

Hair or Beauty Services

AQF VET qualification:

Statement of Attainment towards ONE of the following qualifications:

SHB20116 Certificate II in Retail Cosmetics, or
SHB20216 Certificate II in Salon Assistant, or
SHB30215 Certificate III in Make-Up, or
SHB30315 Certificate III in Nail Technology

Training Package: SHB Hairdressing and Beauty Services (version 2)

BOSTES course name	Pattern of study	BOSTES course number	Schools Online (Administration) entry advice
Hair or Beauty Services (120 hours)	2 units x 1 year	43900	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

Eligibility: Nil

Exclusions: Students undertaking both this Hair or Beauty Services course and another course based on the *SHB Hairdressing and Beauty Services Training Package* should choose different units of competency to meet the requirements of each HSC course and qualification.

Students undertaking both this Hair or Beauty Services course and a course based on the *SIR Retail Services Training Package* should choose different units of competency to meet the requirements of each HSC course and qualification.

HSC course requirements

Hair or Beauty Services (120 indicative hours)

- the possible qualification is a Statement of Attainment towards ONE of the following qualifications:
 - SHB20116 Certificate II in Retail Cosmetics
 - SHB20216 Certificate II in Salon Assistant
 - SHB30215 Certificate III in Make-Up
 - SHB30315 Certificate III in Nail Technology
- accredited for a total of 2 units at the Preliminary and/or HSC level
- attempt units of competency to a minimum of 120 HSC indicative hours.

The requirements for the completion of an HSC VET course are different to the requirements for AQF VET qualification completion. Registered Training Organisations (RTOs) need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

For a course to count towards the HSC program of study, students must satisfy the course completion criteria as required by the Board of Studies, Teaching and Educational Standards NSW (BOSTES). (Refer to the [Assessment Certification Examination \(ACE\) website](#).) There must be sufficient evidence that the student has:

- followed the course developed or endorsed by BOSTES
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course
- achieved some or all of the course outcomes
- (where applicable) undertaken the mandatory work placement.

Unit credit for the Higher School Certificate

Hair or Beauty Services HSC VET courses count as Board Endorsed unit credit for the HSC but do not contribute towards an Australian Tertiary Admission Rank (ATAR).

To facilitate flexibility of VET in the HSC, courses may be delivered as Preliminary, as HSC or as a combination of Preliminary and HSC units.

The HSC credit units will be allocated to students' Preliminary and/or HSC patterns of study as required.

The pattern of study (BOSTES course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of a 240 HSC indicative hour course over two years should be entered as 2 units x 2 years. Students will be credentialled for the HSC credit units entered each calendar year, provided they have satisfactorily completed the course requirements for that calendar year as determined by the school, college or RTO.

Course content

Unit code and title	Status for AQF VET qualification				
	HSC indicative hours of credit	<i>SHB20116 Cert II in Retail Cosmetics</i>	<i>SHB20216 Cert II in Salon Assistant</i>	<i>SHB30215 Cert III in Make-Up</i>	<i>SHB30315 Cert III in Nail Technology</i>
BSBSMB304 Determine resource requirements for the micro business	20	elective (max 2)	–	elective – listed	elective – listed
BSBSUS201 Participate in environmentally sustainable work practices	15	elective – listed	–	elective (max 3)	elective (max 2)
BSBWHS201 Contribute to health and safety of self and others	15	core	core	–	–
ICTWEB201 Use social media tools for collaboration and engagement	15	elective – listed	–	elective (max 3)	elective (max 2)
SHBBBOS001 Apply cosmetic tanning products	15	elective (max 2)	–	elective – listed	elective (max 2)
SHBBCCS001 Advise on beauty products and services	20	core	–	elective – listed	core
SHBBFAS001 Provide lash and brow services	15	elective (max 2)	–	elective – listed	elective (max 2)
SHBBFAS002 Provide facial treatments and skin care recommendations	40	elective (max 2)	–	elective (max 3)	elective (max 2)
SHBBINF001 Maintain infection control standards	20	elective (max 2)	–	elective (max 3)	elective (max 2)
SHBBMUP002 Design and apply make-up	40	core	–	core	elective (max 2)
SHBBMUP003 Design and apply make-up for photography	30	elective (max 2)	–	core	elective (max 2)
SHBBMUP004 Design and apply remedial camouflage make-up	25	elective (max 2)	–	core	elective (max 2)

