



Success

Skill

Secure
Your
Future

Gain The
Experience

Course Guide



At Adelaide Institute of Hair & Beauty, our mission is to deliver quality training and assessments that meets the needs of learners and the industry.

Adelaide Institute of Hair & Beauty emphasizes of training successful students into work ready. This is achieved by combining the extensive training experience that AIHB brings to the training department; with a remarkable arrangement of commercial platforms, which empowers students to gain valuable industry experience. These facilities include a commercial hair salon and internal competitions against each other; which will allow AIHB students an exposure to competitive, high pressure environments so that they can become more confident and ultimately more ready for the hairdressing industry.

An excellence and professionalism of Adelaide Institute of Hair & Beauty training, in conjunction with flexible payment plans, flexible start dates and flexible timetables; ensures that there is a course suitable for any student with special needs. This will also make it easier to study if students choose to have a part time job. All of these factors are intended to produce the best educational outcomes for our students.

The goal of all training is to get students into the workforce as soon as possible. At Adelaide Institute of Hair & Beauty we look forward to helping student create the greatest opportunity for a successful career.





Skills SA Subsidised Training

Subsidised training is where the South Australian Government pays part of your accredited course fees for you.

Are you eligible?

A student may be eligible for a subsidised training place if they live or work in South Australia, and:

1. Are an Australian or New Zealand citizen, or
2. Are a permanent Australian resident or
3. Hold a state sponsored visa on a pathway to permanent residency (see Eligible visa types)

And are:

- 16 years or over and not enrolled at school
- School-enrolled students are subject to separate eligibility criteria, see Training School Students

Getting a subsidised training place

Currently, the South Australia Government is offering more opportunities for students to enrol in a course on the Subsidised Training List.

This means eligible students can:

- Access courses regardless of their prior qualifications
 - Undertake more than one course or short course
- School-enrolled students are entitled to access one Certificate II and one Certificate III course while at school.

Temporary VISA types eligible for government subsidised training

- All Permanent Residency Visas
- Skilled—Work Regional (Subclass 491)
- Skilled—Regional (Provisional) Visa (subclass 489)
- Skilled Employer Sponsored Regional (subclass 494)
- Business Innovation and Investment (Provisional) Visa (subclass 188)
- Safe Haven Enterprise Visa (SHEV) (SUBCLASS 790)
- Bridging Visa A (subclass 010)*
- Bridging Visa E (BE) (subclasses 050 and 051)*
- Temporary Protection Visa (TPV) (subclass 785)*
- Bridging Visa B (BVB) (subclass 020)*

- Bridging Visa F (BVF) (subclass 060)*
- Partner Visa (Temporary), subclass 820 & 309
- Temporary Humanitarian Stay Visa (subclass 449)
- Temporary Humanitarian Concern (THC) Visa

*Individuals on bridging visas are only eligible where they are waiting on the outcome of an application for a permanent visa or one of the temporary visas listed above.

Visa holders with the following repealed provisional visas are also eligible for subsidised training:

- Skilled—Regional (Provisional) Visa (subclass 498)
- Skilled—Regional Sponsored Visa (subclass 475)
- Skilled—Regional Sponsored Visa (subclass 487)
- Skilled Independent—Regional (Provisional) Visa (subclass 495)
- Senior Executive (Provisional) Visa (subclass 161)
- Investor (Provisional) Visa (subclass 162)
- State/Territory Sponsored Business Owner (Provisional) Visa, subclass 163
- State/Territory Sponsored Senior Executive (Provisional) Visa, subclass 164
- State/Territory Sponsored Investor (Provisional) Visa, subclass 165

To check a visa type, visit the Department of Home Affairs.

To check any work or study entitlement conditions attached to a visa, visit the Australian Government's Visa Entitlement Verification Online service.



Skills SA Subsidised Training

IMPORTANT NOTE:

To be eligible for the SA Government Funding Courses.

After receiving the course information email, including Institute of Hair & Beauty (AIHB) "Course Guide & Student Handbook".

Students wish to enrolled into the course. Student will need to come into to the Adelaide Institute of Hair & Beauty (AIHB) for a one-one-interview. AIHB will conduct an "Upfront assessment of need assessments (UAN) for the students.

Conduct 3 UAN assessments:

1) Suitability assessment

This ensures the right fit between the student and the course of choice.

Student will be assess against the 7 areas in the "UAN suitability and support needs assessment as below:

1. Ability to communicate effectively in English
2. Ability to meet inherent course requirements related to:
 - Prerequisites
 - training and assessment performance criteria
3. Career goals and aspirations of the individual are aligned with the course of choice
4. Understanding of:
 - employment pathways course can lead to
 - employer expectations
 - working conditions in this field of employment
5. Understanding of and ability to meet industry or regulatory or legislative requirements required for training and employment as graduate. For example:
 - Clearances to work with children or vulnerable adults
 - Drivers licence
 - Drug and alcohol testing
 - Occupational specific tickets or licences
6. Aptitude for learning
7. Understanding of:
 - Course expectations
 - Delivery methods
 - Courses and incidental costs
 - Location of training
 - Recognition of prior learning
 - Work placement
 - Attendance requirements

2) Support assessment

This ensures early identification and planning for the student's learning and personal support needs. This is the first opportunity to refer a student to Success and Wellbeing Services

Success and Wellbeing Services

Free support for every student under the Subsidised Training, from the moment the student enroll, throughout their studies, and for 12 weeks after the student completed their course.

Success and Wellbeing Services (SWS), is designed to empower the students through access to flexible, timely, and confidential support when the student need it. SWS assign an experienced and dedicated Success and Wellbeing Coach to provide tailored support to help students get back on track, and bring their goals within reach.

SWS is a State Government funded program where they work in partnership with our training organisation to make sure each VET student gets the support they need and can succeed in their training, irrespective of their life situations.

Life can be hard. It's full of ups and downs and changes and trials. And sometimes, it can be extremely overwhelming and demanding.

If the students are struggling, reach out. They will help out.

