires work/shifts, this can be used to satisfy the VCAA SWL placement requirements for the program.

Further information on SWL arrangements is available on the Victorian Department of Education and Training (DET) website:

www.education.vic.gov.au/school/teachers/teachingresources/careers/work/Pages/structuredlearning.aspx

SWL Recognition

Structured workplace learning recognition (SWLR) involves the development and maintenance of the workplace learning record (WLR) by the student and accessed at school. The completion of the WLR is a requirement for recognition by the VCAA for VCE and VCAL credit. The VCE VET Building and Construction program offers SWLR. Further details are available here:

<http://www.vcaa.vic.edu.au/Pages/vet/swl.aspx>

Additional Information

For updates or information relating to this program refer to:

VCAA website – Hair and Beauty program page:

<http://www.vcaa.vic.edu.au/Pages/vet/programs/hairbeauty/hairbeauty.aspx>

VCAA website - Bulletin page:

<http://www.vcaa.vic.edu.au/Pages/correspondence/index.aspx>

Pathways

The VCE VET Hair and Beauty program opens up many different training and employment pathways. The VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher level qualifications.

Certificate II	Certificate II in Retail Cosmetics
	Certificate II in Salon Assistant
Certificate III	Certificate III in Beauty Services
	Certificate III in Make-Up
	Certificate III in Nail Technology
	Certificate III in Hairdressing or Barbering
Certificate IV	Certificate IV in Beauty Therapy
	Certificate IV in Hairdressing
Diploma	Diploma of Beauty Therapy
	Diploma of Salon Management
Graduate Certificate	Graduate Certificate in Hairdressing Creative Leadership

Appendix

Sample program for VCE VET Hair and Beauty

Sample 1: SHB20116 Certificate II in Retail Cosmetics and selected units from SHB30115 Certificate III in Beauty Services

The program allows for:

- Completion of *SHB20116 Certificate II in Retail Cosmetics* and selected units from *SHB30115 Certificate III in Beauty Services*
- One VCE unit of credit at Units 1 and 2 and a Units 3 and 4 sequence
- Completion over two years

Code	Unit Title	Nominal Hours
Year 1		
Compulsory		
BSBWHS201	Contribute to health and safety of self and others	20
SHBXCCS001	Conduct salon financial transactions	25
SHBXIND001*	Comply with org requirements within a personal services environ	45
SHBMUP002	Design and apply make-up	45
SHBBRES001	Research and apply beauty industry information	20
SHBBMUP001	Apply eyelash extensions	30
SHBBCCS001	Advise on beauty products and services	30
SHBBFAS001	Provide lash and brow services	15
SHBXIND002	Communicate as part of a salon team	30
		Subtotal
		260
Year 2		
SHBXWHS001**	Apply safe hygiene, health and work practices	40
ICTWEB201	Use social media tools for collaboration and engagement	20
SHBBMUP003	Design and apply make-up for photography	30
SHBBNLS001	Provide manicure and pedicare services	50
SIRXIND003	Organise personal work requirements	30
SIRXSLS001	Sell to the retail customer	20
SHBXCCS004	Recommend products and services	20
SIRRMER001	Produce visual merchandise displays	35
		Subtotal
		245

* Units require mandated work periods/shifts

Sample 2: SHB20216 Certificate II in Salon Assistant with selected units in SHB30115 Certificate III in Beauty Services

The program allows for:

- Completion of *SHB20216 Certificate II in Salon Assistant* and selected units from *SHB30115 Certificate III in Beauty Services*
- Three VCE units of credit at Units 1 and 2 and a Units 3 and 4 sequence
- Completion over two years

Code	Unit title	Nominal hours
Year 1		
SHBXIND001*	Comply with organisational requirements within a personal services environment	45
BSBWHS201	Contribute to health and safety of self and others	20
SHHBAS001*	Provide shampoo and basin services	40
SHBHDES001	Dry hair to shape	40
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBXCCS003*	Greet and prepare clients for salon services	10
SHBXIND002	Communicate as part of a salon team	30
SHBHIND002	Research and use hairdressing industry information	15
SHBHDES002	Braid hair	30
SHBBRES001	Research and apply beauty industry information	20
	Subtotal	270
Year 2		
SHBXCCS001	Conduct salon financial transactions	25
SHBXWHS001**	Apply safe hygiene, health and work practices	40
HLTAID003	Provide first aid	18
SHBBFAS001	Provide lash and brow services	15
SHBBMUP002	Design and apply make-up	45
SHBBNLS001	Provide manicure and pedicure services	50
SHBXCCS002*	Provide salon services to clients	40
SHHBAS002	Provide head, neck and shoulder massages for relaxation	20
SIRRMER001	Produce visual merchandise displays	35
	Subtotal	318