



VET Content Endorsed Course
Stage 6 Course Description

Hairdressing

for implementation from 2010

Hairdressing (120 indicative hours)
Hairdressing (240 indicative hours)
Hairdressing School-based Apprenticeship (300 indicative hours)

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1 Introduction to Vocational Education and Training (VET) Content Endorsed Courses

Vocational Education and Training (VET) Content Endorsed Courses (CECs) give students the opportunity to gain credit towards the NSW Higher School Certificate (HSC) and credit towards national vocational qualifications under the Australian Qualifications Framework (AQF).

VET CECs are based on nationally endorsed Training Packages. They specify the range of industry-developed units of competency from the relevant Training Package(s) which are suitable for the HSC. They also define how units of competency are arranged in HSC VET courses to gain unit credit for the 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).

This VET CEC course description contains the HSC Hairdressing courses to be delivered for the HSC by schools, TAFE NSW colleges and other Registered Training Organisations (RTOs) on behalf of schools or TAFE NSW colleges.

2 The Higher School Certificate Program of Study

The purpose of the HSC program of study is to:

- provide a curriculum structure which encourages students to complete secondary education
- foster the intellectual, social and moral development of students, in particular developing their:
 - knowledge, skills, understanding and attitudes in the fields of study they choose
 - capacity to manage their own learning
 - desire to continue learning in formal or informal settings after school
 - capacity to work with others
 - respect for the cultural diversity of Australian society
- provide a flexible structure within which students can prepare for:
 - further education and training
 - employment
 - full and active participation as citizens
- provide formal assessment and certification of students' achievements
- provide a context within which schools also have the opportunity to foster students' physical and spiritual development.

3 VET in the NSW HSC

3.1 The national context

VET programs offered for the HSC are consistent with the National Training Framework (NTF). The NTF is the system of vocational education and training that:

- applies nationally
- is made up of the Australian Quality Training Framework (AQTF) and nationally endorsed Training Packages. The AQTF is the agreed quality framework for the national VET system.

The Australian Qualification Framework (AQF) is the policy framework that defines all qualifications recognised nationally in post-compulsory education and training in Australia. HSC VET course qualifications are recognised within the AQF.

3.2 Determination of AQF VET qualifications for HSC students

HSC VET CECs are based on units of competency and qualifications contained in nationally endorsed Training Packages. These 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 units of competency required for eligibility for an AQF VET qualification.

Course structures for the HSC are described in each CEC. In order to have satisfactorily completed a VET CEC course, students must follow the course structure, attempt the required units of competency with diligence and sustained effort and fulfil any work placement requirements.

The rules and structure of HSC VET courses are not always identical to the qualification packaging rules. In some cases more units of competency are required for the HSC course than are required for successful completion of the AQF VET qualification.

Students may still 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 course requirements.

Sections 7.4 to 7.6 outline the HSC courses, course requirements and units of competency within the Hairdressing VET CEC.

Section 12 outlines the qualification packaging rules for the AQF VET qualifications available through the Hairdressing VET CEC (reproduced directly from the Training Package) and should be consulted when selecting elective units of competency.

4 Rationale

In Australia, the hairdressing industry is characterised by a substantial number of small businesses providing unique 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

The *Hairdressing Training Package (WRH06)* offers qualifications from Certificate II to Diploma. The Hairdressing VET CEC is based on units of competency from this Training Package.

The inclusion of courses in hairdressing in the HSC that are based on industry-recognised AQF VET qualifications will allow students to access employment opportunities. Courses within the Hairdressing CEC provide an opportunity for students to gain Certificate II in Hairdressing or a Statement of Attainment towards Certificate III in Hairdressing as part of their HSC. Apart from being nationally recognised, these AQF VET qualifications articulate into higher-level qualifications in the hairdressing industry which students may pursue post school.

Learning in each HSC course within the Hairdressing VET CEC provides opportunities for students to develop relevant technical, vocational and interpersonal competencies suitable for employment and further training in hairdressing. It also provides for the development of employability skills such as teamwork and communication which are transferable to other industry areas (for example, beauty, entertainment, event management and media) and are a key feature of the qualifications available through the VET CEC.

5 Aim

The Hairdressing VET CEC is designed to enable students to acquire a range of technical, practical, personal and organisational skills valued both within and beyond the workplace. They will also acquire underpinning knowledge and skills related to work, employment and further training within the hairdressing industry. Through the study of this course, students will gain experiences that can be applied to a range of contexts, including work, study and leisure, that will assist them to make informed career choices.

¹ DEST, 2006, *Hairdressing Training Package (WRH06)*, Volume 1.