Whatever the students need

Just as each student's journey is different, our services are never one-size-fits-all. This support is based on each person's unique needs. That means Success and Wellbeing Services can look different for every student and could include:

- Study skills support
- Talking to your trainers about disability adjustments you might need
- Helping to manage financial stress and connections to services
- Support with accessing domestic violence services



Skills SA Subsidised Training

IMPORTANT NOTE:

2) Support assessment

Success and Wellbeing Services

Whatever the students need

- Help to find accommodation
- Accessing carer supports
- Connections to mental health services and support throughout the journey
- Supporting student to manage a tricky family relationship
- Support to work out transport issues
- A listening ear and an opportunity regularly touch base
- Planning what's next and support to prepare for job hunting
- Support to work out what support student need!
- And much more, nothing is off limits!

3) Literacy and numeracy capabilities

This ensures early identification and planning for the student's literacy and numeracy development.

Step 1—Conduct a literacy and numeracy assessment

Step 2—Review the literacy and numeracy assessment outcome

Step 3—CSPA interpretation services (if required)

Step 4—Foundation skills support (if required)

Learner will be assessed using Australian Council for Educational Research (ACER). Learner will undertake the (SRNI) or the Core Skills Profile for Adults (CSPA) assessment tools.

Learner must meet exit level 2. If the CSPA outcome is below exit level 2, a CSPA interpretation report is undertaken by a qualified CSPA interpreter, which is:

Collab: Emma Skinner and Natalia Slight

interpretations@collab.net.au

Emma: 0423 451 398

Natalia: 0466 677 012

LLN Consulting: Trisha Doecke and Bev Munchenberg

Cspa.interpretations@outlook.com

Trisha: 0475 240 690

Bev: 0429 992 736

SYC: Jeremy Yu

learning@syc.net.au

(08) 8405 8500

Learner will do the literacy and numeracy at Adelaide Institute of Hair & Beauty and will be monitored during the Literacy and numeracy capabilities process.

Apprenticeship and traineeship

Our Institute provides opportunity for those people employed as an apprentices. Our programs are structured to accomplish flexibility.

Apprentices will be able to combine work practices with theory in classrooms to enable them to gain the underpinning knowledge and build on their skills and techniques provided by their salon environment.

Our Institute works very closely with the employer, and their apprentice. We create the training plan to accommodate the employer expectation. We monitor apprentice progress and discuss the program outline to ensure the success of all apprentice.

Apprenticeship can be undertaken by candidates who are still in secondary school. It can be either school based apprenticeship or an out of school apprenticeship. Students who undertake an apprenticeship out of school during year 10, 11 or 12, can transfer their results towards SACE.



Tuition Fees



An excellence and professionalism of Adelaide Institute of Hair & Beauty training, in conjunction with flexible payment plans, flexible start dates and flexible timetables; ensures that there is a course suitable for all students with special needs. This will also make it easier to study if students choose to have a part time job. All of these factors are intended to produce the best educational outcomes for our students.

Tuition Fees can be amended according to the students' ability. Do not be discouraged simply because you think you cannot afford the tuition fee. At Adelaide Institute of Hair & Beauty we offers a range of solutions tailored for anyone who seriously wants to enrol and gain competency in our courses.

In order to ease the participation of the students to our courses, the institute has developed a range of financial options to eligible individuals

- low fees
- Flexible payment plans

COURSE CODE	QUALIFICATIONS	TUITION FEES		DEPOSIT KIT LEVY	
		Fee for service			
		Non Concession	Conces- sion	Non- refund	
SHB30321	Certificate III in Nail Technology	\$7,900	NA	\$250	\$1,200
SHB30121	Certificate III in Beauty Services	\$12,900	NA	\$250	\$2,000
SHB20216	Certificate II in Salon Assistant	\$5,508.92	NA	\$150	\$1,050
SHB30416	Certificate III in Hairdressing	\$23,900	NA	\$250	\$2,000
SHB30516	Certificate III in Barbering	\$13,600	NA	\$250	\$1,600
SHB40216	Certificate IV in Hairdressing	\$10,800	NA	\$250	\$950
SHB50216	Diploma of Salon Management	\$7,500	NA	\$250	NA
SHB40121	Certificate IV in Beauty Therapy	\$19,900	NA	\$250	\$2,000
SHB50121	Diploma of Beauty Therapy	\$23,999	NA	\$250	\$2,000
SHB50321	Diploma of Cosmetic Tattooing	\$14,500	NA	\$250	\$2,500

Tuition Fees



Recognition of Prior Learning (RPL)

Qualifications	Fees
SHB30321 Certificate III in Nail Technology	\$1,800
SHB30121 Certificate III in Beauty Services	\$2,000
SHB20216 Certificate II in Salon Assistant	\$1,500
SHB40216 Certificate IV in Hairdressing	\$4,850
SHB40121 Certificate IV in Beauty Therapy	\$5,850
SHB50121 Diploma of Beauty Therapy	\$5,850
SHB50321 Diploma of Cosmetic Tattooing	\$5,850

Re-issuing a certificate, qualification or statement of attainment	\$75.00 (Incl. GST)
Replacement of issued learning/reference workbook (per workbook)	\$155.00 (Incl. GST)
Re-assessment fee	\$300.00 (GST exempt)
Note: Students will be offered three (3) assessment opportunities during a normal training program for each assessment event. The re-assessment fee will only apply if the student chooses to persist in order to demonstrate competence and complete the qualification. The re-assessment service includes individual re-training to prepare the student for the re-assessment.	



www.centrelink.gov.au

Adelaide Institute of Hair & Beauty is a Registered Training Organisation and operates in accordance with applicable legislation and the Standards for NVR Registered Training Organisations. Adelaide Institute of Hair & Beauty is entitled to charge fees for services provided to students undertaking a course of study. These fees are for items such as course materials, administrative support, student services and training and assessment services. We review our fees schedule regularly and endeavour to keep the cost of training down.

Centrelink help for students

Abstudy

ABSTUDY provides help with costs for Aboriginal and Torres Strait Islander Australians who are studying or are undertaking an Australian apprenticeship.

Austudy

Austudy provides financial help to full-time students and Australian apprentices aged 25 or more.

