

QUALIFICATION OUTLINES

SHB50216 Diploma of Salon Management

This qualification will support existing owners, managers or new entrants to the personal services industry who wish to gain a better financial understanding and control in all areas of a business. The course includes business planning and maintaining good governance, marketing initiatives, employing staff and managing their performance, professional development, effectively measure current resource use and to carry out improvements to reduce the negative environmental impact of work practices.

10 UNITS

- ▶ 7 core units
- ▶ 3 electives

Compulsory Core Units (all 7 units below must be completed)

BSBHRM404	Review human resource functions
BSBHRM506	Manage recruitment selection and induction processes
BSBSUS501	Develop workplace policy and procedures for sustainability
SHBXPSM001	Lead teams in a personal services environment
SHBXPSM002	Manage treatment services and sales delivery
SHBXPSM003	Promote a personal services business
SHBXWHS002	Provide a safe work environment

Elective Units (all 3 units below must be completed)

BSBWOR501	Manage personal work priorities and professional development
BSBMGT502	Manage people performance
SHBXCCS001	Conduct salon financial transactions

Learner name: _____ Signature: _____

Employer/Supervisor name: _____ Signature: _____

Assessors name: _____ Signature: _____

Date: / /