



VET Content Endorsed Course
Stage 6 Course Description

Hairdressing

for implementation from 2012

Hairdressing (120 indicative hours)

Hairdressing (240 indicative hours)

Hairdressing School-based Apprenticeship (300 indicative hours)

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1 Introduction to the Hairdressing VET CEC

Vocational Education and Training (VET) Content Endorsed Courses (CECs) provide students with the opportunity to gain industry recognised national vocational qualifications under the Australian Qualifications Framework (AQF) as part of their NSW Higher School Certificate (HSC).

Courses within VET CECs count as Board Endorsed unit credit for the HSC and do not contribute towards an Australian Tertiary Admission Rank (ATAR).

1.1 Aim

The Hairdressing VET CEC is designed to enable students to develop a range of technical, vocational and interpersonal competencies valued both within and beyond the workplace. They will also acquire underpinning knowledge and skills related to work and further education within the hairdressing industry.

It also provides for the development of employability skills such as communication and teamwork which are transferable to other industry areas as well as being key features of each qualification available through the VET CEC.

Through the study of this subject, students will gain experiences that can be applied to a range of contexts, including work, study and leisure, and that will assist them to make informed career choices.

1.2 Industry context – hairdressing

In Australia, the hairdressing industry is characterised by a substantial number of small businesses providing unique and complex hairdressing services to clients on a one-to-one basis. Hairdressers require high-level skills and knowledge to support the breadth of services provided. Hairdressing and creative skills, complemented by basic business skills, are required for success.

Nationally recognised as a skills shortage area, and with industry growth expected to continue, overall job prospects are good. Training for the industry has traditionally been undertaken through an apprenticeship combining both on and off-the-job training. There has been significant growth in the provision of VET in schools programs in hairdressing.¹

¹ DEEWR, 2011, *Hairdressing Training Package* (SIH11), Volume 1.

1.3 AQF VET qualifications available in the Hairdressing VET CEC

The Hairdressing VET CEC is based on qualifications and units of competency contained in the nationally endorsed *Hairdressing Training Package (SIH11)*.

The AQF VET qualifications available in the Hairdressing VET CEC are:

- Certificate II in Hairdressing (SIH20111)
- Statement of Attainment towards Certificate III in Hairdressing (SIH30111).

1.4 AQF VET qualification and HSC VET course completion requirements

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

1.4.1 AQF VET qualification requirements

To receive AQF VET qualifications, students must meet the assessment requirements of the *Hairdressing Training Package (SIH11)*. A qualified assessor must conduct the assessment.

AQF VET qualifications are determined by the qualification rules for each Training Package, referred to as *qualification packaging rules*. The qualification packaging rules describe the number and range of **core** and **elective** units of competency required for eligibility for an AQF VET qualification.

Qualification packaging rules for each AQF VET qualification available through the Hairdressing VET CEC are contained in the *Hairdressing Training Package (SIH11)* at www.training.gov.au and Section 5 of this document.

Students may be eligible for the AQF VET qualification as a result of meeting the requirements of the packaging rules for that qualification prior to completing all HSC VET course requirements.

1.4.2 HSC VET course requirements

HSC VET courses in the Hairdressing VET CEC are made up of:

- units of competency
 - HSC **mandatory** units of competency
 - HSC **elective** units of competency
- HSC outcomes and content
- mandatory HSC work placement requirements.

For a student to be considered to have satisfactorily completed a course within the Hairdressing VET CEC they must meet the:

- HSC VET course requirements described in each HSC course structure in the VET CEC (refer to Sections 2.2–2.4 of this document)
- requirements for satisfactory course completion (refer to the Board's [Assessment, Certification and Examination \(ACE\) Manual](#)) – there must be sufficient evidence that the student has:

- followed the course developed by the Board
- 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
- undertaken the mandatory work placement.

HSC elective units of competency should be selected to meet qualification packaging rules for the intended qualification pathway. Selection of units of competency should also be guided by the job outcome sought and local industry requirements.

1.5 HSC VET course delivery

HSC VET courses can only be delivered by a Registered Training Organisation (RTO) with the relevant qualification and units of competency on their scope of registration. These can include:

- schools and colleges as a part of school system RTOs
- TAFE NSW institutes
- other RTOs on behalf of schools and colleges.

Information about the delivery of VET courses for the HSC by RTOs other than schools and colleges as part of school system RTOs or TAFE NSW colleges are contained in the Board of Studies [Assessment, Certification and Examination \(ACE\) Manual](#).