Health Care Card or Pensioner Card

Provide assistance with cost for unemployment people

When and how do I pay?

Fees are payable when you receive your confirmation of enrolment and invoice for the enrolment fee. Fees must be paid in full within 5 days of receiving this notification from Adelaide Institute of Hair & Beauty. We may cancel an enrolment or discontinue training if fees are not paid as required. Payment methods include direct deposit, cheque or credit card via Pay Pal.

Can I get a refund?

Yes - If you give notice to cancel your enrolment more than 10 days prior to the commencement of a program you will be entitled to a full (100%) refund of fees paid.

If you give notice to cancel your enrolment less than 10 days prior to the commencement of a program you will be entitled to a 75% refund of fees paid. The amount retained (25%) by Adelaide Institute of Hair & Beauty is required to cover the costs of staff and resources which will have already been committed based on your initial intention to undertake the training.

If you give notice to cancel your enrolment after a training program has commenced, you will not be entitled to a refund of fees. Discretion may be exercised by the Chief Executive Officer if there is extenuating or significant personal circumstance that led to your withdrawal.

How do I get a refund?

To obtain a refund you are required to give written notice to cancel your enrolment and complete a Refund Request Form. Written notice may be in the form of an email or letter. Where refunds are approved, the refund payment will be paid via electronic funds transfer using the authorised bank account nominated by you. This payment will be made within 14 days from the time you gave written notice to cancel your enrolment.

Payment Plan

Adelaide Institute of Hair & Beauty helps you to pay your fee by dividing them into simple and comfortable monthly instalments. Effectively this works as a loan with no interest.

There are some conditions in order to enter into a payment plan agreement:

- That you provide a valid bank account and
- A valid credit card.

Are my fees protected in case I need a refund?

Yes - Adelaide Institute of Hair & Beauty has a responsibility to protect the fees paid by students. To meet this need, Adelaide Institute of Hair & Beauty will only accept an initial payment of no more than \$1,000 from each student prior to the commencement of their course. The subsequent payments are based on the costs of the training and assessment which is yet to be delivered and will be required to be made at agreed points as the course progresses. These subsequent payments will not exceed \$1,500.00. This fee protection arrangement complies with national standards designed to limit the amount paid by a student's in advance of services being delivered.

Do I pay GST in my tuition fees?

No - Training tuition fees are GST exempt under section 38-85 GST 2003/1 Goods and Services Tax, tax ruling. The ruling explains the supply of a course for 'professional or trade course' is a GST-free education course. GST does apply on the payment of some miscellaneous charges.

Our guarantee

If for any reason Adelaide Institute of Hair & Beauty is unable to fulfil its service agreement with a student, Adelaide Institute of Hair & Beauty will refund the total fees paid by the student for any services not yet delivered. Adelaide Institute of Hair & Beauty is committed to deliver quality training and assessment and will work with students who require individual assistance to successfully complete the training program.

Your Skill



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organization (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate III Nail Technology as 29 weeks workplace based training program. This qualification will offer individuals who work as a nail technician and are competent interacting with customer, providing manicure and pedicure services, applying acrylic or gel nail enhancement and applying nail art.

Learners will be empowered by this course and be equipped to a range of well-developed skills where discretion and judgments is required and are responsible for their own outputs. Learners will gain a nationally recognized qualification in the Certificate III in Nail Technology (SHB30321).

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 qualification SHB30321 Certificate III in Nail Technology will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognized and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

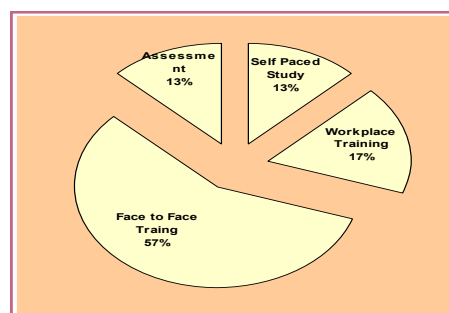
Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximize trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

SHB30321 CERTIFICATE III NAIL TECHNOLOGY

OCCUPATION	Nail Technician
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	43 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service

The student's workload is spread across four main activities:





Units of Competence

The Certificate III Nail Technology comprises 15 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Expected duration

The program is designed to be delivered over 29 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks. The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Written Report / Case Study.

The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test.

The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Entry requirements

There are no specified entry requirements for this training program.

Units of Competency

SHBBCCS005 - Advise on beauty products and services
SHBBNLS007* - Provide manicure and pedicure services
SHBBNLS009* - Apply acrylic nail enhancements
SHBBNLS010* - Apply nail art
SHBBNLS011 - Use electric file equipment for nail services
SHBBRES003 - Research and apply beauty industry information
SHBXCCS007 - Conduct salon financial transactions
SHBXCCS008 Provide salon services to clients
SHBXIND003 Comply with organisational requirements within a personal services environment
SHBXWHS003 Apply safe hygiene, health and work practices
SHBBINF002 Maintain infection control standards
BSBESB404 Market new business ventures
BSBESB304 Determine resource requirements for new business ventures
SHBBNLS008 Apply gel and dip powder nail enhancements
SHBXCCS009 Greet and prepare clients for salon services

Your Skill



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate III in Beauty Services as 40 weeks workplace based training program. This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, eyelash extension, cosmetic tanning and basic make-up services.

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

Learners will be empowered by this course and be equipped to a range of well-developed skills where discretion and judgments is required and are responsible for their own outputs. Learners will gain a nationally recognized qualification in the Certificate III Beauty Services (SHB30121).

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 qualification SHB30121 Certificate III in Beauty Services will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognized and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer

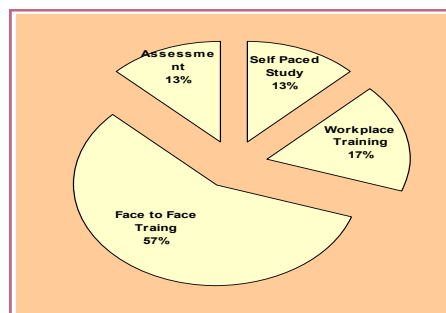
Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

SHB30121 CERTIFICATE III BEAUTY SERVICES

OCCUPATION	Beautician
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	49 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service

The student's workload is spread across four main activities:



Your Skill



Units of Competence

The Certificate III in Beauty Services comprises 18 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHB30115 Certificate III Beauty Services or other relevant qualifications. It is acknowledged that many students will have vocational experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stability, because they see beauty can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open a salons of their own.

