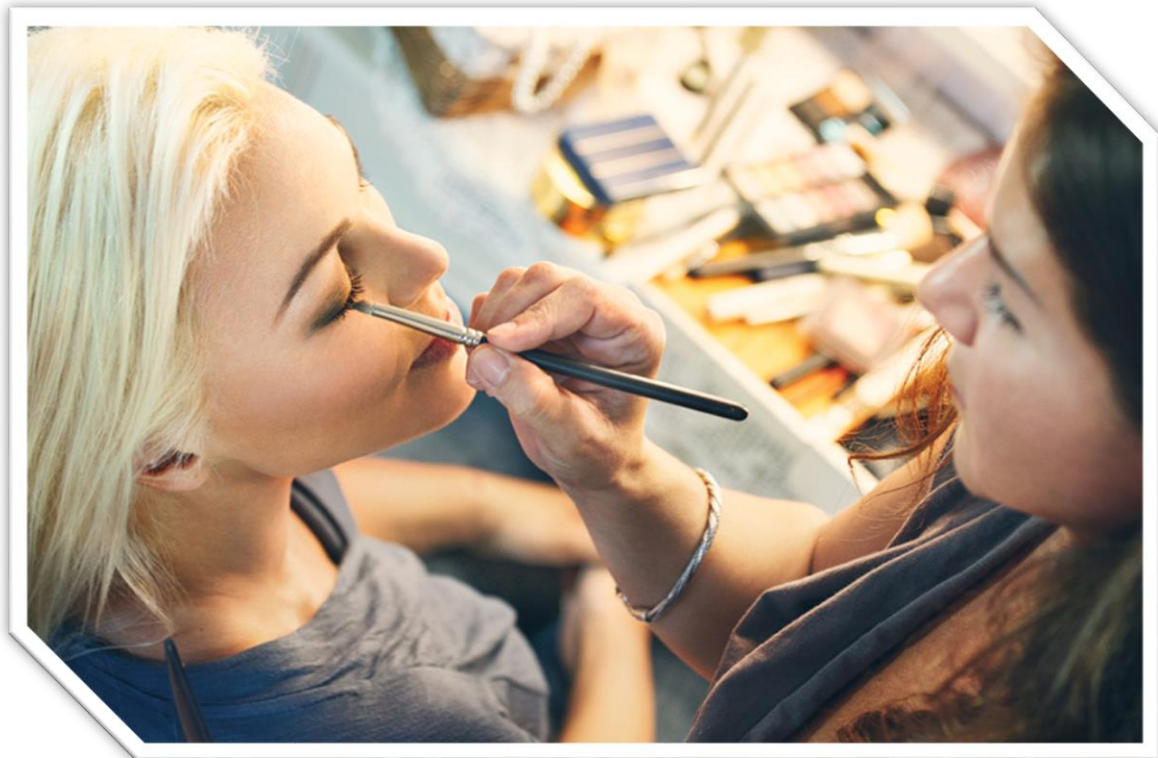


# Workplace Learning Record

VCE VET Hair and Beauty



## SHB30215 Certificate III in Make-Up

Student name: \_\_\_\_\_

## Modification history

Version	Status	Release Date	Comments
1.0	Current	August 2019	Original document with minor updates

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# SWL Recognition

Structured Workplace Learning (SWL) recognition provides you with the opportunity to gain credit into your VCE or VCAL for undertaking SWL that matches your VCE VET program.

To receive recognition and credit, you will be required to reflect on your experience in the workplace and how this relates to your VET course. Your reflections are to be recorded in the three sections of this Workplace Learning Record (WLR).

## About this workplace learning record

This WLR helps you gather evidence for assessment and is part of the requirement for obtaining SWL recognition.

To be eligible for one unit of credit towards your VCE or VCAL, you must:

- be enrolled in a minimum of 180 nominal hours of units of competency (UoCs) from the SHB30215 Certificate III in Make-Up
- undertake a minimum of 80 hours (equivalent to 10 days of work) in a beauty industry placement
- reflect on a minimum of six UoCs from your program including the WHS UoC (SHBXWHS001 — see page 10).

