

Course Title: SHB20216 Certificate II in Salon Assistant

Course description

At the completion of this qualification the individual will have achieved the skills and knowledge to work as a salon assistant and be competent to support senior hair stylists with basic hairdressing tasks and support routine front desk operations effectively and efficiently, albeit under direct supervision.

This course is ideal for those individuals who are creative, like to learn with a “hands-on” approach, are good communicators and would enjoy working with people.



Entry requirements

Language, Literacy and Numeracy (LLN) Assessment.

Pathways

Graduates of SHB20216 Certificate II in Salon Assistant will be eligible to undertake SHB30416 Certificate III in Hairdressing with some direct credits. Some units of competence are also direct credits to Beauty Therapy qualifications.

This qualification is suitable for an Australian Apprenticeship and VET in VET in Schools delivery

Recognition of Prior Learning

Recognition of prior learning (RPL) is offered on the understanding that individuals may have already achieved some or all of the skills and knowledge required for entry to, and/or partial or total completion of a vocational qualification.

All applicants are welcome to apply for Recognition of Prior Learning (RPL) by completing the RPL Application Kit. Applicants will need to provide current, quality evidence of competency which reflects the skills and knowledge in a particular unit of competency applied for, either by portfolio of evidence or as directed by Assessor. RPL should be applied for prior to commencing the course.

Subject selection

A total of 12 units are required to complete this qualification including 8 compulsory core units and 4 elective units.

We strongly recommend subjects selected are relevant to the required experience and job outcome required.

Employability skills

A summary of the employability skills required for client services for this qualification include; communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology. The employability skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

Career opportunities

- Salon Assistant in a day spa, beauty or hairdressing salon
- Outlet that merchandises hair care products
- Retail sales person for supplier of hair care products

Phone: 02 4353 0815

2-3/1 Bounty Close TUGGERAH NSW 2259

contourcollege.com.au RTO#90504

Direct credit transfer

Credit for a unit of study from a previous course where the unit code is the same, should be applied for prior to commencing a course and will be granted where an original Certificate or Statement of Attainment provider by another current “accredited” Registered Training Organisation is verified under the Principles of Mutual Recognition.

Fees and charges

Contour College will apply an internal administration fee of \$150 to cover administration costs associated with pre-enrolment labour costs and consumables, is non-refundable without exception. This fee will be reviewed annually and clearly documented.

Unless specified otherwise, fees quoted cover the total amount of the course. Additional charges may apply for incidentals or accessories that are required and need to be purchased by the student prior to commencing the course. For short courses, partial qualification or skill sets, you should contact the administration office for details before committing to any payment.

When you enrol in a Government-subsidised course you may still be required to pay a compulsory ‘administration fee’, unless you qualify for a fee exemption or fee concession. These fees and charges are reviewed on a yearly basis and are subject to change by the Commonwealth. Refer to their website or our web page for concession details.

Additional charges

Additional costs could include; locker keys, library borrowing costs, equipment kits, uniforms, personal protective clothing, text books etc. In all cases where they are not included in the course fee, they will be itemised as a separate and additional charge. All fees, with the exception of the administration fee, may be refundable under certain circumstances.

Contour Systems will apply charges to late fee payments and use of electronic fees transmission (EFT) payments. These charges will be clearly displayed or documented prior to enrolment or collection of monies.

Refunds

In the event a Learner is unable or unwilling to continue with the training service, and provides a written request for a refund within the specified timeframes, a review of the service and resources provided will be undertaken.

Learners will be provided with clear processes to retrieve any funds they have entitlement to and Contour College will endeavour to satisfy all reasonable claims within 14 working days of agreed refunded amounts. Refer to website for Refund Procedure specific details.

Payment terms and conditions

Payment of course fees may be by credit card, internet transfer, cheque or cash. Payment of nominated fees must be made prior to course commencement. Full details on our Fees, Charges and Refund Policy and Procedure documents are available on our website www.contourcollege.com.au.

Personalised payment plans are available under certain circumstances and are administered through a Direct Debit process only.

We encourage full consultation with our administration staff prior to committing to any fees payable.

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Learning options

Delivery	Resources provided	Fees	Assessment methods	Duration
<p>This course may be delivered part-time or full-time. Face-to-face or blended.</p> <p>There is no mandatory work experience component.</p> <p>60% of the learning is conducted through practical demonstration.</p>	<p>Learner manuals and additional handouts.</p> <p>Access to commercial salon with necessary tools, equipment, professional product usage. Point-of-sale & IT equipment.</p> <p>Use of fully. Use of equipped kitchen including filtered water</p>	<p>\$3,800 Upfront</p> <p>\$4,300 Payment Plan plus (\$150 admin fee non-refundable)</p>	<p>Demonstrating activities in a range of situations consistently over a period of time.</p> <p>Quizzes, assessments, assignments, projects, practical demonstration and group tasks</p>	<p>26 weeks + 80 hours practical experience.</p> <p>Does not include self-paced learning and research projects</p>
<p>Guide to learner requirements</p>	<ul style="list-style-type: none"> All applicants are required to attend a personal interview prior to enrolment Assessment decisions are based on competency of the skills and knowledge required to meet industry standards. Therefore course duration may be adjusted accordingly on an individual basis No jewellery permitted during classes for safety reasons Mandatory dress requirements and appropriate personal presentation Only when your enrolment is complete and you have paid applicable fees will you be entitled to commence training, use amenities, access equipment and resources 			

Facilities and equipment

Contour College is a purpose-built training facility which includes a fully functional commercial hairdressing and beauty salons and spa facilities. It offers client reception and sales with operational manual and computerised point-of-sale equipment, basic services area, professional products and product preparation area at services workstations. Retail homecare products are showcased and available for client sales and merchandising.

Separate lecture rooms for theory classes, fully equipped student only kitchen, laundry, lockers and resource library available for learners use.

Maximum of 14 students in practical classes with *current* skilled professional training staff.

How to apply

Please follow the instructions and complete the Enrolment Enquiry Form located on our web site www.contourcollege.com.au. Your enquiry will be acknowledged within seven (7) working days. You will receive an Enrolment Pack with further related information.

Contour Systems T/A Contour College

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