B O A R D   O F   S T U D I E S
N E W   S O U T H   W A L E S

VET Content Endorsed Course

Stage 6 Course Description

Beauty

for implementation from 2013

Beauty (120 indicative hours)
Beauty (240 indicative hours)
Beauty Specialisation Study (60 or 120 indicative hours)
Beauty Therapy School-based Apprenticeship Specialisation
(60 or 120 indicative hours)

based on the
Beauty Training Package (SIB10) version 1.2

Acknowledgements

Contents

1 Introduction to the Beauty Vocational Education and Training (VET) Content Endorsed Course

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

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

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

1.1 The HSC 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.

1.2 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 VET Quality Framework and nationally endorsed Training Packages. This Framework is the agreed quality framework for the national VET system.

The 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.

1.2.1 AQF VET qualifications available in the Beauty VET CEC

The Beauty VET CEC is based on qualifications and units of competency contained in the nationally endorsed ***Beauty Training Package (SIB10)***.

The AQF VET qualifications available in the Beauty VET CEC are:
- Certificate II in Retail Make-Up and Skin Care (SIB20110)
- Certificate II in Nail Technology (SIB20210)
- Statement of Attainment towards Certificate IV in Beauty Therapy (SIB40110).

1.3   The Beauty VET Content Endorsed Course (CEC)

1.3.1   Aim

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

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

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

1.3.2   Industry context – beauty

The beauty industry provides traditional services and treatments as well as an increasingly complex range of skin and body treatments utilising a range of new technologies. Job roles in the industry require individuals with a combination of skills and knowledge including beauty services and treatments, customer service, sales and administration.

In Australia, the industry is characterised by small and medium-sized owner-operated businesses. Many of the contexts in which beauty professionals work are increasingly linked to the broader field of health and wellness. In addition to employment in salons, opportunities also exist within film, television and live entertainment, as well as cruise ship and resort style accommodation employers. Nationally recognised as a skills shortage area, and with industry growth expected to continue, overall job prospects are good.[1]

1.3.3 HSC VET courses

This VET CEC specifies the range of industry-developed units of competency from the relevant Training Package which are suitable for the HSC. It also defines how units of competency are arranged in HSC VET courses to gain unit credit for the HSC.

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[1]   DEEWR 2010, *Beauty Training Package (SIB10)*, Volume 1.

The Beauty VET CEC contains the following courses:
- Beauty (120 indicative hours)
- Beauty (240 indicative hours)
- Beauty Specialisation Study (60 or 120 indicative hours)
- Beauty Therapy School-based Apprenticeship Specialisation (60 or 120 indicative hours).

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

Work placement is a mandatory HSC requirement for courses in the Beauty VET CEC. Further details are available in Section 3 of this document.

1.3.4   AQF VET qualification and HSC course completion requirements

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 VET CEC course description. In order to have satisfactorily completed a VET course, students must follow the course structure, attempt the required units of competency with diligence and sustained effort, and fulfil any work placement requirements. Refer to Section 5 in this document.

It is important to note that the rules and structure of HSC VET courses are not identical to the qualification packaging rules. RTOs need to ensure that delivery of courses meets HSC course requirements and complies with Training Package rules.

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

Sections 2.4–2.8 in this document outline course requirements within the Beauty VET CEC.

Qualification packaging rules for each AQF VET qualification available through the Beauty VET CEC are contained in Section 7 of this document.

1.3.5   Access by students in Years 9 and 10

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

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

1.3.6   School-based apprentices and trainees

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

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

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

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

2 Course Structures

The Beauty VET CEC contains the following courses:
- Beauty (120 indicative hours) – see Section 2.4 of this document
- Beauty (240 indicative hours) – see Section 2.5 of this document
- Beauty Specialisation Study (60 or 120 indicative hours) – see Section 2.6 of this document
- Beauty Therapy School-based Apprenticeship (60 or 120 indicative hours) – see Section 2.7 of this document

2.1 Units of competency

Units of competency available in the Beauty VET CEC are listed in Section 2 of this document.

Mandatory units of competency are those that all students must attempt in their study of the HSC VET course.

Core units of competency are those required by the Beauty Training Package for a student to be eligible for an AQF VET qualification.

2.1.1 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 Framework. It is emphasised that the assignment of indicative hours does not imply that all students will fulfil all requirements of a unit of competency within these hours. RTOs may determine that additional or fewer hours are required for the achievement of particular competencies. However, this does not alter the HSC indicative hours allocated, only the delivery hours.

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

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

2.1.2   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.

Qualification packaging rules for the AQF VET qualifications available through the Beauty VET CEC (reproduced directly from the Training Packages), as well as a table detailing the status of each unit of competency in relation to the qualifications available, are provided in Section 7 of this document. This information should be consulted when selecting elective units of competency.

