



## **SHB30416 Certificate III in Hairdressing**

**CRICOS Course Code  
04245B**



The SHB30416 Certificate III in Hairdressing is a nationally accredited course for those looking for the skills and expertise required for a successful and rewarding career working in the hairdressing industry. Who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide clients services and take responsibility for the outcomes of their own work.

### **The Course Facts**

Total duration is 98 weeks which includes 80 weeks comprised of 8 x 10-week terms for training and assessment delivery and 18 weeks holidays. (Two year)

- Commitment: 3 Days per week (9 am – 4 pm) and 4 hours per week of compulsory non-supervised study and assessment.
- Qualification: SHB30416 Certificate III in Hairdressing
- Delivery mode: Blended, combining face-to-face at the AIHB premises, work placement and self-paced study
- Work Placement: 280 hours work placement over 14 weeks at 20 hours per week
- Location: 325 Port Road, HINDMARSH SA 5007 - Adelaide, Australia
- Cost: AUD \$30,800.00

### **Entry Requirements**

The following entry requirements apply to ensure applicants can fully engage in the course and have the required learning capacity to meeting the course requirements. Applicants must:

- Be over the age of 18
- Have a minimum education level of a Higher School Certificate (or equivalent)
- Verified evidence of IELTS Level 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL provider.

### **Course Structure**

The course will be delivered over a two (2) years period. The course will be delivered in eight (8) terms over four (4) semesters. The term dates are:

#### **Semester One**

Term One – Weekly Intake

Term Two – TBA

#### **Semester Two**

Term One – TBA

Term Two – TBA

### **Semester Three**

Term One – TBA

Term Two – TBA

### **Semester Four**

Term One – TBA

Term Two – TBA

The following identifies each term and the units of competence to be delivered:

#### **Year 1: Term One & Two - Semester One**

- SHBXWHS001 - Apply safe hygiene, health and work practices
- SHBHBAS001 - Provide shampoo and basin services
- SHBHDES003 - Create finished hair designs
- SHBHTRI001 - Identify and treat hair and scalp conditions
- SHBXCCS002 - Provide salon services to clients
- SHBXCCS007 - Conduct salon financial transactions
- SHBHDES002 - Braid hair
- SHBHIND003 - Develop and expand a client base
- SHBHDES004 - Create classic long hair up- styles
- SIRRINV001 - Receive and handle retail stock
- BSBSUS201 – Participate in environmentally sustainable work practices
- SHBXIND005 - Communicate as part of a salon team
- SHBXIND003 - Comply with organisational requirements within a personal service environment

#### **Term Three & Four - Semester Two**

- SHBHIND001 - Maintain and organise tools, equipment and work areas
- SHBHCUT001 - Design haircut structures

- SHBHCUT002 - Create one length or solid haircut structures
- SHBHCUT003 - Create graduated haircut structures
- SHBHCUT004 - Create layered haircut structures
- SHBHCUT006 - Create combined haircut structures

### **Year 2: Term One & Two - Semester Three**

- SHBHCUT007 - Create combined traditional and classic men's haircut structures
- SHBHCUT005 - Cut hair using over-comb techniques
- SHBHCUT011 - Design and maintain beards and moustaches
- SHBHCLS002 - Colour and lighten hair
- SHBHCLS004 - Neutralise unwanted colours and tones
- SHBHCLS003 - Provide full and partial head highlighting treatments
- SHBHCLS005 - Provide on scalp full head and retouch bleach treatments
- SHBHREF001 - Curl and volumise hair with chemical treatments
- SHBHREF002 - Straighten and relax hair with chemical treatments

### **Course fees**

- Application Fee (not refundable) AUD250
- Tuition Fee AUD28,750.00
- Equipment Fees AUD1,800.00

**Total AUD 30, 800.00**

Minimum of First Term fees (AU 7,187.50)

### **Payment schedule**

Paid on application for enrolment – AUD 250.00

### **Year 1 - Semester One**

1<sup>st</sup> Tuition Fees Payment: Term One & Two – AUD 7,187.50

### **Year 1 - Semester Two**

2<sup>nd</sup> Tuition Fees Payment: Term Three – AUD 3,593.75

3<sup>rd</sup> Tuition Fees Payment: Term Four – AUD 3,593.75

### **Year 2 - Semester Three**

4<sup>th</sup> Tuition Fees Payment: Term Five – AUD 3,593.75

5<sup>th</sup> Tuition Fees Payment: Term Six – AUD 3,593.75

### **Year 2 - Semester Four**

6<sup>th</sup> Tuition Fees Payment: Term Seven – AUD 3,593.75

7<sup>th</sup> Tuition Fees Payment: Term Eight – AUD 3,593.75

All term payments must be paid in full, in advance of the term commencing in order to maintain a valid enrolment.