6 Hairdressing VET Content Endorsed Course (CEC)

6.1 Training Package qualifications

The Hairdressing CEC is based on the national *Hairdressing Training Package (WRH06)*. The Hairdressing Training Package incorporates five nationally recognised qualification levels ranging from AQF Certificate II in Hairdressing to a Diploma of Hairdressing Salon Management.

6.2 AQF VET qualifications available in the Hairdressing VET CEC

The AQF VET qualifications available in the Hairdressing CEC are listed in Table 1 below. Section 12 of this document outlines the qualification packaging rules for the qualifications available through the courses within the CEC.

Table 1 Hairdressing Training Package qualifications

Qualifications available within the Hairdressing Training Package (WRH06)		Qualifications available within the Hairdressing CEC	
<i>National code</i>	<i>Qualification name</i>	<i>Certificate</i>	<i>Statement of Attainment</i>
WRH20109	Certificate II in Hairdressing	✓	✓
WRH30109	Certificate III in Hairdressing	–	✓
WRH40109	Certificate IV in Hairdressing	–	–
WRH40209	Certificate IV in Trichology	–	–
WRH50109	Diploma of Hairdressing Salon Management	–	–

6.3 Units of competency

Details about individual units of competency in the Hairdressing VET CEC are contained in the *Hairdressing Training Package (WRH06)*. This Training Package is available on the National Training Information Services (NTIS) website (www.ntis.gov.au).

The units of competency that can be delivered and assessed are determined by the scope of the registration of each registered training organisation (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 principals should seek documentary evidence of the scope of any external RTO delivering an HSC VET course.** Scope of registration can be checked on the NTIS website (www.ntis.gov.au).

It is the responsibility of the RTO to determine both the resources required for course delivery, and the AQF VET qualifications that must be held by teachers and trainers delivering and assessing courses within the Hairdressing VET CEC on behalf of the RTO.

Information about the delivery of VET courses for the HSC by RTOs other than schools or TAFE NSW colleges is contained in the Board of Studies *Assessment, Certification and Examination (ACE) Manual* and relevant Board of Studies Official Notices (refer to the Board’s website www.boardofstudies.nsw.edu.au).

7 Course Structures

7.1 Courses within the Hairdressing VET CEC

A VET CEC describes the units of competency that have been identified as being suitable for the purposes of the HSC. Units of competency in the Hairdressing VET CEC are detailed in **Sections 7.4–7.6**.

Each course in a VET CEC describes how the available units of competency can be grouped to gain units of credit towards the HSC.

The Hairdressing VET CEC contains the following courses:

- Hairdressing (120 indicative hours) – see Section 7.4
- Hairdressing (240 indicative hours) – see Section 7.5
- Hairdressing School-based Apprenticeship (300 indicative hours) – see Section 7.6.

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

7.1.1 The selection of units of competency

Units of competency should be selected within course structures to maximise students' eligibility for AQF VET qualifications and an occupational outcome. **Section 12** provides the qualification packaging rules for the qualifications available through the Hairdressing VET CEC (reproduced directly from the Training Package).

An integrated or holistic approach to course delivery and assessment should be adopted.

7.2 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, 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 indicative hours allocated, only the delivery hours.

It is also expected that students will 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 indicative hours assigned to each unit of competency included in the Hairdressing VET CEC for the purpose of unit credit towards the HSC are detailed in **Sections 7.4–7.6**.

7.3 Recognition of Prior Learning (RPL) and credit transfer

Recognition of Prior Learning (RPL) and credit transfer refer to the acknowledgement of evidence of a student's achievement of competencies or learning outcomes. They are processes that allow students to have their previous learning – both formal and informal – count towards their HSC VET courses and AQF VET qualifications.

RPL is an assessment process that assesses the individual student's non-formal and informal learning to determine the extent to which that individual has achieved the competency standards. **Where the outcomes of this process indicate that the student is competent, structured training is not required.**

Credit transfer is a process that provides credit for a unit of competency previously achieved. **Students should be given recognition for units of competency already held. Structured training or assessment for these units is not required.**

The RPL requirements of the AQTF and the Board of Studies must be met.

7.3.1 RPL and credit transfer in VET courses

Students undertaking HSC courses in 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.

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

7.4 Hairdressing (120 indicative hours)

Purpose

The purpose of this course is to provide students with the opportunity to develop basic hairdressing knowledge and skills.

HSC unit credit

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

This course is accredited for a total of two units at the Preliminary and/or HSC level.

To count a course towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

Course requirements

- Students must attempt:
 - the **TWO** compulsory units of competency:

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours of credit
SIRXOHS001A	Apply safe working practices	Nil	15
WRHCS205A	Follow personal health and safety routines at work	Nil	15
Total HSC indicative hours for compulsory units of competency			30

- **AND** units of competency from the 240-hour course (Tables 2 and 3, pp 15–16) to a minimum value of 90 HSC indicative hours.
- Students must complete a minimum of 35 hours of mandatory work placement².

