

Course Outline

SHB20216 Certificate II in Salon Assistant

Qualification/Co course/Unit of Competency (if single)	SHB20216 Certificate II in Salon Assistant																												
Purpose	This qualification prepares you for the entry level skills required in a hair salon as a salon assistant. You will learn how to provide assistance with blow drying hair, braiding, applying basic treatments on hair, client services and a lot more. You will undertake routine and repetitive tasks under direct supervision and guidance from our trainers in our simulated Hairdressing Salon. This course is intended to prepare you for further studies and training. The skills and knowledge you will acquire do not provide for a job outcome as a hairdresser.																												
Course Provider	CJAE Pty. Ltd. T/as Angel Institute of Education RTO ID: 22115 Phone: 03 97925259 email: info@angelinstitute.com.au																												
Delivery Mode	SHB20216 Certificate II in Salon Assistant is delivered as face to face delivery in a combination of classroom and salon environment for 2 days/week																												
Delivery Site/Location	Please call us to discuss your nearest training location. Note: During COVID19, all classes have been moved to virtual classroom.																												
Course Duration	26 weeks excluding public holidays and school holidays																												
Career Outcomes	Once you have successfully completed the SHB20216 Certificate II in Salon Assistant you can apply for jobs within the hairdressing industry which may include: Salon Assistant																												
Education Pathways	The further study pathways available to students who undertake this qualification include: <ul style="list-style-type: none"> SHB30416 Certificate III in Hairdressing 																												
Units of Competency	The SHB20216 Certificate II in Salon Assistant requires the completion of the following 12 units (including 8 core and 4 electives). <table border="1" data-bbox="408 1417 1417 2072"> <thead> <tr> <th>CODE</th> <th>Unit Title</th> <th>Type</th> </tr> </thead> <tbody> <tr> <td>SHHBAS001</td> <td>Provide shampoo and basin services</td> <td>C</td> </tr> <tr> <td>SHBHIND001</td> <td>Maintain and organise tools, equipment and work areas</td> <td>C</td> </tr> <tr> <td>SHBXCCS001</td> <td>Conduct salon financial transactions</td> <td>C</td> </tr> <tr> <td>SHBXIND001</td> <td>Comply with organisational requirements within a personal services environment</td> <td>C</td> </tr> <tr> <td>SHBXIND002</td> <td>Communicate as part of a salon team</td> <td>C</td> </tr> <tr> <td>SHBHDES001</td> <td>Dry hair to shape</td> <td>C</td> </tr> <tr> <td>BSBWHS201</td> <td>Contribute to health and safety of self and others</td> <td>C</td> </tr> <tr> <td>SHBXCCS003</td> <td>Greet and prepare clients for salon services</td> <td>C</td> </tr> </tbody> </table>		CODE	Unit Title	Type	SHHBAS001	Provide shampoo and basin services	C	SHBHIND001	Maintain and organise tools, equipment and work areas	C	SHBXCCS001	Conduct salon financial transactions	C	SHBXIND001	Comply with organisational requirements within a personal services environment	C	SHBXIND002	Communicate as part of a salon team	C	SHBHDES001	Dry hair to shape	C	BSBWHS201	Contribute to health and safety of self and others	C	SHBXCCS003	Greet and prepare clients for salon services	C
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	SHHBAS002	Provide head, neck and shoulder massages for relaxation	E
	SHBHCLS001	Apply hair colour products	E
	SHBHDES002	Braid hair	E
	SIRXSLS001	Sell to the retail customer	E
Pre-requisites	There are no pre-requisites for this qualification or any of the units of competency contained within it.		
Entry Requirements	<ul style="list-style-type: none"> Prospective students must be at least 18 years of age To assist prospective students to determine whether a course is suitable and appropriate for the individual needs, Angel Institute will conduct a Pre-Training Review Required to complete the Language Literacy and Numeracy (LLN) assessment, administered by and to the satisfaction of Angel Institute 		
Holiday Periods	There is no training and assessment scheduled during the following holiday periods: <ul style="list-style-type: none"> Public Holidays School Holidays 		
Training Arrangements	Class sessions are planned to ensure that you have a mixture of practical and theoretical components and those classes cater for a wide variety of learning styles. Additionally, workplace practices and environments will be regularly simulated and used to conduct skills based assessments in accordance with unit requirements. Homework tasks may include research, readings from related textbooks and continuing to work on assessment tasks. Students are provided with learning resources for each unit to support their learning		
Additional Support	All students will complete a language literacy and numeracy assessment upon enrolment to determine their learning support needs. All students will be provided with a range of learning support options and resources to help you achieve competency. Where additional support needs have been identified an <i>Individual Support Plan</i> will be developed which may include: <ul style="list-style-type: none"> Mentoring from trainers Additional classes, tutorials and workshops Online support and exercises for some courses Computer and technology support Referral to external support services Reasonable adjustment to assessments Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.		
Assessment Arrangements	Assessment will be conducted individually. You will be provided with a Student Assessment Booklet for each unit of competency/cluster/topic which includes: <ul style="list-style-type: none"> A full description of all assessment tasks for the unit of competency Assessment instructions for each unit of competency Assessment resources for each unit of competency 		