# VCE VET Hair and Beauty

## SHB30215 Certificate III in Make-Up

The VCE VET Hair and Beauty program is drawn from a national training package and offers qualifications recognised throughout Australia.

These qualifications provide students with a broad range of knowledge and skills to pursue a career or further training in the hairdressing and beauty services industry.

SHB30215 Certificate III in Make-Up provides skills and knowledge to undertake roles as make-up artists, designing and applying make-up 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 they 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.

# Workplace Learning Record

The WLR is divided into three sections.

**Section 1:** Learner profile

**Section 2:** Learning about VET UoCs in the workplace

**Section 3:** Post-placement reflections

Please complete the details of your workplace.

Employer/Company/Business	
Supervisor name	
Contact phone number	

Employer/Company/Business	
Supervisor name	
Contact phone number	

Employer/Company/Business	
Supervisor name	
Contact phone number	

## Section 1: Learner profile

Complete the Learner profile and discuss this with your host employer on or before your first day of placement.

<b>Name</b>	
<b>School</b>	
<b>Contact information</b>	

Within your VCE/VCAL why did you undertake this VET course?

What VCE/VCAL subjects are you also undertaking?

Why have you chosen this overall VCE/VCAL program?

# Program outline

## SHB30215 Certificate III in Make-Up

UoCs included in this program are listed below. There are compulsory UoCs, along with a selection of electives. You can make a note of any UoC that relates to your experiences in the workplace. Indicate the year you are undertaking each UoC.

Unit code	Unit of Competency	Year	Page
<b>VCE VET Units 1–4</b>			
<b>Common Compulsory</b>			
SHBXCCS001	Conduct salon financial transactions		8
SHBXIND001	Comply with organisational requirements within a personal services environment		9
SHBXWHS001	Apply safe hygiene, health and work practices		10
<b>Compulsory</b>			
SHBBMUP002	Design and apply make-up		11
SHBBMUP003	Design and apply make-up for photography		12
SHBBMUP004	Design and apply remedial camouflage make-up		13
SHBBMUP005	Apply airbrushed make-up		14
SHBBMUP006	Design and apply creative make-up		15
SHBBRES001	Research and apply beauty industry information		16
SHBXCCS002	Provide salon services to clients		17
<b>Electives</b>			
SHBBCCS001	Advise on beauty products and services		18
SHBBFAS001	Provide lash and brow services		19
HBBMUP001	Apply eyelash extensions		20
SHBBBOS001	Apply cosmetic tanning products		21
BSBSMB304	Determine resource requirements for micro business		22

List any other UoCs you are undertaking and include comments regarding additional UoCs on page 23.

What interests you about the industry?

What is your planned career path or future career aspiration?

Describe any workplace skills you have developed through previous work experience, SWL or part time employment?



## Section 2: Learning about VET units of competency in the workplace

This WLR contains three key questions per UoC designed to draw out related experiences you may be exposed to in a hair and beauty workplace.

This does not cover all the elements or performance criteria within the units and is not designed as a UoC assessment tool.

You should comment on the UoCs you have experienced in the workplace, and reflect on actual observations or activities that you have been exposed to. Your observations will:

- reinforce the training you have undertaken
- identify differences in practice or equipment
- identify areas requiring further training or practical experience.

You are encouraged to take photos and/or video where appropriate to showcase learning in the workplace. Evidence you collect can include:

- observations
- descriptions of activities and tasks
- conversations with employers and other staff
- participation in meetings
- workplace documents
- research in the workplace
- photos of equipment/processes/events
- video of workplace activities.

**Note:** please speak to your host employer before taking photos or video. This record does not require identifying actual people or events, as this may breach confidentiality.