### **Application Process**

To enrol into a course as an overseas student at Adelaide Institute of Hair & Beauty, applicants must complete an International Student Enrolment Application Form available from our website.

[www.aihb.net.au](http://www.aihb.net.au)

The form should be completed in full and submitted by email or mail with full payment to:

*Address: 251 Waymouth Street, ADELAIDE SA  
5000*

*Email: [info@aihb.net.au](mailto:info@aihb.net.au)*

The application for enrolment must be accompanied by:

- Copy of birth certificate or equivalent that verifies age of 18 or over
- evidence of IELTS Level 5.5 overall, no less than 5.0 in each band, or upper intermediate, or EAP from approved ELICOS/ESL provider.
- evidence of a School Certificate or equivalent secondary schooling outcome
- Application Fee (not refundable) AUD250.00

When we receive your application, our Administration Assistant will review it for completeness. We will invite you to complete a language literacy and numeracy assessment during the enrolment process and demonstrate your learning capacity to undertake course. When the application for enrolment is complete you will be issued a Letter of Offer (valid 14 days), invoice for initial payment of fees and provided with a Student Agreement for your review.

Once you accept the offer you are required to return the student agreement with the initial payment of fees, IELTS and education proof.

Upon approval of your application, an electronic confirmation of enrolment (eCoe) will be generated and forwarded to Department of Immigration and Border Protection and yourself at the address provided on your application with an official receipt for the fees paid. It is the applicant's responsibility to apply for a student visa. If your application is not complete, our Office Manager will contact you.

When you receive your eCoe, it should be taken to the visa section of your nearest Australian Diplomatic Mission (i.e. Consulate, High Commission or Embassy) where you can make an application for a student visa. For information, go to <http://www.immi.gov.au/Pages/Welcome.aspx> . You will be unable to apply for a student visa without the eCoe.

### **Protection under Australian Consumer Law**

As a student undertaking a vocational education and training course, you are protected under Australian Consumer Law and under State and Territory consumer protection laws. These protections include areas such as unfair contract terms, the consumer guarantees, to statutory a cooling-off period, and unscrupulous sales practices. You can find out more information about your rights as a consumer from the Australian Consumer Law website which includes a range of helpful guides relating to specific areas of protection. Please visit the following site for more information: [Australian Consumer Law](#).

### **Successful Student Visa**

If your student visa application is approved, you should contact Adelaide Institute of Hair & Beauty and provide evidence of approval. Adelaide Institute of Hair & Beauty will contact you to confirm your timetable, start date and all other arrangements for your study with Adelaide Institute of Hair & Beauty.

### **Unsuccessful Student Visa**

If your student visa application is NOT approved, you must contact Adelaide Institute of Hair & Beauty and advise us and apply in writing for a refund of student fees in accordance with our Fee Refund Policy. Any payments made by you prior to your commencement are held separately in a protected account and are available for refund to you in the circumstance.

### **Who is responsible for your training?**

Adelaide Institute of Hair & Beauty is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

### **National recognition**

These competencies have been drawn from the nationally endorsed industry training package the Hairdressing and Beauty Services Training Package (SHB). On successfully completing the training and assessment, the SHB30416 Certificate III in Hairdressing qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider children's services community. Adelaide Institute of Hair & Beauty will issue a qualification

within 30 days of the final assessment being completed.

### **Program outline**

The training program is undertaken using a planned schedule. This is undertaken in a fully functioning and equipped Hairdressing work environment training including all associated tools and equipment.

In addition to face-to-face learning, students will also complete self-paced study to assist them in building their professional knowledge and undertake work toward their written assessment.

Training sessions are trainer led in group sizes of no more than 15 participants. Practical sessions will be supported by one training staff resulting in a minimum student/trainer ratio of 1:15 for practical training and 1:15 for theoretical training.

