



VET Content Endorsed Course
Stage 6 Course Description

Hairdressing

for implementation from 2009

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

© 2008 Copyright Board of Studies NSW for and on behalf of the Crown in right of the State of New South Wales.

This document contains Material prepared by the Board of Studies NSW for and on behalf of the State of New South Wales. The Material is protected by Crown copyright.

All rights reserved. No part of the Material may be reproduced in Australia or in any other country by any process, electronic or otherwise, in any material form or transmitted to any other person or stored electronically in any form without the prior written permission of the Board of Studies NSW, except as permitted by the *Copyright Act 1968*. School students in NSW and teachers in schools in NSW may copy reasonable portions of the Material for the purposes of bona fide research or study. Teachers in schools in NSW may make multiple copies, where appropriate, of sections of the HSC papers for classroom use under the provisions of the school's Copyright Agency Limited (CAL) licence.

When you access the Material you agree:

- to use the Material for information purposes only
- to reproduce a single copy for personal bona fide study use only and not to reproduce any major extract or the entire Material without the prior permission of the Board of Studies NSW
- to acknowledge that the Material is provided by the Board of Studies NSW
- not to make any charge for providing the Material or any part of the Material to another person or in any way make commercial use of the Material without the prior written consent of the Board of Studies NSW and payment of the appropriate copyright fee
- to include this copyright notice in any copy made
- not to modify the Material or any part of the Material without the express prior written permission of the Board of Studies NSW.

The Material may contain third-party copyright materials such as photos, diagrams, quotations, cartoons and artworks. These materials are protected by Australian and international copyright laws and may not be reproduced or transmitted in any format without the copyright owner's specific permission. Unauthorised reproduction, transmission or commercial use of such copyright materials may result in prosecution.

The Board of Studies has made all reasonable attempts to locate owners of third-party copyright material and invites anyone from whom permission has not been sought to contact the Copyright Officer, ph (02) 9367 8289, fax (02) 9279 1482.

Acknowledgements

Units of competency from the Hairdressing Training Package (WRH06) in this course description are © Commonwealth of Australia. National Training Information Service, 2008. Reproduced with permission.

The following copyright warning applies to the material from the Training Package:

All rights reserved. This work has been produced initially with the assistance of funding provided by the Commonwealth Government through DEST. This work is copyright, but permission is given to trainers and teachers to make copies by photocopying or other duplicating processes for use with their own training organisations or in a workplace where the training is being conducted. This permission does not extend to the making of copies for use outside the immediate training environment for which they are made, nor the making of copies for hire or resale to third parties. The views expressed in this version of the work do not necessarily represent the views of DEST. DEST does not give warranty nor accept any liability.

Training Package Development Handbook Guidelines: Training Packages, www.tpdh.deewr.gov.au © Commonwealth of Australia. Department of Education, Employment and Workplace Relations, 2008. Reproduced with permission.

Published by
Board of Studies NSW
GPO Box 5300
Sydney NSW 2001
Australia

Tel: (02) 9367 8111
Fax: (02) 9367 8484
Internet: www.boardofstudies.nsw.edu.au

November 2008

2008765

Contents

1	Introduction to Vocational Education and Training (VET) Content Endorsed Courses.....	4
2	The Higher School Certificate Program of Study.....	4
3	VET in the NSW HSC	5
	3.1 The national context.....	5
	3.2 Determination of AQF VET qualifications for HSC students.....	5
4	Rationale.....	6
5	Aim.....	6
6	Hairdressing VET Content Endorsed Course (CEC).....	7
	6.1 Training Package qualifications.....	7
	6.2 AQF VET qualifications available in the Hairdressing VET CEC.....	7
	Table 1 Hairdressing Training Package qualifications	7
	6.3 Units of competency	7
7	Course Structures.....	9
	7.1 Courses within the Hairdressing VET CEC	9
	7.1.1 The selection of units of competency.....	9
	7.2 Allocation of HSC indicative hours of credit.....	9
	7.3 Recognition or Prior Learning (RPL).....	10
	7.4 Hairdressing (120 indicative hours).....	11
	7.5 Hairdressing (240 indicative hours).....	13
	Table 2 Hairdressing (240 indicative hours) compulsory units of competency	15
	Table 3 Hairdressing (240 indicative hours) elective units of competency	16
	7.6 Hairdressing School-based Apprenticeship (300 indicative hours).....	17
	Table 4 Hairdressing School-based Apprenticeship units of competency	19
8	Work Placement.....	21
	8.1 Work placement requirements.....	21
	8.2 Part-time work	21
9	Assessment Requirements and Advice	22
	9.1 Competency-based assessment	22
	9.2 Training Package requirements	22
	9.2.1 Assessment guidelines.....	23
	9.2.2 Using qualified assessors.....	23
10	HSC Requirements and Certification.....	25
	10.1 Course completion requirements	25
	10.2 Preliminary and HSC unit credit.....	25
	10.3 AQF VET qualifications.....	25
	10.4 Reporting student performance.....	25
11	Other Information	26
	11.1 Providing for all students.....	26
	11.1.1 Students with special education needs	26
	11.1.2 Gender and cultural considerations.....	27
	11.1.3 School-based apprentices	27
	11.2 Articulation to further training.....	28
12	Minimum Requirements for AQF VET Qualifications.....	29
	WRH20106 Certificate II in Hairdressing.....	29
	WRH30106 Certificate III in Hairdressing	31