# VCE VET units of competency

## 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.

Respond to the following	Comments/observations
<p>What secure payment handling procedures did you operate or observe in your workplace?</p>	
<p>Describe the process for balancing the end of shift or daily takings in the workplace.</p>	
<p>In your workplace what was the process used to report discrepancies in financial transactions?</p>	

## 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.

<b>Respond to the following</b>	<b>Comments/observations</b>
What did you learn about employment rights and responsibilities, whilst at the workplace?	
Describe three key areas you learned about in the workplace policy and procedures manual.	
What teamwork tasks/activities were you involved in?	

## 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.

<b>Respond to the following</b>	<b>Comments/observations</b>
In the day-to-day work functions in the salon, what infection control procedures did you use or observe?	
Briefly outline the workplace procedure for effective decontamination of reusable equipment.	
How did your workplace maintain a clean and healthy work environment?	

## SHBBMUP002 Design and apply make-up

This unit describes the performance outcomes, skills and knowledge required to apply facial make-up products for day, evening or special occasions.

<b>Respond to the following</b>	<b>Comments/observations</b>
What were the workplace requirements for preparing the service area, equipment and yourself?	
What experience did you have designing a make-up plan?	
How did you seek client feedback on a make-up plan?	

## SHBBMUP003 Design and apply make-up for photography

This unit describes the performance outcomes, skills and knowledge required to design and apply make-up for photographic shoots in natural and artificial light.

<b>Respond to the following</b>	<b>Comments/observations</b>
<p>Why is it important to design and record make-up plans for clients?</p> <p>What details did you record in the make-up plan at the workplace?</p>	
<p>Briefly outline two photographic make-up principles used during a photographic make-up service.</p>	
<p>What specific workplace requirements did you observe relating to equipment and product use and maintenance?</p>	

## SHBBMUP004 Design and apply remedial camouflage make-up

This unit describes the performance outcomes, skills and knowledge required to apply specialised make-up products to disguise skin imperfections on the face and body.

<b>Respond to the following</b>	<b>Comments/observations</b>
How were camouflage make-up plans recorded for clients, in the workplace?	
What factors did you consider when applying remedial camouflage make-up?	
In the workplace how did you manage product quantities to avoid waste of consumables?	

## SHBBMUP005 Apply airbrushed make-up

This unit describes the performance outcomes, skills and knowledge required to apply airbrushed make-up for face or body.

<b>Respond to the following</b>	<b>Comments/observations</b>
What workplace requirements were in place for setting up and preparing the service area, equipment and yourself?	
When operating the airbrush gun and compressor what techniques and precautions did you take?	
What health and hygiene regulations and requirements did you comply with whilst in the workplace?	



## SHBBMUP006 Design and apply creative make-up

This unit describes the performance outcomes, skills and knowledge required to respond to a client brief to design and apply make-up for specialised looks that use creative design and application of make-up.

<b>Respond to the following</b>	<b>Comments/observations</b>
In your workplace what were the organisational policies and procedures for personal hygiene and presentation?	
What contemporary creative make-up products, equipment or application techniques did you use?	
What visual images sources informed your creative designs?	

## SHBBRES001 Research and apply beauty industry information

This unit describes the performance outcomes, skills and knowledge required to access information and update knowledge of the beauty industry and relevant industry legislation.

<b>Respond to the following</b>	<b>Comments/observations</b>
What sources of information were available in your workplace about the beauty industry?	
What are three ethical industry practices used/observed in the day-to-day work activities?	
What are common ways you can monitor current industry developments and issues?	

## SHBXCCS002 Provide salon services to clients

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

<b>Respond to the following</b>	<b>Comments/observations</b>
What was the workplace practice for recording client information?	
What procedures did you observe in the workplace for responding to client complaints?	
What procedure did you use to schedule and confirm appointments with clients?	

## SHBBCCS001 Advise on beauty products and services

This unit describes the performance outcomes, skills and knowledge required to advise clients on a range of professional beauty products and services.

<b>Respond to the following</b>	<b>Comments/observations</b>
How did you develop your knowledge of the workplace product and service range and prices?	
What legal requirements relating to providing advice and sale of beauty products did you observe or learn?	
What steps did you use to prepare a client for a product demonstration?	