The training program is undertaken using a planned schedule. This is undertaken in a fully functioning and equipped Hairdressing work environment training including all associated tools and equipment.

In addition to face-to-face learning, students will also complete self-paced study to assist them in building their professional knowledge and undertake work toward their written assessment.

Students will attend formal training sessions three (3) days per week, face-to-face, in a salon environment or simulated work environment. The standard course attendance time is between 9 AM and 4 PM three days per week. This provides a total of 21 hours per week attending the AIHB premises. Whilst learners will attend the course for a total of 21 hours per week, training and assessment is delivered only over eighteen (18) hours to allow learners to take a short break in the morning and afternoon and 30 minutes for lunch. During the three days' time is allocated to both training and assessment over the course duration.

The student is required to complete 14 weeks work placement at the end of each term. This includes a minimum of 20 hours each week. As each term is typically followed by a term break of 1 or 2 weeks, each student's work placement may occur in either week 10 or both weeks 9 & 10 (the default week).

Learners are required to engage in self-paced study conducted outside of schedule training days to enable learners to deepen their understanding of the content and to prepare for training the following week. Self-paced study will require a commitment of 2 hours per week. Self-paced study is compulsory.

Non-supervised assessment will occur during non-scheduled course attendance time and during work placement. Approximately 2 hours per week during the course delivery is allocated to non-supervised assessment. Non-supervised assessment is compulsory.

### **Expected duration**

The program is designed to be delivered over 98 weeks. Adelaide Institute of Hair & Beauty can support participants that need additional time. Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

## Assessment requirements

The course you are entering includes assessment. To complete the course successfully, you must satisfactorily complete all assessment tasks.

Adelaide Institute of Hair & Beauty assessment is conducted using a wide range of assessment methods. The following provides a brief explanation of the primary assessment methods:

- **Observation.** The learner is required to demonstrate a range of skills and applied knowledge whilst being observed by the assessor. These tasks typically involve the learner demonstrating their skills in meeting client services and hairdressing skills. These tasks will generally involve a discussion between the learner and the assessor immediately after the demonstration to gather further evidence of competency through skills observation. Skills Test assessment will typically be conducted in the actual salon environment with real clients. Skills Test assessment will be conducted by a qualified assessor.
- **Knowledge Assessment.** The knowledge test is prescribed for each unit of competency. These are completed as a non-supervised assessment task where the student will provide a written response to all questions. The student may utilise their references but must provide all answers in their own words to demonstrate their own knowledge and understanding. Knowledge test assessment will occur outside of scheduled course attendance hours. Students will submit the completed knowledge test according to a specified due date for each unit of competency and the work will be marked by the assessor and outcomes and feedback provided to the student. Students must answer all questions correctly. Students will have the opportunity to clarify or provide additional information where answers have been assessed as not satisfactory. This is conducted one-on-one with the assessor to moderate the student's response and knowledge. Where a student has provided significant answers which are assessed as not satisfactory, the assessor may require the student to undertake a re-assessment.
- **Workplace Supervisor Report.** The learner will be supervised by designated workplace supervisors during the work placement. These supervisors work with students during the performance of their work allocating their work activity and monitoring their performance of work according to the required hair services. Importantly, the supervisors will observe the candidate's during the delivery of hair services and take note of the candidate's interaction with clients when providing hair services. Feedback from workplace supervisors is gathered directly by assessors. This is achieved by the assessor undertaking an informal interview with supervisors about a particular student's performance based on defined criteria within each supervisor feedback record. These records do not seek to gather feedback on every aspect on all units of competency but instead take a targeted approach on the types of tasks that is supervisor is likely to have observed and is best placed to provide feedback on to support the collection of valid and sufficient evidence.

## Work Placement

You are required to complete 14 weeks work placement as part of this course. These weeks are completed in the final weeks of each term with most terms concluding in two weeks work placement at the end of each term except for terms 1 and 7 which require one week only. This requires a minimum of 20 hours each



week. This is conducted as part of your normal 20 hours of contact hours. Each term is followed by a term break. This will be organised in consultation with you to balance your preference with work placement availability. It is important that your work placement is conducted over consecutive days to maximise the continuity of workplace supervision. The student must complete a minimum of 280 hours work placement.