Expected duration

The program is designed to be delivered over 40 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Units of Competency

SHBBBOS007	Apply cosmetic tanning products
SHBBCCS005	Advise on beauty products and services
SHBBFAS004	Provide lash and brow services
SHBBHRS010	Provide waxing services
SHBBMUP009	Design and apply make-up
SHBBNLS007*	Provide manicure and pedicure services
SHBBNLS011	Use electric file equipment for nail services
SHBBRES003	Research and apply beauty industry information
SHBXCCS007	Conduct salon financial transactions
SHBXCCS008	Provide salon services to clients
SHBXIND003	Comply with organisational requirements within a personal services environment
SHBXWHS003	Apply safe hygiene, health and work practices
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXSLS001	Sell to the retail customer
SHBBINF002	Maintain infection control standards
SHBBMUP008	Apply eyelash extensions
SHBBNLS009*	Apply acrylic nail enhancements
SHBXCCS009	Greet and prepare clients for salon services

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.

Your Skill



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate IV in Beauty Therapy as a 61 weeks workplace based training program. This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, cosmetic tanning, basic make-up services, facial treatment, body massage and electrolysis.

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

Learners will be empowered by this course and be equipped to a range of well-developed skills where discretion and judgments is required and are responsible for their own outputs. Learners will gain a nationally recognized qualification in the Certificate IV in Beauty Therapy (SHB40121).

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 qualification SHB40121 Certificate IV in Beauty Therapy will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognized and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer

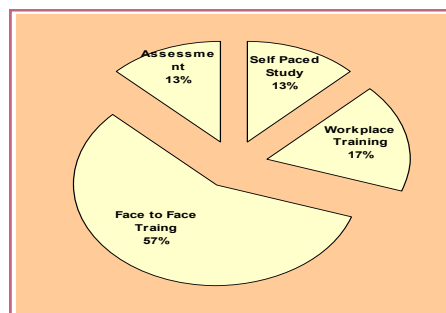
Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

SHB40121 Certificate IV in Beauty Therapy

OCCUPATION	Beauty Therapist
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	75 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service

The student's workload is spread across four main activities:



Your Skill



Units of Competence

The Certificate IV in Beauty Therapy comprises 21 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHB40121 Certificate IV in Beauty Therapy or other relevant qualifications. It is acknowledged that many students will have vocational experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stability, because they see beauty can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open a salons of their own.

Expected duration

The program is designed to be delivered over 61 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Units of Competency

SHBBBOS007	Apply cosmetic tanning products
SHBBBOS008*	Provide body massages
SHBBFAS004	Provide lash and brow services
SHBBFAS005*	Provide facial treatments and skin care recommendations
SHBBHRS010	Provide waxing services
SHBBMUP009	Design and apply make-up
SHBBNLS007*	Provide manicure and pedicare services
SHBBNLS011	Use electric file equipment for nail services
SHBBRES003	Research and apply beauty industry information
SHBBSSC001	Incorporate knowledge of skin structure and functions into beauty therapy
SHBBSSC002	Incorporate knowledge of body structures and functions into beauty therapy
SHBXCCS006	Promote healthy nutritional options in a beauty therapy context
SHBXCCS007	Conduct salon financial transactions
SHBXCCS008	Provide salon services to clients
SHBXIND003	Comply with organisational requirements within a personal services environment
SHBXWHS003	Apply safe hygiene, health and work practices
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms
SIRXSLS001	Sell to the retail customer
SHBBINF002	Maintain infection control standards
SHBBNLS009*	Apply acrylic nail enhancements
SHBBNLS010*	Apply nail art
SHBBFAS006*	Provide specialised facial treatments
SHBBHRS013	Provide hair reduction treatments using electrical currents

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.

Your
Future



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate II in Salon Assistant as 19 weeks workplace based training program. 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. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training. Learners will gain a nationally recognised qualification in the Certificate II in Salon Assistant (SHB20216).

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 qualification SHB20216 Certificate II in Salon Assistant will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

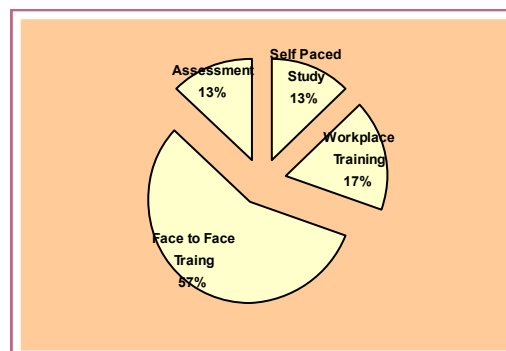
Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

The student's workload is spread across four main activities:

SHB20216 CERTIFICATE II IN SALON ASSISTANT

OCCUPATION	Salon Assistant
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	19 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service



Your
Future



Units of Competence

The Certificate II in Salon Assistant comprises 12 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHB20216 Certificate II in Hairdressing or other relevant qualifications. It is acknowledge that many students will have vocational experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stability, because they see hairdressing can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Hairdressing as also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Expected duration

The program is designed to be delivered over 19 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor.

The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.