Non-government schools also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or the *Registration Systems and Member Non-government Schools (NSW) Manual* both of which are available on the Board's website (www.boardofstudies.nsw.edu.au/manuals/#regaccreditsystemsmanuals).

RTOs offering training programs for the delivery and assessment of HSC Hairdressing courses must meet the requirements of the:

- VET Quality Framework [formerly referred to as the Australian Quality Training Framework (AQTF)] (<http://www.asqa.gov.au/about-asqa/national-vet-regulation/vet-quality-framework.html>)
- *Hairdressing Training Package (SIH11)*
- HSC course.

The units of competency that can be delivered and assessed are determined by the scope of the registration of each RTO. **Teachers and trainers should check their accreditation and their RTO's scope of registration before determining which units of competency are to be included in their teaching and assessment programs. School or college principals should seek documentary evidence of the scope of any external RTO delivering an HSC VET course.** Scope of registration can be checked at www.training.gov.au.

1.6 Outcomes and content

The HSC outcomes and content for this VET CEC are defined in the units of competency (refer to Section 2 of this document).

2 Course structures

2.1 Hairdressing HSC VET courses

This VET CEC specifies the range of industry-developed units of competency from the *Hairdressing Training Package (SIH11)* for inclusion in the HSC. It describes how these units of competency are arranged in HSC VET courses to gain unit credit for the HSC.

The Hairdressing VET CEC contains the following courses:

- Hairdressing (120 indicative hours) – see Section 2.2 of this document
- Hairdressing (240 indicative hours)– see Section 2.3 of this document
- Hairdressing School-based Apprenticeship (300 indicative hours) – see Section 2.4 of this document.

Students can undertake either the Hairdressing (120 indicative hours) or Hairdressing (240 indicative hours) or Hairdressing School-based Apprenticeship (300 indicative hours) course.

HSC VET courses and units of competency in the Hairdressing VET CEC are detailed in Section 2 of this document.

2.1.1 Preliminary and HSC unit credit

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

Table 1 HSC credit units for Hairdressing HSC courses

HSC VET course	HSC credit units
Hairdressing (120 indicative hours)	2U
Hairdressing (240 indicative hours)	4U
Hairdressing School-based Apprenticeship (300 indicative hours)	5U

The maximum number of Preliminary and/or HSC units available from this VET CEC is 5 units.

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

The pattern of study (BOS course number) entered on *Schools Online (Administration)* should reflect the delivery of the HSC VET course over successive years. For example, delivery of the 240 HSC indicative hour course over two years should be entered as 2U 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.

2.1.2 Units of competency

Courses for the Hairdressing VET CEC are based on units of competency from the *Hairdressing Training Package (SIH11)*. The units of competency available in this VET CEC are listed in Section 2 of this document.

Each HSC VET course indicates whether a unit of competency is mandatory or elective for that course (refer to Sections 2.2–2.4 of this document).

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 within the VET CEC. 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 in completing projects and assignments, in order to fulfil Training Package assessment requirements.

The HSC indicative hours assigned to each unit of competency included in the Hairdressing VET CEC for the purpose of unit credit towards the HSC are listed in Section 2 of this document.

2.1.3 Work placement requirements

Work placement is a mandatory HSC requirement within this VET CEC and appropriate hours have been assigned to each HSC VET course.

Learning in the workplace will enable students to:

- progress towards the achievement of industry competencies
- develop appropriate attitudes towards work
- learn a range of behaviours appropriate to the industry
- practise and apply skills acquired in the classroom or workshop
- develop additional skills and knowledge, including employability skills.

Students must complete the following work placement for Hairdressing VET CEC courses.

Table 2 Minimum work placement hours for Hairdressing HSC courses

Hairdressing VET CEC course	Minimum work placement requirement
Hairdressing (120 indicative hours)	35 hours
Hairdressing (240 indicative hours)	70 hours
Hairdressing School-based Apprenticeship (300 indicative hours)	met through on-the-job training component of the school-based apprenticeship

Students undertaking these courses as part of a school-based apprenticeship will meet the mandatory work placement hour requirements through the on-the-job training component of the apprenticeship.

Work placement is to be undertaken in an appropriate hairdressing environment.

It is permissible for work placement to be undertaken concurrently with the course delivery in a simulated commercial work environment.

Non-completion of work placement is grounds for withholding the HSC course. Schools and colleges are advised to follow the procedure for issuing ‘N’ determinations as outlined in the Board of Studies [Assessment, Certification and Examination \(ACE\) Manual](#).