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SHBBMUP005 Apply airbrushed make-up	20	elective (max 2)	–	core	elective (max 2)
SHBBMUP006 Design and apply creative make-up	30	elective (max 2)	–	core	elective (max 2)
SHBBMUP007 Work collaboratively on make-up productions	20	elective (max 2)	–	elective – listed	elective (max 2)
SHBBNLS001 Provide manicure and pedicure services	30	elective (max 2)	–	elective (max 3)	core
SHBBNLS002 Apply gel nail enhancements	25	elective (max 2)	–	elective (max 3)	core
SHBBNLS003 Apply acrylic nail enhancements	25	elective (max 2)	–	elective (max 3)	core
SHBBNLS004 Apply nail art	15	elective (max 2)	–	elective (max 3)	core
SHBBNLS005 Use electric file equipment for nail services	10	elective (max 2)	–	elective (max 3)	core
SHBBNLS006 Apply advanced nail art	20	elective (max 2)	–	elective (max 3)	elective – listed
SHBBRES001 Research and apply beauty industry information	20	elective – listed	–	core	core
SHBBSKS001 Pierce ear lobes	15	elective – listed	–	elective (max 3)	elective (max 2)
SHBHBAS001 Provide shampoo and basin services	20	elective (max 2)	core	elective (max 3)	elective (max 2)
SHBHBAS002 Provide head, neck and shoulder massages for relaxation	15	elective (max 2)	elective – listed	elective (max 3)	elective (max 2)
SHBHCLS001 Apply hair colour products	20	elective (max 2)	elective – listed	elective (max 3)	elective (max 2)
SHBHDES001 Dry hair to shape	20	elective (max 2)	core	elective (max 3)	elective (max 2)
SHBHDES002 Braid hair	10	elective (max 2)	elective – listed	elective (max 3)	elective (max 2)

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SHBHIND001 Maintain and organise tools, equipment and work areas	20	elective (max 2)	core	elective (max 3)	elective (max 2)
SHBHIND002 Research and use hairdressing industry information	15	–	elective – listed	–	–
SHBHREF005 Rinse and neutralise chemically restructured hair	15	elective (max 2)	elective – listed	elective (max 3)	elective (max 2)
SHBXCCS001 Conduct salon financial transactions	20	core	core	elective – listed	core
SHBXCCS002 Provide salon services to clients	25	elective (max 2)	–	core	core
SHBXCCS003 Greet and prepare clients for salon service	25	elective (max 2)	core	–	–
SHBXCCS004 Recommend products and services	15	core	elective – listed	elective (max 3)	elective (max 2)
SHBXIND001 Comply with organisational requirements within a personal services environment	20	core	core	core	core
SHBXIND002 Communicate as part of a salon team	10	core	core	elective (max 3)	elective (max 2)
SHBXWHS001 Apply safe hygiene, health and work practices	20	–	–	core	core
SIRRINV001 Receive and handle retail stock	15	elective – listed	elective – listed	elective (max 3)	elective (max 2)
SIRRMER001 Produce visual merchandise displays	20	core	elective – listed	elective (max 3)	elective (max 2)
SIRXIND003 Organise personal work requirements	10	core	–	elective (max 3)	elective (max 2)
SIRXSLS001 Sell to the retail customer	15	core	elective – listed	elective (max 3)	elective (max 2)

AQF VET qualification

Qualification packaging rules are contained in the [*SHB Hairdressing and Beauty Services Training Package*](#) at <http://training.gov.au>.