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	<ul style="list-style-type: none"> • Details about when assessment will occur • Details about assessment submission <p>There are a variety of assessment methods used for this qualification including:</p> <ul style="list-style-type: none"> • Written questions • Observations • Portfolios • Research <p>You will be required to complete assessments in class and there may be a need for some work to be done as homework, however this is not expected to exceed 4 hours per week.</p> <p>You will be advised by your trainer and assessor about the assessment requirements for each unit at the commencement of delivery for that unit. Submission of assessment tasks will be in person to the trainer/assessor .</p>						
Course Credit	<p>Angel Institute of Education can grant you credit towards your course for units of competency that you have already completed with another RTO or authorised issuing organisation. We can also grant you Credit for subjects or units you have completed where equivalence can be established between the unit in your course, and the subject or unit you have completed.</p> <p>There is no charge to apply for Credit.</p> <p>To apply, fill in the Credit Application Form and submit it as part of your enrolment.</p> <p>*Please refer to your Student Handbook for more information on Course Credit.</p>						
Recognition of Prior Learning (RPL)	<p>Recognition of Prior Learning (RPL) is a process where skills and knowledge that you have gained through work and life experience and other unrecognised training can be formally recognised.</p> <p>Angel Institute of Education has a process that has been structured to minimise the time and cost to applicants and provides a supportive approach to students wishing to take up this option. You should ideally apply for RPL at the time of enrolment but you may also apply up to 2 weeks into your course.</p> <p>During the entry process and interview stage Angel Institute of Education will discuss with you the process and options for RPL. Suitability is often determined on how much experience you have in a certain area, your work history and previous training. If RPL is determined as a possibility for you, you will be provided with a kit that will guide you in working through each unit to determine relevant skills and experience and identify whether you would be able to provide the required evidence.</p> <p>A trainer/assessor will be available to assist you throughout this process.</p> <p>*Please refer to your Student Handbook for more information on RPL.</p>						
Costs	<table border="1" style="width: 100%;"> <tr> <td>Tuition Fees for Full Fee paying Students</td> <td>\$3360</td> </tr> <tr> <td>Tuition Fees for Government Funded Students (Eligibility Criteria Applies for skills first funding)</td> <td>\$0</td> </tr> <tr> <td>Material Fee (Students who wish to buy material from an outside supplier are not required to pay material fee)</td> <td>\$350</td> </tr> </table> <p>Payment Plan</p> <ul style="list-style-type: none"> • State number and frequency of instalments \$ 5 monthly installments of \$672 each <p>RPL Costs:</p>	Tuition Fees for Full Fee paying Students	\$3360	Tuition Fees for Government Funded Students (Eligibility Criteria Applies for skills first funding)	\$0	Material Fee (Students who wish to buy material from an outside supplier are not required to pay material fee)	\$350
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	<p>Application Fee - \$0 Charge per unit of competency - \$100 Nationally Recognised Training does not occur GST. Students will only be eligible to receive their qualification if fees have been paid in full and all course requirements have been met. *Please refer to your Student Handbook for our Fees and Charges Policy.</p>
Inclusions	<p>Unless otherwise specified, tuition fees include all the training and assessment as well as required resources and textbooks for students to achieve the qualification or course in which they are enrolling.</p> <p>Additional charges apply if students require:</p> <ul style="list-style-type: none">• Additional copies of a student's qualification/record of results and/or statement of attainment. A cost of \$50 per document applies• Additional copies of text books or any other learning and assessment. A fee of \$50 per text book <p>Other costs (not included) to be aware of:</p> <p>Please refer to the student handbook for guidance in relation to budgeting and planning</p> <ul style="list-style-type: none">• USB drives that students are required to use to submit their assessments. Students may bring their own or purchase nearby.• Notebooks/pens/laptops* or other general stationary required for students to complete their work.
Selection Process	<p>You will be required to complete a language, literacy and numeracy (LLN) assessment prior to finalising your enrolment to ensure that the course is suitable for you and that Angel Institute of Education is able to meet your individual needs. The assessment includes a written test and an interview to complete the verbal component of the test.</p> <p>If you do not achieve the required level in your LLN assessment Angel Institute will (where possible) provide student support measures. Where this is not possible your enrolment application will not be accepted in this instance and you will be referred to an appropriate external services or courses. You may reapply in the future once you have undertaken further language, literacy and numeracy skills training.</p>
How to apply	<p>If you would like to enroll into the SHB20216 Certificate II in Salon Assistant please contact our office to obtain a prospective student form..</p> <p>Phone: 03 97925259 Email: info@angelinstitute.com.au 3/62 Robinson St, Dandenong, VIC, 3175</p> <p>Once we receive your completed forms we will contact you to arrange an entry interview.</p>

If you would like to discuss this course in more detail, please call us for a confidential discussion on 0397925259

This course outline should be read in conjunction with Angel Institute of Education's Student Handbook.
Training is delivered with Victorian and Commonwealth Government Funding for eligible individuals.

Students with disabilities are encouraged to apply.

Angel Institute of Education works with marketing agents for student referrals. For more information visit
www.angelinstitute.com.au



NATIONALLY RECOGNISED
TRAINING