AQF VET qualification

To receive AQF VET qualifications, students must meet the assessment requirements of the *Hairdressing Training Package (WRH06)*. A qualified assessor must conduct the assessment.

Depending on the achievement of units of competency, the possible qualification outcome is:

- Statement of Attainment towards Certificate II in Hairdressing (WRH20109).

Qualification packaging rules are in Section 12 of this document.

² It is permissible for this to be undertaken concurrently with the course delivery in a simulated commercial work environment.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online entry advice
Hairdressing (120 hours)	2 units x 1 year	65230* (school/private provider delivered)	Enter this course number for 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

Access including access by students in Stage 5

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Exclusion(s)

- 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.

7.5 Hairdressing (240 indicative hours)

Purpose

The purpose of this course is to provide students with the opportunity to gain knowledge and skills to enable the individual to commence a career and provide general assistance in a hairdressing salon.

HSC unit credit

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

This course is accredited for a total of four units at the Preliminary and/or HSC level.

To count a course towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

Course requirements

- Students must attempt:
 - **ALL** of the compulsory units of competency (Table 2, p 15)
 - **AND** a minimum of two (2) units of competency from the elective pool in Table 3 (p 16).
- Students must complete a minimum of 70 hours of mandatory work placement³.

AQF VET qualification

To receive AQF VET qualifications, students must meet the assessment requirements of the *Hairdressing Training Package (WRH06)*. A qualified assessor must conduct the assessment.

Depending on the selection and achievement of units of competency, the possible qualification outcome is:

- Certificate II in Hairdressing (WRH20109).

Qualification packaging rules are in Section 12 of this document.

³ It is permissible for this to be undertaken concurrently with the course delivery in a simulated commercial work environment.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online 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 for 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

Access including access by students in Stage 5

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Exclusion(s)

- Retail Services (240 indicative hours)
- 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.

Table 2 Hairdressing (240 indicative hours) compulsory units of competency

COMPULSORY Attempt ALL units of competency			
Unit code	Unit title	Unit-specific prerequisite/ co-requisite	HSC indicative hours of credit
SIRXCOM001A	Communicate in the workplace	Nil	25
SIRXIND001A	Work effectively in a retail environment	Nil	20
SIRXOHS001A	Apply safe working practices	Nil	15
WRHCS201A	Prepare clients for salon services	Nil <u>Co-requisite:</u> SIRXCOM001A WRHWP201A	15
WRHCS202B	Maintain tools and equipment	Nil <u>Co-requisite:</u> SIRXOHS001A WRHCS205A	10
WRHCS204A	Maintain and organise work area	Nil <u>Co-requisite:</u> WRHCS205A WRHWP201A	10
WRHCS205A	Follow personal health and safety routines at work	Nil	15
WRHCS206A	Perform head, neck and shoulder massage	Nil <u>Co-requisite:</u> SIRXCOM001A WRHCS201A WRHWP201A	20
WRHCS207A	Develop hairdressing industry knowledge	Nil	20
WRHHD201A	Dry hair to shape	Nil <u>Co-requisite:</u> WRHCS201A WRHWP201A	25
WRHWP201A	Assist colleagues providing multiple salon services as a team member	Nil <u>Co-requisite:</u> WRHCS201A WRHCS204A WRHCS205A WRHHD201A	20
Total HSC indicative hours for compulsory units of competency			195

Table 3 Hairdressing (240 indicative hours) elective units of competency

ELECTIVE POOL Attempt a minimum of <u>two</u> units of competency			
Unit code	Unit title	Unit-specific prerequisite/ co-requisite	HSC indicative hours of credit
HLTFA301B	Apply first aid	Nil	20
SIRXMER001A	Merchandise products	Nil	20
SIRXSLS001A	Sell products and services	Nil	15
WRBCS201B	Conduct financial transactions	Nil	20
WRHCL201A	Apply temporary hair colour and remove residual colour products	Nil <u>Co-requisite:</u> WRHCS201A WRHWP201A	20
WRHHD202A	Apply single, two and three strand braiding techniques	Nil <u>Co-requisite:</u> WRHCS201A WRHWP201A	10

7.6 Hairdressing School-based Apprenticeship (300 indicative hours)

Purpose

The purpose of this course is to provide school-based apprentices with the opportunity to gain credit towards Certificate III in Hairdressing and unit credit towards their HSC. Certificate III is the standard trade qualification for the hairdressing industry.