Unit of Competency

BSBWHS201 - Contribute to health and safety of self and others
SHBHBAS001 - Provide shampoo and basin services
SHBHDES001 - Dry hair to shape
SHBHIND001 - Maintain and organise tools, equipment and work areas
SHBXCCS001 - Conduct salon financial transactions
SHBXCCS003 - Greet and prepare clients for salon services
SHBXIND001 - Comply with organisational requirements within a personal services environment
SHBXIND002 - Communicate as part of a salon team
SHBHDES002 - Braid hair
SHBHCLS001 - Apply hair colour products
SIRRINV001 - Receive and handle retail stock
SHBHBAS002 - Provide head, neck and shoulder massages for relaxation

Your
Future



NATIONALLY RECOGNISED
TRAINING

Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate III in Hairdressing as 59 weeks workplace based training program. This qualification reflects the role of hairdressers 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 client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a hairdresser in any industry environment, usually a salon. Learners will be empowered by this course and be equipped to a range of well-developed skills where discretion and judgments is required and are responsible for their own outputs. Learners will gain a nationally recognised qualification in the Certificate III in Hairdressing (SHB30416).

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 qualification SHB30416 Certificate III in Hairdressing will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

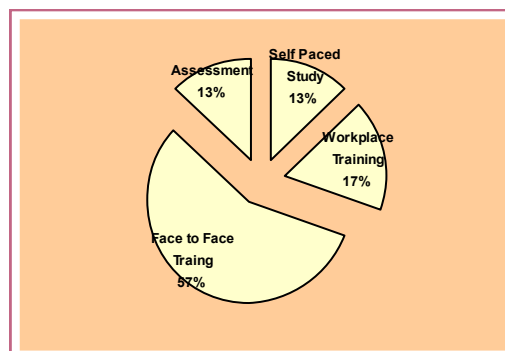
Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

The student's workload is spread across four main activities:

SHB30416 CERTIFICATE III IN HAIRDRESSING

OCCUPATION	Hairdresser
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Apprenticeships
DURATION	42 months
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Apprenticeships



Your
Future



Units of Competence

The Certificate III in Hairdressing comprises 28 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHB20216 Certificate II in Hairdressing or other relevant qualifications. It is acknowledged that many students will have vocational

experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stable, because they see hairdressing can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Hairdressing is also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Expected duration

The program is designed to be delivered over 52 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Unit of Competency

BSBSUS201 - Participate in environmentally sustainable work practices
SHBHBAS001 - Provide shampoo and basin services
SHBHCLS002 - Colour and lighten hair
SHBHCLS003 - Provide full and partial head highlighting treatments
SHBHCLS004 - Neutralise unwanted colours and tones
SHBHCLS005 - Provide on scalp full head and retouch bleach treatments
SHBHCUT001 - Design 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
SHBHDES003 - Create finished hair designs
SHBHIND001 - Maintain and organise tools, equipment and work areas
SHBHIND003 - Develop and expand a client base
SHBHREF002 - Straighten and relax hair with chemical treatments
SHBHTRI001 - Identify and treat hair and scalp conditions
SHBXCCS001 - Conduct salon financial transactions
SHBXCCS002 - Provide salon services to clients
SHBXIND001 - Comply with organisational requirements within a personal services environment
SHBXIND002 - Communicate as part of a salon team
SHBXWHS001 - Apply safe hygiene, health and work practices
SHBHCUT006 - Create combined haircut structures
SHBHCUT007 - Create combined traditional and classic men's haircut structures
SHBHDES004 - Create classic long hair up-styles
SHBHCUT011 - Design and maintain beards and moustaches
SHBHDES002 - Braid hair
SHBHREF001 - Curl and volumise hair with chemical treatments
SIRRIINV001— Receive and handle retail stock

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.

Certificate III in Barbering

Your
Future



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate III in Hairdressing as 37 weeks workplace based training program. 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.

Learners will be empowered by this course and be equipped to a range of well-developed skills where discretion and judgments is required and are responsible for their own outputs. Learners will gain a nationally recognised qualification in the Certificate III in Barbering (SHB30516).

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 qualification SHB30516 Certificate III in Barbering will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

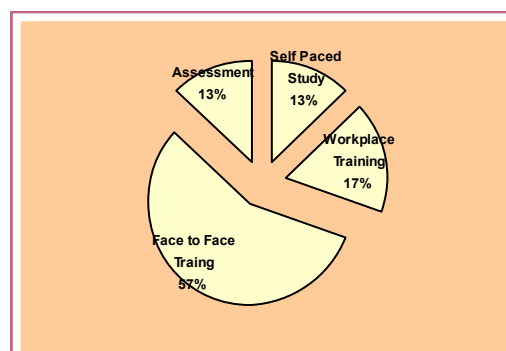
Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

The student's workload is spread across four main activities:

SHB30516 CERTIFICATE III IN BARBERING

OCCUPATION	Barbering
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Apprenticeships
DURATION	42 months
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Apprenticeships



Units of Competence

The Certificate III in Barbering comprises 26 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHB20216 Certificate II in Hairdressing or other relevant qualifications. It is acknowledged that many students will have vocational

experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stable, because they see hairdressing can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Hairdressing is also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Expected duration

The program is designed to be delivered over 37 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Unit of Competency

BSBSUS201 - Participate in environmentally sustainable work practices

SHBHBAS001 - Provide shampoo and basin services

SHBHCUT001 - Design 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

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

SHBHCUT009 - Cut hair using freehand clipper techniques

SHBHCUT011 - Design and maintain beards and moustaches

SHBHCUT012 - Shave heads and faces

SHBHCUT013 - Provide men's general grooming services

SHBHDES001 - Dry hair to shape

SHBHIND001 - Maintain and organise tools, equipment and work areas

SHBHIND003 - Develop and expand a client base

SHBHTRI001 - Identify and treat hair and scalp conditions

SHBXCCS001 - Conduct salon financial transactions

SHBXCCS002 - Provide salon services to clients

SHBXIND001 - Comply with organisational requirements within a personal services environment

SHBXIND002 - Communicate as part of a salon team

SHBXWHS001 - Apply safe hygiene, health and work practices

SIRRMER001 - Produce visual merchandise displays

SHBXCCS003 - Greet and prepare clients for salon services

SHBHIND002—Research and use hairdressing industry information

SIRXSLS001 - Sell to the retail customer

SIRRINV001 - Receive and handle retail stock

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.