Further information and advice on the implementation of work placement are contained in policy statements or guidelines available from the relevant school system or RTO.

Under some circumstances, students’ part-time work in an appropriate workplace may be used to fulfil work placement requirements. For further details, teachers and principals should consult the [Assessment, Certification and Examination \(ACE\) Manual](#) or relevant Board of Studies Official Notices.

2.2 Hairdressing (120 indicative hours)

AQF VET qualification

The Hairdressing (120 indicative hours) course provides a pathway to the following qualification:

- Statement of Attainment towards Certificate II in Hairdressing (SIH20111).

Course requirements

- Students must attempt:
 - **ONE** HSC mandatory unit of competency

Unit code and title	HSC indicative hours of credit
SIHHOHS201A Apply salon safety procedures	20
Total HSC indicative hours for mandatory unit of competency	20

- **AND** units of competency to a minimum value of **100 HSC indicative hours** from the Hairdressing (240 indicative hours) course (Section 2.3, Tables 3 and 4).
- Students must complete a minimum of 35 hours of mandatory work placement (see Section 2.1.3 of this document).

Exclusions

- Hairdressing (240 indicative hours)
- Hairdressing School-based Apprenticeship (300 indicative hours)
- students undertaking both this Hairdressing course and Beauty (120 or 240 indicative hours) course should choose different elective units of competency where possible to meet HSC course requirements and qualification outcomes
- students undertaking both this Hairdressing course and Retail Services (120 or 240 indicative hours) course should choose different elective units of competency where possible to meet HSC course requirements and qualification outcomes
- a number of Board Developed HSC courses include a requirement for the development of project work for either internal or external assessment. Projects or products developed as part of HSC VET courses are not to be used either in full or in part for assessment in any other HSC course.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Hairdressing (120 hours)	2 units x 1 year	65230* (school/private provider delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12)
		40862 (TAFE NSW delivered)	

* For quality assurance purposes, where this course is to be delivered by a school or private provider, it is necessary for the school to apply to be endorsed to offer the course. Details of the *Application to Link to a Board Endorsed VET Course* can be found on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/link-board-endorsed-courses.html.

2.3 Hairdressing (240 indicative hours)

AQF VET qualification

The Hairdressing (240 indicative hours) course provides a pathway to the following qualification:

- Certificate II in Hairdressing (SIH20111).

Course requirements

- Students must attempt:
 - **ALL** of the HSC mandatory units of competency (Table 3)
 - **AND** a minimum of five (5) units of competency from the HSC elective pool (Table 4).
- Students must complete a minimum of 70 hours of mandatory work placement (see Section 2.1.3 of this document).

Exclusions

- Beauty (240 indicative hours)
- Hairdressing (120 indicative hours)
- Hairdressing School-based Apprenticeship (300 indicative hours)
- Retail Services (240 indicative hours)
- Students undertaking both this Hairdressing course and Beauty (120 indicative hours) course and/or Retail Services (120 indicative hours) course should choose different elective units of competency where possible to meet HSC course requirements and qualification outcomes
- a number of Board Developed HSC courses include a requirement for the development of project work for either internal or external assessment. Projects or products developed as part of HSC VET courses are not to be used either in full or in part for assessment in any other HSC course.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Hairdressing (240 hours)	2 units x 2 years	65231* (school/private provider delivered)	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
		40860 (TAFE NSW delivered)	
	4 units x 1 year	65232* (school/private provider delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12)
		40861 (TAFE NSW delivered)	

* For quality assurance purposes, where this course is to be delivered by a school or private provider, it is necessary for the school to apply to be endorsed to offer the course. Details of the *Application to Link to a Board Endorsed VET Course* can be found on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/link-board-endorsed-courses.html.

Table 3 HSC mandatory units of competency for Hairdressing (240 indicative hours)

Unit code and title	HSC indicative hours of credit
<u>BSBSUS201A Participate in environmentally sustainable work practices</u>	15
<u>SIHHBAS201A Perform shampoo and basin treatment services</u>	20
<u>SIHHCCS201A Greet and prepare clients for salon services</u>	5
<u>SIHHHDS201A Dry hair to shape</u>	25
<u>SIHHIND201A Maintain and organise tools, equipment and work areas</u>	20
<u>SIHHOHS201A Apply salon safety procedures</u>	20
<u>SIRXCOM001A Communicate in the workplace</u>	15
<u>SIRXIND001A Work effectively in a retail environment</u>	20
Total HSC indicative hours for mandatory units of competency	140