Course eligibility

It is available to students who meet the following requirement:

- participation in an approved school-based apprenticeship training contract in Certificate III in Hairdressing (WRH30109)⁴.

HSC unit credit

HSC unit credit for VET courses can be accredited to the Preliminary and/or HSC pattern of study.

This course is accredited for a total of five units at the Preliminary and/or HSC level.

To count a course towards the HSC program of study students must satisfy the course completion criteria as required by the Board of Studies. Refer to Section 8.4 of the *Assessment, Certification and Examination (ACE) Manual*.

Course requirements

- Students must attempt units of competency to a minimum value of 300 HSC indicative hours from those listed in Table 4 (pp 19–20).
- Mandatory work placement requirements are met through the on-the-job training component of the school-based apprenticeship.

AQF VET qualification

To receive AQF VET qualifications, students must meet the assessment requirements of the *Hairdressing Training Package (WRH06)*. A qualified assessor must conduct the assessment.

Depending on the achievement of units of competency, the possible qualification outcome is:

- Statement of Attainment towards Certificate III in Hairdressing (WRH30109).

Qualification packaging rules are in Section 12 of this document.

⁴ See Section 11.1.3 School-based apprentices.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online 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 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

Access including access by students in Stage 5

In certain circumstances students in Stage 5 may access this Stage 6 VET course while also completing the requirements for the award of the School Certificate. Further information is available on the Board of Studies website at www.boardofstudies.nsw.edu.au/voc_ed/stage-5.html

Exclusion(s)

- Hairdressing (120 and 240 indicative hours)
- Retail Services (240 indicative hours)
- 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.

Table 4 Hairdressing School-based Apprenticeship units of competency

Unit code	Unit title	Unit-specific prerequisite/ co-requisite	HSC indicative hours of credit
SIRXCOM001A	Communicate in the workplace	Nil	25
SIRXIND001A	Work effectively in a retail environment	Nil	20
SIRXOHS001A	Apply safe working practices	Nil	15
SIRXSLS001A	Sell products and services	Nil	15
WRBCS201B	Conduct financial transactions	Nil	20
WRBCS203B	Provide service to clients	Nil	25
WRHCS201A	Prepare clients for salon services	Nil <u>Co-requisite:</u> SIRXCOM001A	15
WRHCS202B	Maintain tools and equipment	Nil <u>Co-requisite:</u> SIRXOHS001A WRHCS205A	10
WRHCS204A	Maintain and organise work area	Nil <u>Co-requisite:</u> WRHCS205A	10
WRHCS205A	Follow personal health and safety routines at work	Nil	15
WRHHC302A	Apply one length/solid haircut structures [#]	<u>Prerequisite:</u> WRHCS201A <u>Co-requisite:</u> WRHHC301A [§]	20
WRHHD202A	Apply single, two and three strand braiding techniques	Nil <u>Co-requisite:</u> WRHCS201A	10
WRHHD303A	Design and apply short to medium-length hair design finishes	<u>Prerequisite:</u> WRHCS201A	60

[#] As this unit of competency has co-requisite(s) that have 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 co-requisite units of competency.

[§] This unit of competency is not available in the HSC Hairdressing School-based Apprenticeship course.

Table 4 cont/d

Unit code	Unit title	Unit-specific prerequisite/ co-requisite	HSC indicative hours of credit
WRHHS301A	Apply the principles of hairdressing science [#]	<p style="text-align: center;">Nil</p> <p style="text-align: center;"><u>Co-requisite:</u></p> WRHCL302B [§] WRHCL303B [§] WRHCL304A [§] WRHCR302B [§] WRHCR303B [§] WRHHS302A	25
WRHHS302A	Consult with clients and treat hair and scalp conditions	<p style="text-align: center;">Nil</p> <p style="text-align: center;"><u>Co-requisite:</u></p> WRHHS301A	10

[#] As this unit of competency has co-requisite(s) that have 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 co-requisite units of competency.

[§] This unit of competency is not available in the HSC Hairdressing School-based Apprenticeship course.

8 Work Placement

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

The mandatory work placement requirements for courses in this VET CEC are not intended to indicate the time required for the achievement of units of competency. The amount of learning in the workplace that is needed to achieve a unit of competency will vary.

8.1 Work placement requirements

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

- Hairdressing (120 indicative hours) – a minimum of 35 hours in a workplace
- Hairdressing (240 indicative hours) – a minimum of 70 hours in a workplace
- Hairdressing School-based Apprenticeship (300 indicative hours) – mandatory work placement hour requirements are met through the on-the-job training component of the school-based apprenticeship.

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 the withholding of the course. Schools are advised to follow the 'N' determination procedure as outlined in the Board of Studies *Assessment, Certification and Examinations (ACE) Manual*.