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

2.2   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 VET Quality Framework and the Board of Studies must be met.

2.2.1   RPL and credit transfer within VET courses

Students undertaking HSC courses within the Beauty 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

2.3   Course delivery

HSC VET courses can only be delivered by a Registered Training Organisation (RTO).

RTOs offering training programs that deliver HSC Beauty VET CECs must address the following for each unit of competency:
- the elements of competency
- the performance criteria
- the range statement
- the required skills and knowledge
- all aspects of the evidence guide.

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

Information about the delivery of VET courses for the HSC by RTOs other than schools and colleges as part of school system RTOs or TAFE NSW colleges are contained on the Board of Studies *Assessment Certification Examination (ACE) website*.

Non-government schools outsourcing delivery of HSC VET courses to external providers also need to refer to the *Registered and Accredited Individual Non-government Schools (NSW) Manual* or *Registration Systems and Member Non-government Schools (NSW) Manual* which are available on the Board's website at www.boardofstudies.nsw.edu.au/manuals/#regaccredsystemsmanuals.

2.4 Beauty (120 indicative hours)

The Beauty (120 indicative hours) course is accredited for a <u>total</u> of two units at the Preliminary and/or HSC level.

Course requirements

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

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours of credit
SIRXOHS001A	Apply safe working practices	nil	15
Total HSC indicative hours for mandatory units of competency			**15**

  - **AND** units of competency to a minimum value of **105 HSC indicative hours** from Beauty (240 indicative hours) (Section 2.5) and/or Table 1 (Section 2.8).

Table 3 (Section 7) lists the status of each unit of competency in relation to the qualifications available through this course. This section should guide the selection of units of competency to meet qualification requirements.

- It is strongly recommended that students complete a minimum of 35 hours of work placement.

Further details regarding work placement are available in Section 3 of this document.

AQF VET qualification

To receive AQF VET qualifications, students must meet the assessment requirements of the *Beauty Training Package (SIB10)*. A qualified assessor must conduct the assessment.

Depending on the selection and achievement of units of competency, the possible qualification outcomes for the Beauty (120 indicative hours) course are:

- Statement of Attainment towards Certificate II in Retail Make-Up and Skin Care (SIB20110)
- Statement of Attainment towards Certificate II in Nail Technology (SIB20210).

Qualification packaging rules are in Section 7 of this document.

Exclusions

- Beauty (240 indicative hours)
- students undertaking both this Beauty course and Hairdressing (120 or 240 indicative hours) or Hairdressing SBA (300 indicative hour) course should choose different elective units of competency where possible to meet HSC course requirements and qualification outcomes

- students undertaking both this Beauty course and Retail Services (120 or 240 indicative hours) course should choose different elective units of competency where possible to meet HSC course requirements and qualification outcomes

- a number of Board Developed HSC courses include a requirement for the development of project work for either internal or external assessment. Projects or products developed as part of HSC VET courses are not to be used either in full or in part for assessment in any other HSC course.

BOS course number

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Beauty (120 hours)	2 units x 1 year	65420	Enter this course number in either Preliminary (Year 11) or HSC (Year 12)

2.5   Beauty (240 indicative hours)

The Beauty (240 indicative hours) course is accredited for a <u>total</u> of four units at the Preliminary and/or HSC level.

Course requirements

- Students must attempt:
  - **TWO** mandatory units of competency

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours of credit
SIRXIND001A	Work effectively in a retail environment	nil	20
SIRXOHS001A	Apply safe working practices	nil	15
Total HSC indicative hours for mandatory units of competency			**35**

  - **AND** units of competency to a minimum value of **205 HSC indicative hours** from Table 1 (Section 2.8).

Table 3 (Section 7) lists the status of each unit of competency in relation to the qualifications available through this course. This section should guide the selection of units of competency to meet qualification requirements.

- Students must complete a minimum of 70 hours of work placement.[2]

Further details regarding work placement are available in Section 3 of this document.

AQF VET qualification

To receive AQF VET qualifications, students must meet the assessment requirements of the *Beauty Training Package (SIB10)*. A qualified assessor must conduct the assessment.

Depending on the selection and achievement of units of competency, the possible qualification outcomes for the Beauty (240 indicative hours) course are:

- Statement of Attainment towards Certificate II in Retail Make-Up and Skin Care (SIB20110)
- Statement of Attainment towards Certificate II in Nail Technology (SIB20210)
- Statement of Attainment towards Certificate IV in Beauty Therapy (SIB40110).

Qualification packaging rules are in Section 7 of this document.

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

Exclusions

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

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Beauty (240 hours)	2 units x 2 years	65421	Enter this course number in both Preliminary (Year 11) and HSC (Year 12)
	4 units x 1 year	65422	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

The pattern of study entered should reflect the delivery of the course over successive years. Students will be credentialled for the HSC unit credit entered each calendar year provided they have satisfactorily completed the course requirements for that calendar year as determined by the school or college/RTO.