Table 4 HSC elective pool for Hairdressing (240 indicative hours)

Unit code and title	HSC indicative hours of credit
<u>HLTFA301C Apply first aid</u>	20
<u>SIBXCCS201A Conduct financial transactions</u>	20
<u>SIHHBAS202A Perform head, neck and shoulder massage</u>	20
<u>SIHHHDS202A Apply hair braiding techniques</u>	10
<u>SIHHIND202A Develop hairdressing industry knowledge</u>	20
<u>SIRXMER001A Merchandise products</u>	20
<u>SIRXRPK002A Recommend hair, beauty and cosmetic products and services</u>	25
<u>SIRXSLS001A Sell products and services</u>	15

2.4 Hairdressing School-based Apprenticeship (300 indicative hours)

AQF VET qualification

The Hairdressing School-based Apprenticeship (300 indicative hours) course provides a pathway to the following qualification:

- Statement of Attainment towards Certificate III in Hairdressing (SIH30111).

Certificate III is the standard trade qualification for the hairdressing industry.

Course eligibility

The Hairdressing School-based Apprenticeship (300 indicative hours) course is only available to students who have entered into an approved school-based apprenticeship training contract in Certificate III in Hairdressing (SIH30111) (see Section 4.2 of this document).

Course requirements

- Students must attempt units of competency to a minimum value of 300 HSC indicative hours from those listed in Table 5.
- Mandatory work placement requirements are met through the on-the-job training component of the school-based apprenticeship.

Exclusions

- Beauty (240 indicative hours)
- Hairdressing (120 and 240 indicative hours)
- Retail Services (240 indicative hours)
- students undertaking both this Hairdressing School-based Apprenticeship course and Beauty (120 indicative hours) course and/or Retail Services (120 indicative hours) course should choose different elective units of competency where possible to meet HSC course requirements and qualification outcomes
- a number of Board Developed HSC courses include a requirement for the development of project work for either internal or external assessment. Projects or products developed as part of HSC VET courses are not to be used either in full or in part for assessment in any other HSC course.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Hairdressing School-based Apprenticeship (300 hours)	2 units x 1 year	65233* (school/private provider delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery
		40870 (TAFE NSW delivered)	
	and		
	3 units x 1 year	65234* (school/private provider delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery
40872 (TAFE NSW delivered)			

* For quality assurance purposes, where this course is to be delivered by a school or private provider, it is necessary for the school to apply to be endorsed to offer the course. Details of the *Application to Link to Board Endorsed VET Course – school-based apprentices/trainees* can be found on the Board’s website at www.boardofstudies.nsw.edu.au/voc_ed/link-board-endorsed-courses.html.

Table 5 Units of competency available for Hairdressing School-based Apprenticeship (300 indicative hours)

Unit code and title	HSC indicative hours of credit
BSBSUS201A Participate in environmentally sustainable work practices	15
SIBXCCS201A Conduct financial transactions	20
SIBXCCS202A Provide service to clients	25
SIHHBAS201A Perform shampoo and basin treatment services	20
SIHHBAS202A Perform head, neck and shoulder massage	20
SIHHHCS302A Apply one length or solid haircut structures[#] (Prerequisite – SIHHHCS301A [*])	20
SIHHHDS303A Design and apply short to medium length hair design finishes	60
SIHHIND201A Maintain and organise tools, equipment and work areas	20
SIHHHSC301A Apply the principles of hairdressing science	25
SIHHHSC302A Identify and treat hair and scalp conditions	10
SIHHOHS201A Apply salon safety procedures	20
SIRXCOM001A Communicate in the workplace	15
SIRXIND001A Work effectively in a retail environment	20
SIRXRPK002A Recommend hair, beauty and cosmetic products and services	25
SIRXINV001A Perform stock control procedures	20
SIRXMER001A Merchandise products	20

[#] As this unit of competency has a prerequisite that has not been included in the HSC Hairdressing School-based Apprenticeship course, final assessment of competency for this unit should not take place as part of the HSC Hairdressing School-based Apprenticeship course. Final assessment should occur as part of the training and assessment in the post-school component of the apprenticeship, in conjunction with training and assessment of the prerequisite unit of competency.

^{*} This unit of competency is not available in the HSC Hairdressing School-based Apprenticeship course.

3 Assessment requirements and advice

Assessment is the process of gathering information and making judgements about student achievement for a variety of purposes. In the HSC, those purposes include:

- assisting student learning
- evaluating and improving teaching and learning programs
- providing evidence of satisfactory achievement
- providing HSC results.