It is the responsibility of the school and/or RTO to determine how course outcomes are best achieved and to structure delivery accordingly. If additional work placement or classroom time is required to enable individual students or class groups to achieve the competencies, this will be determined by the deliverer, but it does not affect the indicative HSC hours.

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

8.2 Part-time work

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 Board of Studies *Assessment, Certification and Examinations (ACE) Manual* or relevant Board of Studies Official Notices.

9 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.

9.1 Competency-based assessment

The courses within the Hairdressing VET CEC are competency-based courses. The Board of Studies and the AQTF requires that a competency-based approach to assessment is used. Assessment must meet the requirements of the *Hairdressing Training Package (WRH06)*.

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.

9.2 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.

9.2.1 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 to ensure fair, valid and consistent assessment.

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

- assessment system overview
- AQTF system requirements
- licensing/registration requirements
- learning and assessment pathways
- assessor requirements
- designing assessment tools
- conducting assessment
- assessment in the hairdressing industry
- further sources of information.

The full text of the assessment guidelines and units of competency is included in the national *Hairdressing Training Package (WRH06)* available at the NTIS website (www.ntis.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.

9.2.2 Using qualified assessors

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

The AQTF specifies mandatory competency requirements for assessors. Element 1.4 from the AQTF Essential Standards for Registration is as follows:

- 1.4 Training and assessment are conducted by trainers and assessors who:
- a) have the necessary training and assessment competencies as determined by the National Training Quality Council or its successors
 - b) have the relevant vocational competencies at least to the level being delivered or assessed
 - c) continue developing their vocational and training and assessment competencies to support continuous improvements in delivery of the RTO's services.

It is important to note that it is not necessary for one individual to meet all components of assessor qualifications. The 'qualified assessor' might consist of an assessment partnership or team in which one partner has assessor qualifications and the other has technical expertise.

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).

Additional hairdressing industry requirements for assessors

Certificates II, III and IV in Hairdressing:

- hold a hairdressing trade qualification as recognised by the state/territory in which they will be assessing, plus have a minimum of two years post-trade experience.

Post-trade experience is defined as experience gained following the hairdresser having satisfied all requirements to be recognised as a qualified hairdresser in the relevant state or territory, including meeting any licensing requirements. The post-trade experience will be current and will have been gained in a commercial hairdressing salon.

(Currency is defined as equivalent to a minimum of one week of commercial hairdressing salon experience within the past year).

- demonstrate a knowledge and understanding of the current requirements for assessing against the units in *Hairdressing Training Package (WRH06)*.

10 HSC Requirements and Certification

10.1 Course completion requirements

For a student to be considered to have satisfactorily completed a course within the Hairdressing VET CEC there must be sufficient evidence that the student has:

- followed the course endorsed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school/RTO
- achieved some or all of the course outcomes
- undertaken the mandatory work placement.

Refer to the Board's *Assessment, Certification and Examination (ACE) Manual* for further information (www.boardofstudies.nsw.edu.au).

10.2 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.

10.3 Reporting achievement in the HSC

The HSC credentials received by students are used by the Board to report satisfactory completion of courses within the Hairdressing VET CEC. Each course will be listed on the HSC Record of Achievement together with the HSC unit credit value. The Record of Achievement will also refer to separate vocational documentation.

For students who have fulfilled the requirements of an AQF VET qualification, the vocational documentation will consist of the relevant Certificate and an accompanying Transcript of Competencies Achieved. Students who have achieved partial completion of an AQF VET qualification will receive a Statement of Attainment, which lists all units of competency achieved towards the qualification.

11 Other Information

11.1 Providing for all students

11.1.1 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 7 of this document.

Students with special education needs may require adjustments to learning and assessment strategies as well as additional time to demonstrate the required level of competence.

Reasonable adjustments to delivery and assessment are appropriate provided they conform to the industry competency standards as expressed in the *Hairdressing Training Package (WRH06)*.

An adjustment is any measure or action that a student requires because of their disability, and which has the effect of assisting the student to access and participate in education and training on the same basis as students without a disability.

An adjustment is reasonable if it achieves this purpose while taking into account factors such as the nature of the student's disability, the views of the student, the potential effect of the adjustment on the student and others who might be affected, and the costs and benefits of making the adjustment.

An education provider is also entitled to maintain the academic integrity of a course or program and to consider the requirements or components that are inherent or essential to its nature when assessing whether an adjustment is reasonable.⁵

Reasonable adjustments should be based on the individual student's needs and abilities.

The appropriate units of competency should be selected through the collaborative curriculum planning process to work towards the achievement of an AQF VET Certificate and an occupational outcome.