## SHBBFAS001 Provide lash and brow services

This unit describes the performance outcomes, skills and knowledge required to provide lash and brow services that include shaping and colouring.

<b>Respond to the following</b>	<b>Comments/observations</b>
Describe the workplace requirements for preparing the treatment area.	
What information did you collect from the client prior to a lash and brow service?	
What process was used in the workplace to evaluate the client treatment plan?	

## HBBMUP001 Apply eyelash extensions

This unit describes the performance outcomes, skills and knowledge required to apply eyelash extensions for added length and thickness of natural lashes to meet client needs.

<b>Respond to the following</b>	<b>Comments/observations</b>
What was the workplace procedure for patch testing prior to application of eyelash extensions?	
Why is it important to record and maintain client treatment plans for each eyelash extension treatment?	
What are the advantages of using different tweezers during the eyelash extension treatment?	

## SHBBBOS001 Apply cosmetic tanning products

This unit describes the performance outcomes, skills and knowledge required to select and apply cosmetic tanning products.

<b>Respond to the following</b>	<b>Comments/observations</b>
In the workplace how did you maintain client records to record contraindications (e.g. where a particular product should not be used on the client)?	
How did you select a suitable colour choice for client skin and type?	
How did you learn about the workplace ingredients of tanning products, exfoliators and moisturisers and their effects on skin?	

## BSBSMB304 Determine resource requirements for micro business

This unit describes the skills and knowledge required to select options for resource acquisition, develop procedures and systems for efficient installation, and use and maintain resources.

<b>Respond to the following</b>	<b>Comments/observations</b>
In the workplace what were the key digital technologies you used and their benefits?	
How did the workplace establish relationships with suppliers?	
Identify the key types of resources used by the workplace.	



**Comments/observations on any other unit(s) of competency not listed**

Unit(s)	Comments/observations

## Section 3: Student post-placement reflection

Employability skills are a set of eight skills we use every day in the workplace.

1. Communication
2. Team work
3. Problem solving
4. Self-management
5. Planning and organising
6. Technology
7. Learning
8. Initiative and enterprise

When you are on work placement, you will be using employability skills in many different ways.

This record will assist you when applying for jobs and in interviews. The skills you are developing may be transferred to a range of occupations. Assessment of SWL recognition is based on a discussion of each of the sections from this booklet with a school representative.

In Section 3, identify the employability skills you have used and how you have demonstrated them in the workplace. Identify how the skills you have acquired and used during your 80 hours of SWL might assist you in the future.

## List of employability skills

How did you demonstrate **communication skills**? For example, by listening and understanding, speaking clearly and directly or reading and writing.

How did you demonstrate **team work**? For example, by working as part of a team or sharing ideas and resources with co-workers.

How did you demonstrate **problem solving**? For example, by identifying problems or developing solutions to workplace issues.

How did you demonstrate **self-management**? For example, by taking responsibility, managing time and tasks effectively, monitoring your own performance or having the ability to work unsupervised.

How did you demonstrate **planning and organising**? For example, by time management, setting priorities, making decisions, setting goals, collecting or analysing and organising information.

How did you demonstrate the use of **technology**? For example, by being prepared to use a range of technology systems, IT skills (typing or data entry) or being able to learn new skills from the technology used in this industry.

How did you demonstrate **learning**? For example, by being willing to learn new things, being open to new ideas or adapting to change.

How did you demonstrate **initiative and enterprise**? For example, being creative, adapting to new situations, turning ideas into actions, coming up with a variety of options.

## Summary of industry learning

At the conclusion of your SWL for this VET Qualification, think about the experiences you have had in the workplace, your reflection of learning against the UoCs and the employability skills you have developed.

How will these learnings assist you in your pathway to employment or further training in this industry?

# Student declaration

I confirm that I have undertaken work placement with:

Employer/Company/Business name	Total hours of placement
<b>TOTAL</b>	

I have completed the reflections and evidence submitted in this WLR and they are from my own experiences.

**Signed** (Student) \_\_\_\_\_

**Name** (Block letters) \_\_\_\_\_

**Date** \_\_\_\_\_