For HSC VET courses, they also include:

- confirming whether an individual can perform to the standards expected in the workplace, as expressed in the relevant endorsed unit of competency
- determining eligibility for AQF VET qualifications.

3.1 Competency-based assessment

The HSC VET courses within the Hairdressing VET CEC are competency-based courses. The Board of Studies and the VET Quality Framework (formerly referred to as the AQTF) require that a competency-based approach to assessment is used. Assessment must meet the requirements of the *Hairdressing Training Package (SIH11)*.

In a competency-based course, assessment of competencies is standards-referenced. This means that a participant's performance is judged against a prescribed standard contained in each unit of competency, not against the performance of other participants.

The purpose of assessment is to judge competence on the basis of the performance criteria set out under each element of competency. A participant is judged either 'competent' or 'not yet competent'. This judgement is made on the basis of a range of evidence, which may be in a variety of forms.

Competency-based assessment focuses on the requirements of the workplace. Competence incorporates all aspects of work performance, including problem-solving and the capacity to apply knowledge and skills in both familiar and new situations. Assessment of competence involves the assessment of skills and knowledge combined.

It is not necessary, nor is it desirable, for individual performance criteria to be demonstrated separately for assessment purposes. Rather, **assessors should adopt an integrated or holistic approach to assessment**. This means that a number of elements of competency or even several units of competency are assessed together. This method of assessment is strongly recommended because the concept of competency involves the integration of a wide range of skills, knowledge and attitudes.

The evidence guide in a unit of competency identifies the specific skills and knowledge required to demonstrate achievement of the unit of competency.

3.2 Training Package requirements

To achieve an AQF VET Certificate or Statement of Attainment, a student or worker must be assessed as competent according to the requirements set out in the national Training Package.

A qualified assessor under the auspices of the RTO that is to issue the qualification must conduct the assessment.

3.2.1 Assessment guidelines

The assessment guidelines of a Training Package are part of the mandatory components of the package.

The role of the assessment guidelines is to set out principles and provide guidance that ensure fair, valid and consistent assessment.

The assessment guidelines in the Hairdressing Training Package set out information on:

- assessment system overview
- requirements for assessors
- requirements for RTOs
- learning and assessment pathways
- designing assessment tools
- conducting assessment
- assessment of employability skills
- access and equity
- further sources of information.

The full text of the assessment guidelines and units of competency is included in the *Hairdressing Training Package (SIH11)* available at www.training.gov.au

In addition to the assessment guidelines, the Training Package contains an evidence guide for the assessment of each unit of competency in courses in the VET CEC.

3.2.2 Using qualified assessors

The Training Package specifies that a qualified assessor must conduct the assessment.

The VET Quality Framework (formerly referred to as the AQTF) specifies mandatory competency requirements for assessors. Standard SNR15 from the *Standards for NVR Registered Training Organisations* is as follows:

- 15.4 Training and assessment is delivered by trainers and assessors who:
- a) have the necessary training and assessment competencies as determined by the National Quality Council or its successors, and
 - b) have the relevant vocational competencies at least to the level being delivered or assessed, and
 - c) can demonstrate current industry skills directly relevant to the training/assessment being undertaken, and
 - d) continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence.

All assessors who are engaged in assessing units of competency from the Hairdressing Training Package must be either:

- employed by an RTO
- OR
- acting under the registration of an RTO (for example, a teacher working at a delivery site of a school sector RTO).

3.2.3 Hairdressing industry requirements – vocational competence of assessors¹

To satisfy the requirements of the *Standards for NVR Registered Training Organisations*, assessors must have the mandatory units of competency in assessment and the relevant vocational competencies they are assessing.

Hairdressing industry assessors, or at least one person in the assessment team, must satisfy the following hairdressing industry vocational competency requirements:

- hold formal recognition as a qualified hairdresser
- have post qualification industry experience in a field in which they are assessing, and must have experience in workplace application of the specific units of competency they are assessing
- have comprehensive current knowledge of the industry including knowledge of current industry practices and the job role against which performance is being assessed. This current knowledge shall be developed and demonstrated through two or more of the following:
 - participation in relevant industry professional development activities
 - conduct of relevant industry projects and research activities
 - recent and relevant work experience in a commercial environment
 - involvement in professional industry networks and memberships
 - participation in assessment and/or training activities conducted in the workplace.