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 or accredited courses. They specify the range of industry-developed units of competency from the relevant Training Package(s)/accredited course 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 are not able to contribute towards a University Admissions Index (UAI).

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 content endorsed courses are based on units of competency and qualifications contained in nationally endorsed Training Packages or accredited courses. These AQF VET qualifications are determined by the qualification rules for each Training Package or accredited courses, 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 content endorsed course. 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 (if applicable) fulfil the work placement requirement.

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.

In some HSC courses, students might not achieve all of the specified units of competency for the purposes of the HSC, but may still be eligible for the qualification as a result of meeting the requirements of the packaging rules for that AQF VET qualification.

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 each AQF VET qualification 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 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 skills, knowledge and experiences – such as teamwork, communication and occupational health and safety – that are transferable to other industry areas (for example, beauty, entertainment, event management and media).

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.

A Statement of Attainment will be issued for achievement of single or multiple units of competency. At a later date, a person can undertake further skill development or training and be assessed against additional competencies until they have achieved all the competencies required for an AQF VET qualification. RTOs must recognise and give credit for the competencies recorded on a Statement of Attainment.

Table 1 Hairdressing Training Package qualifications

Qualifications available within the Hairdressing Training Package (WRH06)		Qualifications available within the Hairdressing Content Endorsed Course	
<i>National code</i>	<i>Qualification name</i>	<i>Certificate</i>	<i>Statement of Attainment</i>
WRH20106	Certificate II in Hairdressing	✓	✓
WRH30106	Certificate III in Hairdressing	–	✓
WRH40106	Certificate IV in Hairdressing	–	–
WRH40206	Certificate IV in Trichology	–	–
WRH50106	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 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)

Competencies already held by individuals can be formally assessed against the units of competency in this Training Package, and should be recognised regardless of how, when or where they were achieved.²

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

For RPL (assessment-only pathway) the student provides current, quality evidence of their competency against the relevant unit of competency. This evidence may take a variety of forms. **Where the outcomes of this process indicate that the student is competent, structured training is not required.**

The RPL requirements of the AQTF must be met.

² DEST, 2006, *Hairdressing Training Package* (WRH06), Volume 1.

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
WRHCS205A	Follow personal health and safety routines at work	Nil	15
WRRLP1B	Apply safe working practices	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 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 achievement of units of competency, the possible qualification outcome is:

- Statement of Attainment towards Certificate II in Hairdressing (WRH20106).

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 (120 hours)	2 units x 1 year	65230* (school/private provider delivered) 40862 (TAFE NSW delivered)	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

* 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

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 placement⁴.

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 (WRH20106).

Qualification packaging rules are in Section 12 of this document.

⁴ 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) 40860 (TAFE NSW delivered)	Enter this course number for both Preliminary (Year 11) and HSC (Year 12)
	4 units x 1 year	65232* (school/private provider delivered) 40861 (TAFE NSW delivered)	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

* 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

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.

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
WRHCS201A	Prepare clients for salon services	Nil <u>Co-requisite:</u> WRRCS1B WRHWP201A	15
WRHCS202A	Maintain tools and equipment	Nil <u>Co-requisite:</u> WRHCS205A WRRLP1B	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> WRHCS201A WRHWP201A WRRCS1B	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
WRRCS1B	Communicate in the workplace	Nil	25
WRRER1B	Work effectively in a retail environment	Nil	20
WRRLP1B	Apply safe working practices	Nil	15
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
THHGHS03B	Provide first aid	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
WRRM1B	Merchandise products	Nil	20
WRRS1B	Sell products and services	Nil	15

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 (WRH30106)⁵.

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 from those listed in Table 4 (pp 19–20) to a minimum value of 300 HSC indicative hours.
- 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 (WRH30106).

Qualification packaging rules are in Section 12 of this document.