It is recommended that the collaborative curriculum planning should prioritise units of competency that provide essential foundation skills for employment in the hairdressing industry.

Successful participation in courses within the Hairdressing VET CEC for students with special education needs will require:

- collaborative curriculum planning to meet individual needs
- appropriate learning and assessment strategies
- appropriate consultation on strategies to support the mandatory work placement
- ongoing partnerships between schools, students, parents, teachers, employers and others in the community.

To develop skills and knowledge to industry standard, students with special education needs may require extended time and additional support, both off the job and in the workplace.

⁵ *Training Package Development Handbook Guidelines: Training Packages*, www.tpdh.deewr.gov.au

Work placement

Students with special education needs must undertake the minimum work placement requirement for courses within the Hairdressing VET CEC, detailed in Section 7 (course requirements) and in Section 8 of this document.

Assessment

Students with special education needs are subject to the assessment requirements detailed in Section 9 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 (WRH06)*. A qualified assessor must conduct the assessment.

11.1.2 Gender and cultural considerations

VET CECs address the needs of a broad range of students. Material developed for teaching and assessment programs in the Hairdressing VET CEC must not contain any bias related to a student's gender or cultural background. Case studies, illustrative examples and other materials used for teaching and assessment should be selected such that they do not reinforce gender or cultural stereotypes.

11.1.3 School-based apprentices

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

Students may elect to complete the Board Endorsed *Stage 6 Industry-based Learning Course* enabling them to gain HSC credit for the on-the-job component of the school-based apprenticeship.

Further information on requirements and arrangements for school-based apprenticeships in the hairdressing industry is available from:

- school system/sector authorities
- the Department of Education and Training State Training Centres
- the apprenticeships and traineeships website (<http://apprenticeship.det.nsw.edu.au>)
- the Department of Education and Training Vocational Education in Schools school-based apprenticeships and traineeships in NSW (www.sbatinnsw.info)
- Australian Apprenticeship Centres.

11.2 Articulation to further training

Students achieving units of competency in this VET CEC can apply to have those units recognised in other endorsed Training Package qualifications.

Students and teachers should investigate the qualifications within the *Hairdressing Training Package (WRH06)* to identify possible training pathways. In some instances these may include higher-level courses at TAFE NSW or other RTOs which may provide for advanced standing in related university courses.

Students seeking to gain credit towards AQF VET qualifications in other industries may use the qualifications gained in Hairdressing as evidence of competency for related units of competency in any national Training Package.

12 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 (WRH06)***. 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 7.

WRH20109 Certificate II in Hairdressing

The Certificate II in Hairdressing has been designed as a qualification for those persons providing general assistance in a hairdressing salon.

Likely functions in the hairdressing industry for those who achieve this qualification include working within clearly defined contexts and, under supervision, providing assistance to other operators. Functions at this level include performing a limited range of hairdressing tasks, interacting with customers and providing customer service, following workplace safety procedures, demonstrating effective hairdressing environment work practices, providing assistance to colleagues and developing hairdressing industry knowledge.

Entry advice

There are no prerequisites for entry into this qualification.

Language, literacy and numeracy advice

The National Reporting System informs the identification and description of underpinning English language, literacy and numeracy features and requirements within competency standards. The learner's language, literacy and numeracy levels are expected to be equivalent to Level 2 of the National Reporting System.

Reading and writing – a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated.

Oral communication – a learner will be able to use and respond to language around everyday subject matter which may include some unfamiliar aspects for a range of purposes in a number of contexts which may be interrelated.

Numeracy and mathematics – a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Qualification requirements

To achieve a Certificate II in Hairdressing, 13 units must be completed comprising:

10 core units, plus

3 elective units.

Note: WRHWP201A *Assist colleagues providing multiple salon services as a team member* is a compulsory elective in the group of 3 to be selected by learners when undertaking this qualification via an institutional pathway; it is not applicable to learners undertaking an Australian Apprenticeship pathway, who will acquire these skills and knowledge in their salon.

Core units – complete all 10 units of competency

WRHCS201A	Prepare clients for salon services
WRHCS202B	Maintain tools and equipment
WRHCS204A	Maintain and organise work areas
WRHCS205A	Follow personal health and safety routines at work
WRHCS206A	Perform head, neck and shoulder massage
WRHCS207A	Develop hairdressing industry knowledge
WRHHD201A	Dry hair to shape
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment
SIRXOHS001A	Apply safe working practices

PLUS

Elective units – complete 3 of the following units of competency

WRBCS201B	Conduct financial transactions
WRHCL201A	Apply temporary hair colour and remove residual colour products
WRHCR201A	Rinse and neutralise chemically curled or volumised hair
WRHCS203A	Hone and strop straight razors
WRHHD202A	Apply single, two and three strand braiding techniques
WRHWP201A [^]	Assist colleagues providing multiple salon services as a team member
SIRXMER001A	Merchandise products
SIRXSL001A	Sell products and services
HLTFA301B	Apply first aid

[^] This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway.