Certificate IV in Hairdressing

Your
Future



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Certificate IV in Hairdressing as 21 weeks workplace based training program. This qualification reflects the role of skilled senior hairdressers who use a range of highly developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. These senior hairdressers provide specialist services in one or more areas including haircutting, design, colouring and complex colour correction, trichology and chemical reformation. They work independently and many hairdressers at this level provide technical leadership, training and support to team members.

This qualification provides a pathway to work as a senior hairdresser in a salon environment, a freelance session stylist or a technical advisor in product companies.

Learners will be empowered by this course and be equipped to a range of well-developed skills where discretion and judgments is required and are responsible for their own outputs. Learners will gain a nationally recognised qualification in the Certificate IV in Hairdressing (SHB40216).

National recognition

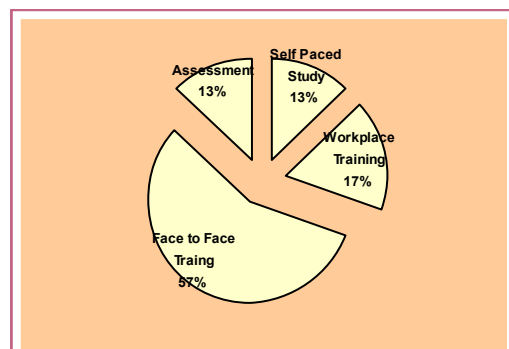
These competencies have been drawn from the nationally endorsed industry training package the Hairdressing and Beauty Services Training Package (SHB). On successfully completing the training and assessment, the qualification SHB40216 Certificate IV in Hairdressing will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

SHB40216 CERTIFICATE IV IN HAIRDRESSING

OCCUPATION	Senior Hairdresser
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	39 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service



Certificate IV in Hairdressing

Your
Future



Units of Competence

The Certificate IV in Hairdressing comprises 11 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: The Certificate IV in Hairdressing is designed to build on the foundation skills acquired through the completion of the Certificate III in Hairdressing or equivalent.
Entry to this qualification is open to those who have vocational expertise in the hairdressing industry.

Noting this, it is desirable that students will enter the program after achieving a SHB30416 Certificate III in Hairdressing or other relevant qualifications. It is acknowledged that many students will have vocational

experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stable, because they see hairdressing can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Hairdressing is also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Expected duration

The program is designed to be delivered over 21 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Unit of Competency

SHBHTLS001 Provide technical leadership to hairdressing teams

SHBHTLS002 Research and use hairdressing trends to advance creative work

SHBHDES006 Design and style long hair creatively

SHBHCUT008 Design and perform creative haircuts

SHBHCLS006 Solve complex colour problems

SHBHCLS007 Enhance hair designs using creative colouring and lightening techniques

SHBHDES005 Select and apply hair extensions

SHBHREF004 Enhance hair designs using chemical reformation techniques

BSBINN301 Promote innovation in a team environment

BSBMKG413 Promote products and services

SHBHTRI003 Develop and apply scalp treatment therapies

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer the Diploma of Beauty Therapy as 72 weeks workplace based training program. This qualification reflects the role of individuals employed as beauty therapists to provide a broad range of beauty therapy treatments and services including facial treatments, body massage and treatments, hair removal, lash and brow treatments, nail and make-up services. This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin-care and cosmetic products.

These individuals work relatively autonomously, and are accountable for personal outputs. Their work involves the self-directed application of knowledge and skills with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques. Learners will gain a nationally recognised qualification in the Diploma of Beauty Therapy (SHB50121).

National recognition

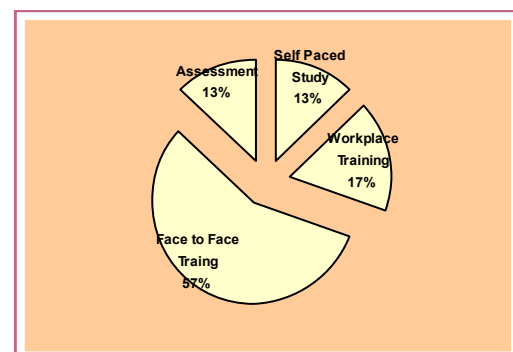
These competencies have been drawn from the nationally endorsed industry training package the Hairdressing and Beauty Services Training Package (SHB). On successfully completing the training and assessment, the qualification SHB50121 Diploma of Beauty Therapy will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

Program outline

The course will be delivered in the workplace using a combination of one-on-one and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

SHB50121 Diploma of Beauty Therapy

OCCUPATION	Beauty Therapists
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	86 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service





Units of Competence

The Diploma of Beauty Therapy comprises 29 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHBB30121 Certificate III in Beauty Services or other relevant qualifications. It is acknowledge that many students will have vocational

experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stability, because they see beauty can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Beauty as also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Expected duration

The program is designed to be delivered over 61 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Written Report / Case Study.

The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Unit of Competency

SHBBBOS008* Provide body massages
SHBBCCS005 Advise on beauty products and services
SHBBFAS004 Provide lash and brow services
SHBBFAS005* Provide facial treatments and skin care recommendations
SHBBFAS006* Provide specialised facial treatments
SHBBHRS010 Provide waxing services
SHBBMUP009 Design and apply make-up
SHBBNLS007* Provide manicure and pedicare services
SHBBNLS011 Use electric file equipment for nail services
SHBBRES003 Research and apply beauty industry information
SHBBSSC001 Incorporate knowledge of skin structure and functions into beauty therapy
SHBBSSC002 Incorporate knowledge of body structures and functions into beauty therapy
SHBXCCS005 Maintain health and wellbeing in a personal services setting
SHBXCCS006 Promote healthy nutritional options in a beauty therapy context
SHBXCCS007 Conduct salon financial transactions
SHBXCCS008 Provide salon services to clients
SHBXIND003 Comply with organisational requirements within a personal services environment
SHBXWHS003 Apply safe hygiene, health and work practices
SIRXOSM002 Maintain ethical and professional standards when using social media and online platforms
SIRXSLS001 Sell to the retail customer
SHBBINF002 Maintain infection control standards
SHBBBOS009* Provide aromatherapy massages
SHBBBOS010* Use reflexology relaxation techniques in beauty treatments
SHBBSPA007* Provide stone therapy massages
SHBBSKT010 Provide skin needling treatments
SHBBSKS009* Provide micro-dermabrasion treatments
SHBBSKT001 Provide skin therapy consultations
SHBBSKT011 Provide superficial peel treatments
HLTINF005 Maintain infection prevention for skin penetration treatment

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction as 28 weeks workplace based training program. This qualification reflects the role of individuals who apply substantial specialised knowledge and skills to design and safely apply non-ionising radiation treatments using intense pulsed light and laser technologies to reduce unwanted hair on the face and body.