The work placement will be organised, facilitated, and supervised by Adelaide Institute of Hair & Beauty. To commence work placement, you must have successfully completed the training and theoretical assessment tasks in Term One. You must also meet all workplace requirements and complete orientation/induction training prior to attending work placement. Work placement will be completed at Adelaide Institute of Hair & Beauty commercial salon located: 251 Waymouth Street, ADELAIDE SA 5000. You may also nominate an alternate workplace. Adelaide Institute of Hair & Beauty will need to verify the suitability of alternate workplaces regarding supervision arrangements, scope of work, safety and workplace conditions.

### Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Students are encouraged to notify Adelaide Institute of Hair & Beauty of their interest or intention to apply for RPL prior to their enrolment. We will provide you with a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

### Student Information

Detailed student information is available within our International Learner Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

### Dress and Equipment Requirements

Students are required to present to class in neat, casual attire suitable for participation in practical activities. Specific clothing requirements for practical placement will be discussed during Day 1 Induction; however, at a minimum student will require plain black pants (knee length shorts are acceptable – track pants or leggings are prohibited) and suitable closed toe shoes.

Students will also be supplied with their student hairdressing kit on Day 1 of their induction. The kit contains the following:

<ul style="list-style-type: none"><li>- Hair Dryer</li><li>- Foil Shaver</li></ul>	<ul style="list-style-type: none"><li>- Client cape</li><li>- Neck Duster Brush</li></ul>
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<ul style="list-style-type: none"> <li>- <i>Hair Straightener</i></li> <li>- <i>5.5 inch Scissor &amp; 5.5 inch thinning scissor</i></li> <li>- <i>Paddle Brush Large</i></li> <li>- <i>Vent Brush</i></li> <li>- <i>Round Bottle Brush – Small</i></li> <li>- <i>Round Boar Bristle</i></li> <li>- <i>Super Grip Ionic Hot Tube Brush 43mm</i></li> <li>- <i>Super Grip Ionic Hot Tube Brush 35mm</i></li> <li>- <i>Super Grip Ionic Hot Tube Brush 25mm</i></li> <li>- <i>Large Cutting Comb</i></li> <li>- <i>Plastic Tail Comb</i></li> <li>- <i>Metal Tail Comb</i></li> <li>- <i>Double Edge Razor Blades 100pcs</i></li> <li>- <i>Razor with Blade Guard</i></li> <li>- <i>Water Spray 300ml</i></li> <li>- <i>Apron</i></li> </ul>	<ul style="list-style-type: none"> <li>- <i>Butterfly Clips Black 12 Pieces</i></li> <li>- <i>Sectioning Clips 12 Pieces</i></li> <li>- <i>Perm Rod Orange (12 per pack)</i></li> <li>- <i>Perm Rod Blue (12 per pack)</i></li> <li>- <i>Perm Rod Grey (12 per pack)</i></li> <li>- <i>Tint Bowl – Black</i></li> <li>- <i>Perm Papers – Large</i></li> <li>- <i>Tint Brush Large Black</i></li> <li>- <i>Bobby Pins Black 250g Tub</i></li> <li>- <i>Fringe Pins Black 45mm 150g Tub</i></li> <li>- <i>2 Lady Mannequin Head</i></li> <li>- <i>Mannequin Head Dillon with Beard</i></li> <li>- <i>Long Metal Adjustable Mannequin Clamp</i></li> <li>- <i>Cordless trimmer &amp; Cordless clipper</i></li> <li>- <i>AIHB Hard Suitcase</i></li> </ul>
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Students will also require basic stationery and a notebook according to their own study preferences during classroom learning sessions and their own self-paced study.

Students may bring portable electronic devices to classroom sessions such as small laptops or tablets if they wish which has an internet connection is recommended to assist students to undertake study and research in response to some assessment tasks. Students are advised that no provision will be made to charge these devices in the classroom and charging or power extension leads are not to be used in the classroom. Students are issued with a prescribed textbook and are also provided relevant online workbook applicable for each unit of competency and have access to online practical videos for all the practical competency units. Learners also receive a copy of each practical demonstration handout to guide them with their skill & knowledge and also allow them to take notes through the day.

**For further information please contact:**

Email: [info@aihb.net.au](mailto:info@aihb.net.au)

Phone: (08) 8123 2303