Employability skills summary

WRH20109 Certificate II in Hairdressing

The following table contains a summary of the Employability Skills required by the Hairdressing industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

<i>Employability skill</i>	<i>Industry/enterprise requirements for this qualification include:</i>
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 carry out verbal instructions from other team members and supervisors. Read and interpret simple workplace documents, complete simple written workplace forms and share work related information with other team members.
Teamwork	Work collaboratively with other team members, supporting the team, respecting and understanding others 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	Demonstrate sensitivity to customer needs and concerns, anticipating problems and acting to avoid them where possible. Solve 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	Act under direction at all times.
Planning and organising	Plan and carry out simple salon tasks to timelines and priorities that are set by a senior operator.
Self-management	Understand and follow salon policies regarding work availability, rosters and work duties. Work within the salon culture by practising inclusive behaviour, effective management of personal presentation, hygiene, and time; and the ability to efficiently prioritise and complete delegated tasks under instruction.
Learning	Identify personal strengths and weaknesses in the context of the job role and recognise how to personally learn best at work. Accept opportunities to learn new ways of doing things and implement changes under instruction within the context of salon procedures.
Technology	Use and maintain a range of salon technology; in the context of available equipment and salon procedures. Recognise and report faulty equipment and follow 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 7.

WRH30109 Certificate III in Hairdressing

The Certificate III in Hairdressing has been designed as the standard entry level qualification for the hairdressing industry.

Likely functions in the hairdressing industry for those who achieve this qualification involve employment as a hairdresser working as part of team in a salon, performing processes that require a range of well-developed skills where discretion and judgement is required; with responsibility for own outputs, and responsibility for the supervision of others, including apprentices. Functions at this level include applying skills and knowledge to sell products and services, ensuring a safe working environment and performing a full range of client services, including client consultation and advice, hair and scalp treatments, haircutting, hair design, colour and lightening, and chemical reformation services on male and/or female clients.

Entry advice

There are no prerequisites for this qualification

Language, literacy and numeracy advice

The National Reporting System informs the identification and description of underpinning English language, literacy and numeracy features and requirements within competency standards. The learner's language, literacy and numeracy levels are expected to be equivalent to Level 2/3 of the National Reporting System.

Reading and writing – a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated.

Oral communication – a learner will be able to use and respond to spoken language within a variety of contexts.

Numeracy and mathematics – a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Qualification requirements

To achieve a Certificate III in Hairdressing, 29 units must be completed comprising:

23 core units, plus

6 elective units, comprising 1 compulsory elective haircutting unit and 5 elective units

Note: WRHWP302A *Operate effectively as a hairdresser in a salon work team*, is a compulsory elective, in the group of 5 to be selected by learners undertaking this qualification via an institutional pathway; and it is not applicable to learners undertaking an Australian Apprenticeship pathway who acquire this learning in their salon.

Core units – complete all 23 units of competency

WRBCS201B	Conduct financial transactions
WRBCS203B	Provide service to clients
WRHCL302B	Colour and lighten hair
WRHCL303B	Design and perform full and partial highlighting techniques
WRHCL304A	Perform colour correction
WRHCR302B	Perform chemical curling and volumising services
WRHCR303B	Perform chemical straightening and relaxing services
WRHCS201A	Prepare clients for salon services
WRHCS202B	Maintain tools and equipment
WRHCS204A	Maintain and organise work areas
WRHCS205A	Follow personal health and safety routines at work
WRHHC301A	Design haircut structures
WRHHC302A	Apply one length/solid haircut structures
WRHHC303A	Apply graduated haircut structures
WRHHC304A	Apply layered haircut structures
WRHHC305A	Apply over-comb techniques
WRHHD303A	Design and apply short to medium-length hair design finishes
WRHHS301A	Apply the principles of hairdressing science
WRHHS302A	Consult with clients and treat hair and scalp conditions
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment
SIRXOHS001A	Apply safe working practices
SIRXSLS001A	Sell products and services

PLUS

Compulsory elective units – complete 1 of the following units of competency

WRHHC306B	Combine haircut structures on women
WRHHC307B	Combine haircut structures for traditional and classic designs on men