Currency of vocational competence is crucial to the success of assessment outcomes for the hairdressing industry. It ensures that those involved in assessment processes have current industry knowledge, expertise in current operational practice and knowledge of what workplace equipment is currently used so that assessments reflect up-to-date workplace practice.

¹ DEEWR, 2011, *Hairdressing Training Package (SIH11)*, Volume 1.

4 Other important information

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

Students undertaking HSC courses within the Hairdressing VET CEC may already hold units of competency or have current knowledge, skills and experience relevant to the units of competency within the courses.

Students can be granted credit (RPL or credit transfer) for:

- units of competency within AQF VET qualifications
- HSC VET course outcomes and content as defined by the indicative hour requirements of HSC VET courses
- mandatory work placement requirements.

The RPL requirements of the VET Quality Framework (formerly referred to as the AQTF) and the Board of Studies must be met.

Further information about the arrangements for RPL and credit transfer within VET courses, including processes, application forms and examples of possible scenarios, is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/rpl.html.

4.2 School-based apprentices

The Hairdressing VET CEC includes provision for school-based apprentices to gain unit credit towards the HSC for the formal training component of their apprenticeship.

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

Students may choose to complete the Board Endorsed *Stage 6 Industry-based Learning Course* enabling them to gain HSC credit for the on-the-job training component of the school-based apprenticeship. Details of the course requirements are contained in the *Industry-based Learning* course description.

Further information is available on the Board's website at www.boardofstudies.nsw.edu.au/voc_ed/apprenticeships-traineeships.html.

4.3 Students with Special Education Needs

Courses in the Hairdressing VET CEC are available to all students.

Students with special education needs may access:

- all courses within the Hairdressing VET CEC under regular course arrangements
- OR**
- units of competency selected through the collaborative curriculum planning process from the relevant course units of competency detailed in Section 2 of this document.

It is recommended that the collaborative curriculum planning should prioritise units of competency that provide essential foundation skills for employment in the hairdressing industry and work towards the achievement of an AQF VET Certificate.

Work placement

Students with special education needs **must** undertake the minimum work placement requirements for courses within the Hairdressing VET CEC, described in Section 2.1.3 of this document.

Assessment

Students with special education needs are subject to the assessment requirements detailed in Section 3 of this document. Some students may require adjustments to assessment strategies as well as additional time to demonstrate the required level of competence.

AQF VET qualifications

Eligibility for AQF VET qualifications is the same for all students. To receive AQF VET qualifications, students with special education needs must meet the assessment requirements of the *Hairdressing Training Package (SIH11)*. A qualified assessor must conduct the assessment.

Further information

Further advice on VET courses for students with special education needs is contained in the *VET Courses and Students with Special Education Needs* fact sheet. This document is available on the Board's website at

www.boardofstudies.nsw.edu.au/special_ed/faq_11_12.html.

4.4 Access by students in Years 9 and 10 (Stage 5)

In certain circumstances students in Years 9 and 10 may access HSC VET course(s). Further information is available on the Board of Studies website at

www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html.

For further advice contact your school system and/or RTO.

5 Minimum requirements for AQF VET qualifications

The following pages outline the qualification packaging rules for the AQF VET qualifications available in this VET CEC. This information is reproduced directly from the *Hairdressing Training Package (SIH11)*. It is included so that the minimum requirements for achieving the industry qualifications are clear. Students who meet these requirements will be eligible for the relevant AQF VET Certificate, whether or not they have met the additional requirements of the HSC course.

Please note: Only the shaded units of competency are available in the Hairdressing VET CEC. HSC course requirements are outlined in Section 2.

SIH20111 Certificate II in Hairdressing

Descriptor

This qualification reflects the roles of individuals who work as salon assistants and are competent in communicating in the workplace, interacting with and providing service to clients and assistance to colleagues. They perform routine functions under direct supervision as part of a hairdressing team.

This qualification is suitable for an Australian Apprenticeship pathway and for VETiS delivery.

Job roles

- salon assistant.

Qualification pathways

Entry requirements

There are no entry requirements to this qualification.

Pathways from the qualification

After achieving SIH20111 Certificate II in Hairdressing, individuals may undertake SIH30111 Certificate III in Hairdressing.

Packaging rules

13 units must be completed:

- 8 core units
- 5 elective units:
 - a minimum of 3 units must be selected from the general elective units listed below
 - a maximum of 2 elective units may be selected from another endorsed Training Package or accredited course. These must be units which are first packaged at AQF level 2 or 3.