2.6 Beauty Specialisation Study (60 or 120 indicative hours)

The Beauty Specialisation Study (60 indicative hours) course is accredited for one unit at the Preliminary or HSC level.

The Beauty Specialisation Study (120 indicative hours) course is accredited for a <u>total</u> of two units at the Preliminary and/or HSC level.

Course eligibility

The Beauty Specialisation Study (60 or 120 indicative hours) is only available to students who are:

- currently entered in, or have completed, the Beauty (240 indicative hours) course

with

- an enrolment in either:
  – Certificate II in Retail Make-Up and Skin Care (SIB20110), or
  – Certificate II in Nail Technology (SIB20210).

Course requirements

- Students must attempt units of competency to a minimum value of 60 or 120 HSC indicative hours from Table 1 (Section 2.8).

  Table 3 (Section 7) lists the status of each unit of competency in relation to the qualifications available through this course. This section should guide the selection of units of competency to meet qualification requirements.

- For students undertaking the 60-hour or 120-hour Specialisation Study the work placement requirement is met through the minimum 70 hours of work placement in the Beauty (240 indicative hours) course.

AQF VET qualification

To receive AQF VET qualifications, students must meet the assessment requirements of the *Beauty Training Package (SIB10)*. A qualified assessor must conduct the assessment.

Depending on the selection and achievement of units of competency, the possible qualification outcomes for the Beauty Specialisation Study (60 or 120 indicative hours) course are:

- Certificate II in Retail Make-Up and Skin Care (SIB20110)
- Certificate II in Nail Technology (SIB20210).

Qualification packaging rules are in Section 7 of this document.

Exclusions

- a number of Board Developed HSC courses include a requirement for the development of project work for either internal or external assessment. Projects or products developed as part of HSC VET courses are not to be used either in full or in part for assessment in any other HSC course.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Beauty Specialisation Study (60 hours)	1 unit x 1 year	65430	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Beauty Specialisation Study (120 hours)	2 units x 1 year	65431	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

2.7   Beauty Therapy School-based Apprenticeship Specialisation (60 or 120 indicative hours)

The Beauty Therapy School-based Apprenticeship Specialisation (60 indicative hours) course is accredited for one unit at the Preliminary or HSC level.

The Beauty Therapy School-based Apprenticeship Specialisation (120 indicative hours) course is accredited for a <u>total</u> of two units at the Preliminary and/or HSC level.

Course eligibility

The Beauty Therapy School-based Apprenticeship Specialisation (60 or 120 indicative hours) is only available to students who are:

- participating in an approved school-based apprenticeship training contract in Certificate IV in Beauty Therapy (SIB40110)

and

- are currently entered in, or have completed, the Beauty (240 indicative hours) course.

Course requirements

- Students must attempt units of competency to a minimum value of 60 or 120 HSC indicative hours from Table 1 (Section 2.8).

  Table 3 (Section 7) lists the status of each unit of competency in relation to the qualifications available through this course. This section should guide the selection of units of competency to meet qualification requirements.

- For students undertaking the 60-hour or 120-hour Specialisation the work placement requirement is 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 *Beauty Training Package (SIB10)*. A qualified assessor must conduct the assessment.

Depending on the selection and achievement of units of competency, the possible qualification outcome for the Beauty Therapy School-based Apprenticeship Specialisation (60 or 120 indicative hours) course is:

- Statement of Attainment towards Certificate IV in Beauty Therapy (SIB40110).

Qualification packaging rules are in Section 7 of this document.

Exclusions

- a number of Board Developed HSC courses include a requirement for the development of project work for either internal or external assessment. Projects or products developed as part of HSC VET courses are not to be used either in full or in part for assessment in any other HSC course.

BOS course numbers

BOS course name	Pattern of study	BOS course number	Schools Online (Administration) entry advice
Beauty Therapy School-based Apprenticeship Specialisation (60 hours)	1 unit x 1 year	65435	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)
Beauty Therapy School-based Apprenticeship Specialisation (120 hours)	2 units x 1 year	65436	Enter this course number for either Preliminary (Year 11) or HSC (Year 12)

2.8   Beauty units of competency

Details of units of competency listed in this document are available in the *Beauty Training Package (SIB10)* at http://training.gov.au.