PLUS

Elective units – complete 5 of the following units of competency

WRHCL305B	Perform on scalp full head and re-touch bleach services
WRHCR404B	Apply chemical reformation techniques to enhance hair designs
WRHCS203A	Hone and strop straight razors
WRHCS308A	Plan services for special events
WRHHC306B	Combine haircut structures on women
WRHHC307B	Combine haircut structures for traditional and classic designs on men
WRHHC308B	Design and maintain beards and moustaches
WRHHC309A	Perform face and head shaves
WRHHD202A	Apply single, two and three strand braiding techniques
WRHHD304A	Design and apply long hair design finishes
WRHWP302A [^]	Operate effectively as a hairdresser in a salon work team
SIRXMGT001A	Coordinate work teams
SIRXMER001A	Merchandise products
SIRXMER005A	Create a display
SIRXSL002A	Advise on products and services
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services
HLTFA301B	Apply first aid

[^] This unit is compulsory and only applicable for learners undertaking this qualification via an institutional pathway.

Employability skills summary

WRH30109 Certificate III in Hairdressing

The following table contains a summary of the Employability Skills required by the Hairdressing industry for this qualification. The Employability Skills facets described here are broad industry requirements that may vary depending on qualification packaging options.

<i>Employability skill</i>	<i>Industry/enterprise requirements for this qualification include:</i>
Communication	Use questioning and active listening to ascertain and respond to client needs to ensure clients enjoy a positive experience that reflects salon values. Negotiate responsively with client to suggest new looks, products and services and to ensure and confirm client satisfaction. Give clear instructions to apprentices and other team members and regularly carry out verbal instructions from other team members and supervisors. Read and interpret product and tool manufacturers instructions and other work related documents. Complete simple written workplace forms and share work related information with other team members.
Teamwork	Supervise apprentices and work collaboratively with other team members, supporting the team, respecting and understanding others' 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 at peak client periods and to share technical expertise.
Problem solving	Demonstrate sensitivity to client needs and concerns, anticipating problems and acting to avoid them where possible. Solve 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	Act independently within the context of a team structure where some supervision may occur. Regularly suggest new hairdressing design, service and product ideas to clients.
Planning and organising	Plan and carry out complex technical and salon tasks to accommodate salon service timelines and priorities.
Self-management	Understand and follow salon policies regarding work availability, rosters and work duties. Work within the salon culture by practising inclusive behaviour, effective management of personal presentation, hygiene, and time; and the ability to efficiently prioritise and complete delegated tasks under instruction.
Learning	Identify personal strengths and weaknesses in the context of the job role and recognise how to personally learn best at work. Seek opportunities to learn new ways of doing things and implement changes within the context of salon procedures and wider industry product and technical developments.
Technology	Use and maintain a range of salon technology; in the context of available equipment and salon procedures. Recognise and report faulty equipment and follow salon occupational health and safety procedures.

Due to the high proportion of electives required by this qualification, the industry/enterprise requirements described above for each Employability Skill are representative of the hairdressing industry in general and may not reflect specific job roles. Learning and assessment strategies for this qualification should be based on the requirements of the units of competency for this qualification.

Appendix Modification history

The Hairdressing VET CEC is based on the national *Hairdressing Training Package (WRH06)*.

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
August 2009	<p>Updated to WRH06v2 – see modification history in Training Package for further details (www.ntis.gov.au). Changes affecting this VET CEC:</p> <ul style="list-style-type: none"> • new qualification codes <ul style="list-style-type: none"> - WRH20106 to WRH20109 - WRH30106 to WRH30109 • WRHCS202A <i>Maintain tools and equipment</i> updated to WRHCS202B (Sections 7 and 12) • where required unit codes changed to B version (Section 12) • WRBCS201B <i>Conduct financial transactions</i> added to Certificate II qualification as an elective (Section 12) and the 240-hour course elective pool (Section 7.5) • units of competency imported from the BSB01 Training Package updated to BSB07 (Sections 7 and 12) • first aid unit of competency imported from the THH02 Training Package updated to a unit from HLT07 Training Package (Sections 7 and 12) • units of competency imported from the WRR02 Training Package updated to SIR07 (Sections 7 and 12) • employability skills summary for Certificate II and III inserted into Section 12. <p>Exclusions revised for the Hairdressing (240 indicative hours) and Hairdressing School-based Apprenticeship (300 indicative hours) courses – these courses now have an exclusion with the Retail Services (240 indicative hours) course from the Retail Services Curriculum Framework.</p> <p>Addition of modification history.</p> <p>General update of text to align with most current VET CEC course descriptions – no impact on course structures and requirements.</p>
April 2009	<p>Hairdressing School-based Apprenticeship – BOS course numbers added for school/private provider delivery (Section 7.6).</p>
November 2008	<p>Endorsement of the Hairdressing VET CEC (based on WRH06).</p>