In this role they make complex, independent judgements in consulting with clients and analysing their skin and hair characteristics, designing and evaluating intense pulsed light and laser hair reduction treatment programs, selecting and using appropriate technology, and applying it within the context of safe client and operator practices and in compliance with regulatory requirements. Learners will gain a nationally recognised qualification in Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction (SHB60118).

National recognition

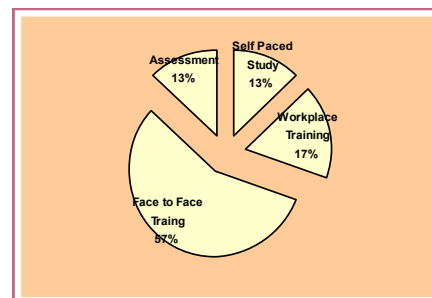
These competencies have been drawn from the nationally endorsed industry training package the Hairdressing and Beauty Services Training Package (SHB). On successfully completing the training and assessment, the qualification SHB60118 Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

Program outline

The course will be delivered in the workplace using a combination of face-to-face and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally

SHB60125 Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction

OCCUPATION	Beauty Therapist (IPL and Laser Therapist (Hair Reduction)
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	37 Weeks
ENTRY REQUIREMENTS	Have achieved a Diploma of Beauty Therapy
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service





Units of Competence

The Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction comprises 7 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: Have achieved a Diploma of Beauty Therapy

Noting this, it is desirable that students will enter the program after achieving a SHB50121 Diploma of Beauty Therapy or other relevant qualifications. It is acknowledge that many students will have vocational

experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stability, because they see beauty can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Beauty as also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Expected duration

The program is designed to be delivered over 28 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Unit of Competency

SHBBHRS005 Identify and control safety risks for intense pulsed light and laser hair reduction treatments

SHBBHRS006 Design laser hair reduction treatment programs

SHBBHRS007 Provide laser hair reduction treatments

SHBBHRS008 Design intense pulsed light hair reduction treatment programs

SHBBHRS009 Provide intense pulsed light hair reduction treatments

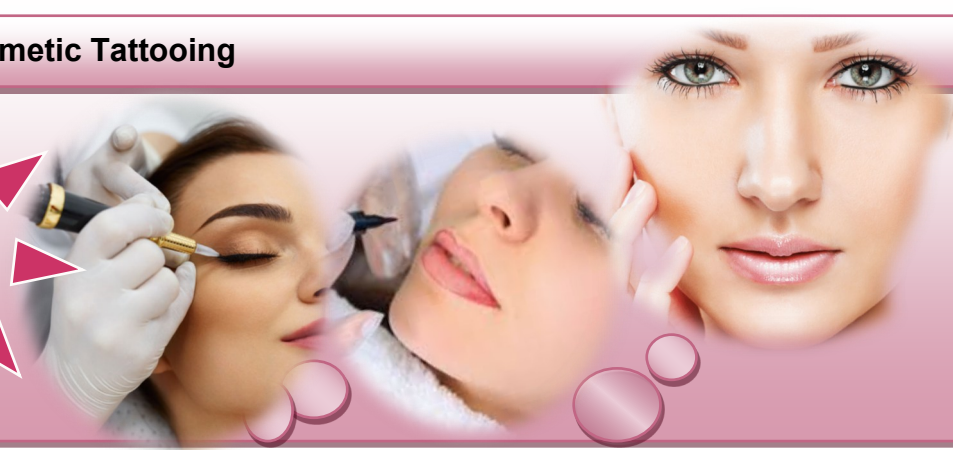
SHBBRES002 Investigate developments in cosmetic treatments using light and laser systems

SHBBINF001 Maintain infection control standards

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.



Introduction

Adelaide Institute of Hair & Beauty is a Registered Training Organisation (RTO number 40852) registered with the Australian Skills Quality Authority. Adelaide Institute of Hair & Beauty is proud to offer Design and provide cosmetic tattooing as 6 weeks workplace based training program.

This qualification reflects the role of individuals who work as cosmetic tattooists who design and provide cosmetic tattooing services.

Work is typically conducted in beauty salons and skin clinics.

The skills in this qualification must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

Cosmetic Tattooing is subject to Skin Penetration regulation in some states and territories.

The supply of topical anaesthetics is restricted in some states and territories.

National recognition

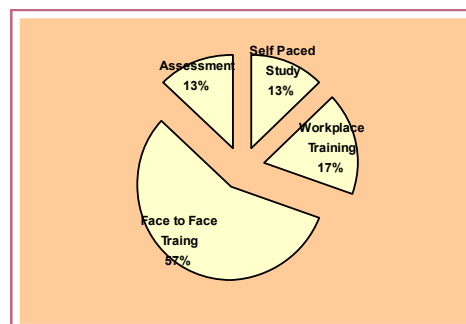
These competencies have been drawn from the nationally endorsed industry training package the Hairdressing and Beauty Services Training Package (SHB). On successfully completing the training and assessment, the qualification SHB50321 Diploma of Cosmetic Tattooing will be issued. A transcript list all of the units of competence will also be issued. The qualification and units of competence are nationally recognised and provides individuals with a valuable qualification that can be applied throughout Australia and the wider business and customer services community.

Program outline

The course will be delivered in the workplace using a combination of face-to-face and group theory instruction and workplace practice and assessment. Adelaide Institute of Hair & Beauty trainers will travel to the workplace to ensure your learning is relevant to your current employer and future duties. To ensure the effectiveness of the training sessions, and to encourage each student to participate in a well-designed and develop training program, face to face classes will maximise trainer/student interaction on course material. Student feedback and student evaluations will be considered in modifying and improving courses. The modules are sequenced in a way that allows a logical progression. Participants will be provided with professionally presented reference material to assist them to develop their knowledge of the subject.