Table 1   Elective pool

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours of credit
The following units of competency are available to students enrolled in Certificate II or IV:			
BSBSUS201A	Participate in environmentally sustainable work practices	nil	15
HLTFA301B	Apply first aid	nil	20
SIBBCCS301A	Apply the principles of skin biology to beauty treatments	nil	15
SIBBCCS302A	Advise on beauty services	nil	30
SIBBFAS201A	Demonstrate retail skin care products	nil	25
SIBBFAS302A	Provide lash and brow treatments	nil	15
SIBBFAS303A	Design and apply remedial camouflage make-up	nil	30
SIBBNLS201A	Work in a nail services framework	nil	15
SIBBNLS202A	Provide manicure and pedicure services	nil	30
SIBBNLS203A	Apply ultraviolet gel nail enhancement	nil	30
SIBBNLS204A	Apply acrylic nail enhancement	nil	35
SIBBNLS205A	Apply nail art	nil	15
SIBBNLS206A	Use electric file equipment for nails	nil	10
SIBBNLS207A	Apply advanced nail art	nil	20
SIBBRES201A	Research and apply beauty industry information	nil	20
SIBBSKS201A	Pierce ears	nil	15
SIBXCCS201A	Conduct financial transactions	nil	20
SIBXCCS202A	Provide service to clients	nil	25
SIBXFAS201A	Design and apply make-up	nil	40
SIBXFAS202A	Design and apply make-up for photography	nil	40

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours of credit
SIRXCCS002A	Interact with customers	nil	20
SIRXCLM001A	Organise and maintain work areas	nil	10
SIRXCOM001A	Communicate in the workplace	nil	15
SIRXICT001A	Operate retail technology	nil	20
SIRXINV001A	Perform stock control procedures	nil	20
SIRXMER001A	Merchandise products	nil	20
SIRXMER003A	Monitor in-store visual merchandising display	nil	15
SIRXMER005A	Create a display	nil	15
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services	nil	25
SIRXRSK001A	Minimise theft	nil	10
SIRXSLS001A	Sell products and services	nil	15
The following units of competency are available to Certificate IV school-based apprentices only:			
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context	nil	30
SIBBCCS404A	Work in a skin therapies framework	nil	30
SIBBCCS405A	Develop treatment plans	nil	25
SIBBCCS407A	Interpret the chemical composition and physical actions of cosmetic products	nil	30
SIBBCCS408A	Promote healthy nutritional options in a beauty therapy context	nil	25
SIBBFAS404A	Provide facial treatments	nil	40
SIBBFAS405A	Provide advanced facial treatments	SIBBFAS404A	30
SIRXSLS004A	Build relationships with customers	nil	25

3 Work Placement

Work placement is a mandatory HSC requirement in 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 employability skills.

3.1 Work placement requirements

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

Table 2 Minimum work placement hours for Beauty courses

Beauty VET CEC course	Work placement requirement
Beauty (120 indicative hours)	35 hours – strongly recommended
Beauty (240 indicative hours)	70 hours
Beauty Specialisation Study (60 or 120 indicative hours)	No additional work placement required
Beauty Therapy School-based Apprenticeship Specialisation (60 or 120 indicative hours)	Met through the on-the-job training component of the school-based apprenticeship

Work placement is to be undertaken in an appropriate beauty work environment.

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

Non-completion of work placement is grounds for withholding the course. Schools and colleges are advised to follow the issuing of 'N' determinations as outlined on the Board of Studies *Assessment Certification Examination (ACE) website*.

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

3.2 Work placement and 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 *Assessment Certification Examination (ACE) website* or relevant Board of Studies Official Notices.

4 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.

4.1 Competency-based assessment

The courses within the Beauty VET CEC are competency-based courses. The Board of Studies and the VET Quality Framework requires that a competency-based approach to assessment is used. Assessment must meet the requirements of the *Beauty Training Package (SIB10)*.

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.

4.2 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.

4.2.1 Assessment guidelines

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

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

The assessment guidelines in the Beauty Training Package set out information on:
- the assessment system
- licensing/registration requirements
- learning and assessment pathways
- assessor requirements
- designing assessment tools
- conducting assessment
- assessment of employability skills
- access and equity
- reasonable adjustments
- assessment in the beauty industry
- simulated work environment and beauty environments
- assessment of imported units of competency
- further sources of information.

The full text of the assessment guidelines and units of competency is included in the national *Beauty Training Package (SIB10)* available at http://training.gov.au.

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

4.2.2 Using qualified assessors

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

The VET Quality Framework specifies mandatory competency requirements for assessors. Standard SNR15 from the Standards for NVR Registered Training Organisations is as follows:

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

All assessors who are engaged in assessing units of competency from the Beauty 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).

4.2.3 Beauty industry requirements for assessors[3]

The following are industry expectations of assessors performing assessment from the SIB10 Beauty Training Package.