In all cases selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core units

BSBSUS201A	Participate in environmentally sustainable work practices
SIHHBAS201A	Perform shampoo and basin treatment services
SIHHCCS201A	Greet and prepare clients for salon services
SIHHHDS201A	Dry hair to shape
SIHHIND201A	Maintain and organise tools, equipment and work areas
SIHHOHS201A	Apply salon safety procedures
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment

General elective units

SIBXCCS201A	Conduct financial transactions
SIHHBAS202A	Perform head, neck and shoulder massage
SIHHCLS201A	Apply hair colour products
SIHHHRS201A	Rinse and neutralise chemically restructured hair
SIHHHDS202A	Apply hair braiding techniques
SIHHIND202A	Develop hairdressing industry knowledge
SIRXMER001A	Merchandise products
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services
SIRXSLS001A	Sell products and services

Employability Skills for SIH20111 Certificate II in Hairdressing

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Use questioning and active listening to ascertain and respond to customer needs to ensure customers enjoy a positive experience that reflects salon values; regularly carrying out verbal instructions from other team members and supervisors; reading and interpreting simple workplace documents; completing simple written workplace forms and sharing workplace-related information.
Teamwork	Working collaboratively with other team members; supporting the team; respecting and understanding other views and giving and receiving feedback in the context of a salon environment where employees are expected to perform their individual tasks but also look for opportunities to assist others.
Problem-solving	Demonstrating sensitivity to customer needs and concerns, anticipating problems and acting to avoid them where possible; solving problems in the context of a team structure where, after clarification, customer service issues or recognition of risk may be referred to a senior operator for resolution depending upon salon policy and procedures.
Initiative and enterprise	Adapting to new situations, including changing workplace procedures.
Planning and organisation	Planning and carrying out simple salon tasks to timelines and priorities that are set by a senior operator.
Self-management	Understanding and following salon policies regarding work availability, rosters and work duties; working within the salon culture by practising inclusive behaviour, effective management of personal presentation, hygiene, and time; efficiently prioritising and completing delegated tasks under instruction.
Learning	Identifying personal strengths and weaknesses in the context of the job role; recognising own learning style, at work; accepting opportunities to learn new ways of doing things; implementing changes under instruction within the context of salon procedures.
Technology	Using and maintaining a range of salon technology in the context of available equipment and salon procedures; recognising and reporting faulty equipment; following salon occupational health and safety procedures.

Please note: Only the shaded units of competency are available in the Hairdressing VET CEC. HSC course requirements are outlined in Section 2.

SIH30111 Certificate III in Hairdressing

Descriptor

This qualification reflects the role of individuals employed as hairdressers working as part of a team in a hairdressing environment, and who are competent in communicating in the workplace, consulting with clients, selling products and services, and designing and applying a broad range of technical hairdressing services on clients.

These individuals possess a range of well-developed skills where discretion and judgement is required and are responsible for their own outputs.

This qualification is suitable for an Australian Apprenticeship pathway, however, it is not suitable for VETiS delivery.

Job roles

- hairdresser.

Qualification pathways

Entry requirements

There are no entry requirements to this qualification.

Pathways from the qualification

After achieving SIH30111 Certificate III in Hairdressing, individuals may undertake:

- SIH40111 Certificate IV in Hairdressing
- SIB50210 Diploma of Salon Management
- SIH70111 Vocational Graduate certificate in Hairdressing Creative Leadership.

Packaging rules

32 units must be completed:

- 26 core units
- 6 elective units comprised of:
 - all 3 units from either of the following elective groups:
 - Group A – General Hairdressing
 - Group B – Men's Hairdressing
 - 3 units from Group C – General elective units
 - general electives may include a maximum of 2 electives selected from electives packaged in the Certificate IV in Hairdressing.

In all cases, selection of electives must be guided by the job outcome sought, local industry requirements and the characteristics of this qualification (as per the AQF descriptors).

Core units

BSBSUS201A	Participate in environmentally sustainable work practices
SIBXCCS201A	Conduct financial transactions
SIBXCCS202A	Provide service to clients
SIHHBAS201A	Perform shampoo and basin treatment services
SIHHCCS302A	Perform a full client consultation
SIHHCCS303A	Respond to service related and technical problems
SIHHHCS301A	Design haircut structures
SIHHHCS302A	Apply one length or solid haircut structures
SIHHHCS303A	Apply graduated haircut structures
SIHHHCS304A	Apply layered haircut structures
SIHHHCS305A	Apply over-comb techniques
SIHHHRS302A	Perform chemical curling and volumising services
SIHHHRS303A	Perform chemical straightening and relaxing services
SIHHCLS302A	Colour and lighten hair
SIHHCLS303A	Design and perform full and partial highlighting techniques
SIHHCLS304A	Neutralise unwanted colours and tones
SIHHCLS305A	Perform on scalp full head and retouch bleach services
SIHHHDS303A	Design and apply short to medium length hair design finishes
SIHHIND201A	Maintain and organise tools, equipment and work areas
SIHHHSC301A	Apply the principles of hairdressing science
SIHHHSC302A	Identify and treat hair and scalp conditions
SIHHIND303A	Coordinate clients and services
SIHHIND304A	Develop and expand a client base
SIHHOHS201A	Apply salon safety procedures
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment

Elective units

Group A – General hairdressing

- SIHHHCS306A Combine structures for current haircut designs
- SIHHHCS307A Combine structures for traditional and classic men's haircut designs
- SIHHHDS304A Design and apply classic long hair up styles

Group B – Men's hairdressing

- SIHHHCS307A Combine structures for traditional and classic men's haircut designs
- SIHHHCS308A Design and maintain beards and moustaches
- SIHHHCS309A Perform face and head shaves

Group C – General elective units

SIHHBAS202A	Perform head, neck and shoulder massage
SIHHCCS304A	Plan services for special events
SIHHHCS306A	Combine structures for current haircut designs
SIHHHCS308A	Design and maintain beards and moustaches
SIHHHCS309A	Perform face and head shaves
SIHHHDS305A	Select and apply hair extensions
SIHHHRS304A	Perform protein straightening and relaxing treatments
SIHHIND305A	Hone and strop straight razors
SIHHIND306A	Participate in a session styling team
SIRXSLS002A	Advise on products and services
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services
SIRXINV001A	Perform stock control procedures
SIRXMER001A	Merchandise products

Employability Skills for SIH30111 Certificate III in Hairdressing

The following table contains a summary of the employability skills for this qualification. This table should be interpreted in conjunction with the detailed requirements of each unit of competency packaged in this qualification. The outcomes described here are broad industry requirements that may vary depending on packaging options.

Employability skill	Industry/enterprise requirements for this qualification include:
Communication	Using questioning and active listening to ascertain and respond to client needs to ensure clients enjoy a positive experience that reflects salon values; negotiating responsively with client to suggest new looks, products and services; ensuring and confirming client satisfaction; giving clear instructions to apprentices and other team members; regularly carrying out verbal instructions from other team members and supervisors; reading and interpreting product and tool manufacturer's instructions and other work related documents; completing simple written workplace forms and sharing work related information with other team members.
Teamwork	Supervising apprentices and working collaboratively with other team members; supporting the team; respecting and understanding others views; giving and receiving feedback in the context of a salon environment where employees are expected to perform their individual tasks but also look for opportunities to assist others at peak client periods and to share technical expertise.
Problem-solving	Demonstrating sensitivity to client needs and concerns, anticipating problems and acting to avoid them where possible. Solving technical and service problems in the context of a team structure where, decisions may be made independently or may be referred to another technical team member or a supervisor for support or resolution depending upon salon policy and procedures.
Initiative and enterprise	Acting independently within the context of a team structure where some supervision may occur; regularly suggesting new hairdressing design, service and product ideas to clients.
Planning and organisation	Planning and carrying out complex technical and salon tasks to accommodate salon service timelines and priorities.
Self-management	Understanding and following salon policies regarding work availability, rosters and work duties; working within the salon culture by practising inclusive behaviour, effective management of personal presentation, hygiene, and time; efficiently prioritising and completing delegated tasks under instruction.
Learning	Identifying personal strengths and weaknesses in the context of the job role; recognising how to personally learn best at work; seeking opportunities to learn new ways of doing things; implementing changes within the context of salon procedures and wider industry product and technical developments.
Technology	Using and maintaining a range of salon technology in the context of available equipment and salon procedures; recognising and reporting faulty equipment and following salon occupational health and safety procedures.

Appendix Modification history

The Hairdressing VET CEC is based on the national *Hairdressing Training Package (SIH11)*.

Training Packages are not static documents – they are amended periodically to reflect the latest industry practices. This work is undertaken by the Industry Skills Council (developers of the Training Package) under continuous improvement processes.

This VET CEC will be updated as appropriate to ensure it is based on the most recent version of the Training Package and continues to meet the needs of key stakeholders.

The modification history is outlined in the table below.

Date	Comments
September 2011	Endorsement of the Hairdressing VET CEC (based on SIH11).