⁵ 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) 40870 (TAFE NSW delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery
	and		
	3 units x 1 year	65234* (school/private provider delivered) 40872 (TAFE NSW delivered)	Enter this course number in either Preliminary (Year 11) or HSC (Year 12) depending on pattern of delivery

* 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

Exclusion(s)

- Hairdressing (120 and 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
WRBCS201B	Conduct financial transactions	Nil	20
WRBCS203B	Provide service to clients	Nil	25
WRHCS201A	Prepare clients for salon services	Nil <u>Co-requisite:</u> WRRCS1B	15
WRHCS202A	Maintain tools and equipment	Nil <u>Co-requisite:</u> WRHCS205A WRRLP1B	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
WRHHS301A	Apply the principles of hairdressing science [#]	<u>Nil</u> <u>Co-requisite:</u> WRHCL302A [§] WRHCL303A [§] WRHCL304A [§] WRHCR302A [§] WRHCR303A [§] WRHHS302A	25

[#] 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
WRHHS302A	Consult with clients and treat hair and scalp conditions	Nil <u>Co-requisite:</u> WRHHS301A	10
WRRCS1B	Communicate in the workplace	Nil	25
WRRER1B	Work effectively in a retail environment	Nil	20
WRRLP1B	Apply safe working practices	Nil	15
WRRS1B	Sell products and services	Nil	15

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.⁶

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 issuing of ‘N’ determinations 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.

⁶ The Board of Studies is considering its policy in relation to work placement requirements for centrally developed VET CECs. The work placement requirements for the Hairdressing VET CEC may change for the cohort commencing in 2010.

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
- certifying satisfactory achievement and completion of courses
- reporting achievement in the HSC.

For VET CECs, they also include assessment for the purpose of achieving AQF VET Certificates and Statements of Attainment.

The information in this section relates to the Board of Studies requirements for assessing and reporting achievement in the HSC. In this context, **assessing** refers to competency-based assessment. **Reporting** refers to the documents used by the Board of Studies NSW and RTOs to report both measures of achievement.

9.1 Competency-based assessment

The courses within the Hairdressing VET CEC are competency-based courses. The AQTF requires that a competency-based approach to assessment be used and that a record of the competencies achieved be held by the RTO.

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 performance against 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 is based 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 across a range of units of competency**. 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.

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 to industry standard.

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.

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

The assessment guidelines and units of competency are in the national Hairdressing Training Package (WRH06) and on the NTIS website (www.ntis.gov.au).

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. RTOs must ensure that any such assessment partnership/team is documented.

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

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 AQF VET qualifications

A student who has been assessed as competent will receive formal recognition of their competencies. This formal recognition of competencies leads to a Statement of Attainment or a qualification.

To achieve an AQF VET **qualification**, a person must achieve the full set of units of competency as specified in the Training Package qualification packaging rules.

A **Statement of Attainment** will be issued for successful achievement of a single unit or for a group of units. At a later date, the person can undertake further skill development or training and be assessed against additional competencies until they have achieved all the competencies required for an AQF VET qualification. RTOs must recognise and give credit for the competencies recorded on a Statement of Attainment.

10.4 Reporting student performance

Courses within the Hairdressing VET CEC will be listed on the HSC Record of Achievement, together with the HSC unit credit value of each course. Competencies achieved will be listed on the vocational documentation, which will be issued separately.

For students who have fulfilled the requirements for 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.

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.⁷

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.

⁷ 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.

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 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.

WRH20106 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 pre-requisites 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 a New 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
WRHCS202A	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
WRRCS1B	Communicate in the workplace
WRRER1B	Work effectively in a retail environment
WRRLP1B	Apply safe working practices

PLUS

Elective units – complete 3 of the following units of competency

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
WRRM1B	Merchandise products
WRRS1B	Sell products and services
THHGHS03B	Provide first aid

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

Please note: Only the shaded units of competency are available in the Hairdressing VET CEC. HSC course requirements are outlined in Section 7.

WRH30106 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 pre-requisites 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 a New 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
WRHCL302A	Colour and lighten hair
WRHCL303A	Design and perform full and partial highlighting techniques
WRHCL304A	Perform colour correction
WRHCR302A	Perform chemical curling and volumising services
WRHCR303A	Perform chemical straightening and relaxing services
WRHCS201A	Prepare clients for salon services
WRHCS202A	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
WRRCS1B	Communicate in the workplace
WRRER1B	Work effectively in a retail environment
WRRLP1B	Apply safe working practices
WRRS1B	Sell products and services

PLUS

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

WRHHC306A	Combine haircut structures on women
WRHHC307A	Combine haircut structures for traditional and classic designs on men

Elective units – complete 5 of the following units of competency

WRHCL305A	Perform on scalp full head and re-touch bleach services
WRHCS203A	Hone and strop straight razors
WRHCS308A	Plan services for special events
WRHHC306A	Combine haircut structures on women
WRHHC307A	Combine haircut structures for traditional and classic designs on men
WRHHC308A	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
WRRM1B	Merchandise products
WRRM6A	Create a display for a small business
WRRS2B	Advise on products and services
WRRSS15B	Recommend hair/beauty/cosmetic products
THHGHS03B	Provide first aid

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