Certificates II, III, IV and Diploma

(i) hold a nationally recognised beauty qualification, which includes the application of skills and knowledge at least to the level at which they are assessing, plus have gained significant industry experience post achieving the qualification
  - for example, a person who meets the criteria for assessing the nails services suite of competency standards, may do so regardless of the AQF level of the qualification at which they will contribute to.
(ii) comprehensive current knowledge of the industry, current industry practices and the job role against which performance is being assessed. This current knowledge may be developed and demonstrated through:
  - participation in relevant industry professional development activities
  - conduct of relevant industry projects and research activities
  - current and relevant work experience in a commercial environment
  - involvement in professional industry networks and memberships
  - participation in assessment and/or training activities conducted in the workplace.

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

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[3] DEEWR 2010, *Beauty Training Package (SIB10)*, Volume 1.

5 HSC Requirements and Certification

5.1 Course completion requirements

For a student to be considered to have satisfactorily completed a course within the Beauty VET CEC there must be sufficient evidence that the student has:
- followed the course developed by the Board
- applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school or college/RTO
- achieved some or all of the course outcomes
- undertaken the mandatory work placement.

Refer to the Board's *Assessment Certification Examination (ACE) website* for further information.

5.2 Preliminary and HSC unit credit

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

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

5.3 Reporting achievement in the HSC

The HSC credentials received by students are used by the Board to report satisfactory completion of courses within the Beauty 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.

6   Students with Special Education Needs

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

Students with special education needs may access:
- all courses within the Beauty VET CEC under regular course arrangements
  OR
- units of competency selected through the collaborative curriculum planning process from the relevant course units of competency detailed in Section 2 of this document.

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

Successful participation in courses within the Beauty 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.

Work placement

Students with special education needs **must** undertake the minimum work placement requirements for courses within the Beauty VET CEC, described in Sections 2 and 3 of this document.

Assessment

Students with special education needs are subject to the assessment requirements detailed in Section 4 of this document.

Some students 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 *Beauty Training Package (SIB10)*. Reasonable adjustments should be based on the individual student's needs and abilities.

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 *Beauty Training Package (SIB10)*. A qualified assessor must conduct the assessment.

7   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 ***Beauty Training Package (SIB10)***. 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 Beauty VET CEC. HSC course requirements are outlined in Section 2.**

SIB20110 Certificate II in Retail Make-Up and Skin Care

Descriptor

This qualification reflects the role of individuals who are competent in communicating in the workplace, interacting with customers, demonstrating and selling make-up and retail skin care products, and performing routine salon or store functions.

The qualification is designed to reflect the role of persons who perform a prescribed range of functions under supervision, involving known routines and procedures and with some accountability for the quality of outcomes.

This qualification is suitable for an Australian Apprenticeship pathway.

Entry requirements

There are no entry requirements to this qualification.

Qualification rules

To achieve a Certificate II in Retail Make-Up and Skin Care, 15 units must be completed:

- all 10 core units
- 5 elective units:
    - a minimum of 3 units must be selected from the elective units listed below
    - the remaining units may be selected from this or another endorsed Training Package or accredited course; these must be units which are first packaged at AQF level 1, 2 or 3.

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

Core units	
SIBBFAS201A	Demonstrate retail skin care products
SIBXCCS201A	Conduct financial transactions
SIRXCLM001A	Organise and maintain work areas
SIRXCOM001A	Communicate in the workplace
SIBXFAS201A	Design and apply make-up
SIRXIND001A	Work effectively in a retail environment
SIRXMER001A	Merchandise products
SIRXOHS001A	Apply safe working practices
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services
SIRXSLS001A	Sell products and services

Elective units	
Client Services	
SIBXCCS202A	Provide service to clients
Computer Operations and ICT Management	
SIRXICT001A	Operate retail technology
Facial Services	
SIBXFAS202A	Design and apply make-up for photography
Inventory	
SIRXINV001A	Perform stock control procedures
SIRXMER003A	Monitor in-store visual merchandising display
SIRXMER005A	Create a display
Research	
SIBBRES201A	Research and apply beauty industry information
Risk Management and Security	
SIRXRSK001A	Minimise theft
Skin Services	
SIBBSKS201A	Pierce ears
Sustainability	
BSBSUS201A	Participate in environmentally sustainable work practices