In summary, to attain:

[SHB20116 Certificate II in Retail Cosmetics](#) students must achieve 15 units of competency including:

- a) 10 core units of competency
- b) 5 elective units of competency:
 - 3 units from the electives listed
 - 2 units from the electives listed, elsewhere in the SHB Training Package, or any other current Training Package or accredited course.

[SHB20216 Certificate II in Salon Assistant](#) students must achieve 12 units of competency including:

- a) 8 core units of competency
- b) 4 elective units of competency listed.

[SHB30215 Certificate III in Make-Up](#) students must achieve 15 units of competency including:

- a) 9 core units of competency
- b) 6 elective units of competency:
 - 3 units from the electives listed
 - 3 units from the electives listed, elsewhere in the SHB Training Package, or any other current Training Package or accredited course.

[SHB30315 Certificate III in Nail Technology](#) students must achieve 15 units of competency including:

- a) 11 core units of competency
- b) 4 elective units of competency:
 - 2 units from the electives listed
 - 2 units from the electives listed, elsewhere in the SHB Training Package, or any other current Training Package or accredited course.

Other information

Criteria for the endorsement of Board Endorsed VET courses (VET BECs)

The criteria for endorsement of VET BECs are outlined in the *Guidelines for Stages 5 and 6 Board Endorsed VET Courses* available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/board-endorsed-courses.html.

HSC VET course delivery

HSC VET courses can only be delivered by an RTO with the relevant qualification and units of competency on their scope of registration. Scope of registration can be checked at <http://training.gov.au>.

RTOs offering training programs for the delivery and assessment of Hair or Beauty Services HSC VET courses must meet the requirements of the VET Quality Framework, the [SHB Hairdressing and Beauty Services Training Package](#) and the HSC course.

Information about the delivery of HSC VET courses by RTOs other than school system RTOs or TAFE NSW institutes is contained on the BOSTES [Assessment Certification Examination \(ACE\) website](#).

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the BOSTES website at <http://rego.bostes.nsw.edu.au>.

Allocation of HSC indicative hours of credit

Units of competency drawn from Training Packages are not defined in terms of duration. The amount of time required by individual students to achieve competency will vary according to their aptitude and experience. Where a training program is designed for delivery by an RTO, the RTO will specify the length of the training program according to the delivery strategies and/or curriculum resources chosen.

However, for the purposes of the HSC, VET courses must be described in terms of their indicative hours. For this reason, indicative hours for unit credit towards the HSC have been assigned to each unit of competency. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

Students may need to spend additional time practising skills in a work environment and completing projects and assignments, in order to fulfil Training Package assessment requirements.

Exclusions

Where there is significant overlap between an HSC VET course and other HSC VET or general education courses, BOSTES has an exclusion between the courses. Exclusions are applied at a course level rather than at the unit of competency level.

Schools should check all course exclusions when determining an appropriate pattern of study for their students.

Course exclusions for Hair or Beauty Services are detailed on the first page of this course description.

Recognition of Prior Learning (RPL) and credit transfer within VET courses

Students who have current knowledge, skills or experience relevant to a VET course may be granted credit towards the course requirements.

Arrangements for RPL and credit transfer within VET courses, including processes, application form and examples of possible scenarios, are detailed on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

School-based apprentices and trainees

Information regarding provision for school-based apprentices and trainees within the HSC is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

Information on requirements and arrangements for NSW school-based apprenticeships and traineeships is available at www.training.nsw.gov.au/individuals/apprenticeships_traineeships/school_based/index.html.

Students with special education needs

Students with special education needs may access a VET course in one of two ways:

- by undertaking the course under regular course arrangements, or
- by undertaking selected units of competency within the course that have been identified through the collaborative curriculum planning process.

For more information, see the [VET Courses and Students with Special Education Needs](#) fact sheet, as well as [Collaborative Curriculum Planning](#) advice, on the BOSTES website.

Students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 (Stage 5) may access Stage 6 VET courses. Further information is available on the BOSTES website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.