SHB50321 Diploma of Cosmetic Tattooing

OCCUPATION	Beautician
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
STUDY MODE	Full Time
DURATION	32 Weeks
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
SUITABLE FOR	Australian Apprenticeship VET Student School leavers Unemployed workers Recent migrants Unskilled workers who need formal certification Mature aged students Those wishing to enter a different industry sector
FEE STRUCTURE	Fee for service





Units of Competence

The Diploma of Cosmetic Tattooing comprises 9 units of competence. Based on our consultation with industry, we have selected the following units of competence:

Entry requirements: There are no specified entry requirements for this training program.

Noting this, it is desirable that students will enter the program after achieving a SHB30115 Certificate III in Beauty Services or other relevant qualifications. It is acknowledge that many students will have vocational experience in a relevant role that will have provided a suitable preparation for the program. It is usually the case that personnel entering this program are stability, because they see beauty can always find work, whether they are employed by a salon, or work for themselves renting space in a salon or open salons of their own. Beauty as also an outlet for their creativity, and a way to make a living doing something that allows them to be artistic and creative.

Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, knowledge tests, response to case studies and feedback from supervisors. The following provides a brief explanation of the assessment methods are to be applied:

Expected duration

The program is designed to be delivered over 61 weeks. A longer duration has been chosen to allow students to progress whilst continuing to maintain their normal work routine and output. Adelaide Institute of Hair & Beauty is able to support participants that need additional time and can assist those participants that want to fast track their training.

Demonstration / workplace tasks.

The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. The activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

Unit of Competency

SHBBCOS001 Provide cosmetic tattooing consultations

SHBBCOS002 Apply knowledge of colour theory and pigmentology to cosmetic tattooing

SHBBCOS003 Incorporate elements and principles of design to cosmetic tattooing

SHBBSSC004 Identify the function and structure of skin and hair for cosmetic tattooing

SHBBINF002 Maintain infection control standards

SHBBCOS004* Provide cosmetic tattoo for eyebrows

SHBBCOS005* Provide cosmetic tattoo for lips

SHBBCOS006* Provide cosmetic tattoo for eyes

BSBESB304 Determine resource requirements for new business ventures

Written Report / Case Study. The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

Knowledge Test. The student is required to undertake a number of written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

Workplace Supervisor Report. Workplace supervisors will be asked to provide feedback about the student's performance during a module. The supervisor will receive a briefing at the time the student begins studying each module to inform them of the module requirements.



**Your
Future**

Credit Transfer

Applicants can apply for credit transfer of their previous unit of competency achievement. Original or certify qualification and statement of attainment issued with a national recognition, will assist them in meeting the requirements for the qualification. Students are encouraged to notify Adelaide Institute of Hair & Beauty of their interest or intention to apply for credit transfer prior to their enrolment.

Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that is relevant to the units of competence 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 complete 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.

Student Information

Detailed student information is available within our Participant Handbook which is supplied with the enrolment package and on our website. This booklet contains important information about a student's right and obligation such as their right to privacy, a safe training environment and 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.

Cost

During the enrolment process, you will meet with an Adelaide Institute of Hair & Beauty representative to complete the application form and funding eligibility paperwork if eligible and also to develop the training plan and payment plan.

Contact us and get the ball rolling!

Ph: 08 8123 2303 or 0435 275 980

Email: info@aihnb.net.au

Web: www.aihb.net.au



Short Course



Eyebrow Microblading Tattoo

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	2 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Combination Microblading & Misty Eyebrow

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	4 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Eyebrow Powder Tattoo

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	2 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Combination Microblading & Ombre Eyebrow

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	4 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Short Course



Lip Blush Tattoo

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	2 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Eyeliner Tattoo

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	2 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Eyeliner Misty Tattoo

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street ADELAIDE SA 5000
DURATION	3 days
ENTRY REQUIREMENTS	There are no entry requirements to this qualification.
FEE STRUCTURE	Fee for service

Short Courses



Adelaide Institute of Hair & Beauty offers professional development and refresher option to those who may have been out of the industry or have not practice as a hairdresser or beautician for a period of time. Most of the short courses attract a statement of attainment towards a correspondent nationally accredited qualification. Short courses are industry accredited and aim to teach the latest techniques on the market, keeping professionals up to date.

DESIGN AND APPLY MAKE-UP

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street, ADELAIDE SA 5000
STUDY MODE and DURATION	Full Time (day) Part—Time (evening)
DURATION	4 Weeks full time 6 Weeks part—time
ENTRY REQUIREMENTS	There are no entry re- quirements to this qualifi- cation.
FEE STRUCTURE	Fee for service

PERFORM FEMALE INTIMATE WAXING TREATMENTS

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street, ADELAIDE SA 5000
STUDY MODE and DURATION	Full Time One Day
ENTRY REQUIREMENTS	There are no entry re- quirements to this qualifi- cation. Two models required
FEE STRUCTURE	Fee for service

PERFORM WAXING TREATMENT

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street, ADELAIDE SA 5000
STUDY MODE and DURATION	Full Time (day) Part—Time (evening)
DURATION	2 Weeks full time 4 Weeks part—time
ENTRY REQUIREMENTS	There are no entry re- quirements to this qualifi- cation.
FEE STRUCTURE	Fee for service

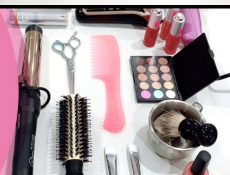
SELECT AND APPLY HAIR EXTENSIONS

QUALIFICATION	Statement of attainment
CAMPUS	251 Waymouth Street, ADE- LAIDE SA 5000
STUDY MODE	Full Time (day) Part—Time (evening)
DURATION	1 Day 2 Days part—time
ENTRY REQUIREMENTS	There are no entry require- ments to this qualification.
FEE STRUCTURE	Fee for service



Adelaide Institute of Hair & Beauty

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