Employability skills summary

SIB20110 Certificate II in Retail Make-Up and Skin Care

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

Employability skill	*Industry/enterprise requirements for this qualification include:*
Communication	Communication skills, both verbal and non-verbal, are used to establish and meet the needs of clients. This is done through questioning, observation and persuasion and by providing clear information on products used and services performed with a view to optimising sales of skin care and cosmetic products. Product information is read and interpreted to make safe and appropriate recommendations to clients. Communication skills are also used to follow instructions and respond to change, such as current workplace environmental sustainability procedures.
Problem solving	Problem solving skills are used when applying knowledge of contraindications to anticipate and mitigate problems by advising clients of alternative options and/or referring them to alternative practitioners. Problem-solving skills are also applied in the performance of routine retail activities, such as selling products and demonstrating make-up, skin care and cosmetic products.
Initiative and enterprise	Initiative and enterprise skills are used to identify and provide the most appropriate products to achieve an improved outcome for the client. Retail cosmetic assistants must be able to recognise situations outside their area of expertise and make appropriate recommendations, for example providing advice on the treatment of skin conditions.
Teamwork	Teamwork requires knowledge of the roles and responsibilities of all team members and accepted or expected workplace practices. It includes the ability to communicate with other team members who may be part of a retail or salon team, and to support team participation in environmentally sustainable workplace practices.
Planning and organising	Information, time and resources must be planned and organised to deliver an efficient and effective service. The needs of clients must be determined to ensure that all relevant products and equipment are available and time is managed effectively, for example when servicing a number of clients in a wedding party. The use of resources must be planned and organised to minimise waste and prevent product and environmental contamination.
Self-management	Self-direction is required to achieve desired outcomes within the boundaries of the client's and the salon or store's requirements. This is achieved through establishing a clear understanding of these requirements and actively seeking and responding to feedback. The knowledge and application of health, hygiene and safety requirements are critical to the performance of this role.
Learning	Retail make-up and skin care assistants work in a dynamic industry that experiences frequent change due to the emergence of new trends and products. In this environment they are expected to take responsibility for maintaining the currency of their knowledge by identifying and assessing learning opportunities and sources of information, including professional associations and the influences and inter-relationships with complementary industries.

Employability skill	*Industry/enterprise requirements for this qualification include:*
Technology	Technology is used through the use of fixed telephones, retail equipment and in some cases electronic client booking systems. In a retail environment staff must be able to deal with situations where technology fails or becomes unavailable, for example electronic funds transfer technology.

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 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.

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

SIB20210 Certificate II in Nail Technology

Descriptor

This qualification reflects the role of individuals who are competent in interacting with customers, providing manicure and pedicare services, applying acrylic or gel nail enhancement, and applying nail art.

Work would be undertaken in the nail technology stream of the beauty industry.

This qualification is designed to reflect the role of persons who perform a prescribed range of functions, involving known routines and procedures and with some accountability for the quality of outcomes.

This qualification is suitable for an Australian Apprenticeship pathway.

Entry requirements

There are no entry requirements to this qualification.

Qualification rules

To achieve a Certificate II in Nail Technology, 15 units must be completed:

- all 10 core units
- 5 elective units:
    - a minimum of 3 elective units must be selected from the elective units listed below
    - the remaining units may be selected from this or another endorsed Training Package or accredited course; these must be units which are first packaged at AQF level 1, 2 or 3.

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

Core units	
SIBBNLS201A	Work in a nail services framework
SIBBNLS202A	Provide manicure and pedicare services
SIBBNLS203A	Apply ultraviolet gel nail enhancement
SIBBNLS204A	Apply acrylic nail enhancement
SIBXCCS201A	Conduct financial transactions
SIBXCCS202A	Provide service to clients
SIRXCLM001A	Organise and maintain work areas
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment
SIRXOHS001A	Apply safe working practices

Elective units	
Client Services	
SIRXCCS002A	Interact with customers
Inventory	
SIRXINV001A	Perform stock control procedures
Merchandising	
SIRXMER001A	Merchandise products
SIRXMER005A	Create a display
Nail Services	
SIBBNLS205A	Apply nail art
SIBBNLS206A	Use electric file equipment for nails
SIBBNLS207A	Apply advanced nail art
Research	
SIBBRES201A	Research and apply beauty industry information
Sales	
SIRXSLS001A	Sell products and services
Sustainability	
BSBSUS201A	Participate in environmentally sustainable work practices

Employability skills summary

SIB20210 Certificate II in Nail Technology

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

Employability skill	*Industry/enterprise requirements for this qualification include:*
Communication	Communication skills, both verbal and non-verbal, are used by nail technicians to establish and meet the needs of clients. This is done through questioning and observation and by providing clear information on products used and services performed. Nail technicians are expected to read and interpret product information to make safe and appropriate recommendations to clients. Communication skills are also used to follow instructions and respond to change, such as current workplace environmental sustainability procedures.
Problem solving	Nail technicians are required to solve problems by applying their knowledge of contraindications to anticipate and mitigate problems by advising clients of alternative options and/or referring them to alternative practitioners. Problem-solving skills are also applied in the performance of routine retail activities, such as selling products and processing financial transactions.
Initiative and enterprise	Opportunities to use initiative and enterprise skills occur with the identification and provision of the most appropriate nail service for each individual client. Nail technicians are also required to exercise initiative and enterprise to recognise and adapt to changes in a client's condition or requirement, while maintaining safety and hygiene requirements.
Teamwork	Nail technicians are generally employed in salons where they are expected to work individually and as part of a team. This requires knowledge of the roles and responsibilities of all team members and accepted or expected workplace practices. It includes the ability to recognise and act on situations requiring the assistance or attention of supervisors or senior staff members and participate in sustainable workplace practices.
Planning and organising	Nail technicians are required to plan and organise information, time and resources in order to deliver an efficient and effective service. Information is required from clients to assess and respond to their needs while maintaining health, hygiene and environmental protection requirements; along with achieving designated time frames for the performance of the service. The use of resources must be planned and organised to minimise waste and prevent product and environmental contamination.
Self-management	Nail technicians are expected to be self-directed in performing their role within the boundaries of workplace expectations and legislative requirements. The knowledge and application of health, hygiene and safety requirements are critical to the performance of this role.
Learning	Nail technicians work in a dynamic industry that experiences frequent change due to the emergence of new trends and products. In this environment nail technicians are expected to take responsibility for maintaining the currency of their knowledge by identifying and assessing learning opportunities and sources of information, including professional associations and the influences and inter-relationships with complementary industries.

Employability skill	*Industry/enterprise requirements for this qualification include:*
Technology	Technology is used through the use of fixed telephones, retail equipment and in some cases electronic client booking systems. While nail technicians must be familiar with the safe use and maintenance of technology, they must also be able to use manual alternatives as required, in the event of the failure of electronic funds transfer equipment for example.

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 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.

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

SIB40110 Certificate IV in Beauty Therapy

Descriptor

This qualification reflects the role of individuals who are competent in a prescribed range of beauty therapy treatments and services, including facial massage, lash and brow treatments, nail technology services, make-up, waxing, body massage, and aromatherapy; as well as providing advice on and selling retail skin care and cosmetic products.

Work would be undertaken as skilled beauty therapists in the beauty therapy services stream of the beauty industry.

This qualification is designed to reflect the role of those who work relatively autonomously. It involves the performance of a broad range of skilled applications, including requirements to evaluate and analyse current practices, develop new criteria and procedures for performing current practices, and some provision of leadership and guidance to others in the application and planning of skills.

This qualification is suitable for an Australian Apprenticeship pathway.

Entry requirements

There are no entry requirements to this qualification.

Qualification rules

To achieve a Certificate IV in Beauty Therapy, 25 units must be completed:

- all 17 core units
- 8 elective units:
    - a minimum of 4 elective units must be selected from the elective units listed below
    - the remaining units may be selected from this or another endorsed Training Package or accredited course; these must be units which are first packaged at AQF level 3 or 4.

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

Core units	
SIBBBOS401A	Perform body massage
SIBBCCS301A	Apply the principles of skin biology to beauty treatments
SIBBCCS302A	Advise on beauty services
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context
SIBBCCS404A	Work in a skin therapies framework
SIBBCCS405A	Develop treatment plans
SIBBFAS302A	Provide lash and brow treatments
SIBBFAS404A	Provide facial treatments
SIBBHRS301A	Perform waxing treatments
SIBBNLS201A	Work in a nail services framework
SIBBNLS202A	Provide manicure and pedicare services
SIBXCCS201A	Conduct financial transactions
SIBXCCS202A	Provide service to clients
SIBXFAS201A	Design and apply make-up
SIRXCOM001A	Communicate in the workplace
SIRXIND001A	Work effectively in a retail environment
SIRXOHS001A	Apply safe working practices

Elective units	
Body Services	
SIBBBOS402A	Provide body treatments
SIBBBOS403A	Perform aromatherapy massage
Cleaning and Maintenance	
SIRXCLM001A	Organise and maintain work areas
Client Services	
SIBBCCS406A	Use electricity in beauty therapy treatments
SIBBCCS407A	Interpret the chemical composition and physical actions of cosmetic products
SIBBCCS408A	Promote healthy nutritional options in a beauty therapy context

Computer Operations and ICT Management	
SIRXICT001A	Operate retail technology
Facial Services	
SIBBFAS201A	Demonstrate retail skin care products
SIBBFAS303A	Design and apply remedial camouflage make-up
SIBBFAS405A	Provide advanced facial treatments
SIBXFAS202A	Design and apply make-up for photography
First Aid	
HLTFA301B	Apply first aid
Inventory	
SIRXINV001A	Perform stock control procedures
Management	
SIRXMGT001A	Coordinate work teams
Merchandising	
SIRXMER001A	Merchandise products
SIRXMER003A	Monitor in-store visual merchandising display
SIRXMER005A	Create a display
Nail Services	
SIBBNLS203A	Apply ultraviolet gel nail enhancement
SIBBNLS204A	Apply acrylic nail enhancement
SIBBNLS205A	Apply nail art
SIBBNLS206A	Use electric file equipment for nails
SIBBNLS207A	Apply advanced nail art
Research	
SIBBRES201A	Research and apply beauty industry information
Sales	
SIRXSLS001A	Sell products and services
SIRXSLS004A	Build relationships with customers
Skin Services	
SIBBSKS302A	Apply cosmetic tanning products
Sustainability	
BSBSUS201A	Participate in environmentally sustainable work practices

Employability skills summary

SIB40110 Certificate IV in Beauty Therapy

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

Employability skill	*Industry/enterprise requirements for this qualification include:*
Communication	Communication skills, both verbal and non-verbal, are used to establish and meet the needs of clients, to advise on future services and to record client information. This is done through questioning and observation and by providing clear information on products used and services proposed or performed. Clients may also need reassurance or have questions which need to be answered throughout the performance of a service. Product information is also read and interpreted to make safe and appropriate recommendations to clients, and treatment plans are developed and/or amended as required. Communication skills are also used to follow instructions and respond to change, such as current workplace waste minimisation and environmental sustainability procedures.
Problem solving	Problem-solving skills are used when developing and/or amending treatment plans and throughout the provision of services and treatments by applying knowledge of contraindications, anatomy and physiology, and skin biology, for example, to anticipate and mitigate problems by advising clients of alternative options and/or referring them to alternative practitioners when performing facial treatments. Problem solving is supported in the beauty environment by referral to legislation and/or industry guidelines, such as health and hygiene.
Initiative and enterprise	Opportunities to use initiative and enterprise occur with the identification and provision of the most appropriate products and/or services to meet identified and future needs of clients, within the boundaries of any contraindications which may be present. A beauty therapist also needs to recognise changes in the client's condition during a service or treatment and take corrective action.
Teamwork	Teamwork requires knowledge of the roles and responsibilities of all team members and accepted or expected workplace practices. It includes the ability to communicate with other team members to schedule and service clients, to assist other team members as required; and to support team participation in environmentally sustainable workplace practices.
Planning and organising	Information, time and resources must be planned and organised to deliver efficient and effective services. The needs of clients must be determined to ensure that all relevant products and equipment are available and time is managed effectively to meet scheduling requirements. The use of resources must be planned and organised to minimise waste and prevent product and environmental contamination.
Self-management	Self-direction is required to achieve desired client outcomes within the time and resource expectations of the workplace. This is supported by establishing a clear understanding of both client and workplace requirements and by actively seeking and responding to feedback. The knowledge and application of health, hygiene and safety requirements are critical to the performance of this role.
Learning	The beauty industry is dynamic, with changes to products and services as new trends emerge. Beauty therapists are required to take responsibility for maintaining and sharing their knowledge of new products, services and environmental best practice with a view to maximising business profitability.

Employability skill	*Industry/enterprise requirements for this qualification include:*
Technology	Technology is used through the use of electrical equipment for facial and body treatments and beauty therapists must be familiar with the safe operating procedures for the use of this technology. Retail technology is also used and beauty therapists must also be able to deal with situations where technology fails or becomes unavailable, for example electronic funds transfer technology.

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 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.

Table 3   Status of units of competency from the Beauty HSC courses for Certificate II in Retail Make-Up and Skin Care, Certificate II in Nail Technology and Certificate IV in Beauty Therapy

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours	Beauty VET CEC	Certificate II in Retail Make-Up and Skin Care (SIB20110)	Certificate II in Nail Technology (SIB20210)	Certificate IV in Beauty Therapy (SIB40110)

				Qualification packaging rules	- *10 core*
					- *5 electives*
					  ▪ *minimum 3 listed*
						- *10 core*
						- *5 electives*
						  ▪ *minimum 3 listed*
							- *17 core*
							- *8 electives*
							  ▪ *minimum 4 listed*

SIRXIND001A	Work effectively in a retail environment	nil	20	mandatory (240) elective (120)	core	core	core
SIRXOHS001A	Apply safe working practices	nil	15	mandatory (120 & 240)	core	core	core
BSBSUS201A	Participate in environmentally sustainable work practices	nil	15	elective	listed elective	listed elective	listed elective
HLTFA301B	Apply first aid	nil	20	elective	elective	elective	listed elective
SIBBCCS301A	Apply the principles of skin biology to beauty treatments	nil	15	elective	elective	elective	core
SIBBCCS302A	Advise on beauty services	nil	30	elective	elective	elective	core
SIBBFAS201A	Demonstrate retail skin care products	nil	25	elective	core	elective	listed elective
SIBBFAS302A	Provide lash and brow treatments	nil	15	elective	elective	elective	core
SIBBFAS303A	Design and apply remedial camouflage make-up	nil	30	elective	elective	elective	listed elective
SIBBNLS201A	Work in a nail services framework	nil	15	elective	elective	core	core
SIBBNLS202A	Provide manicure and pedicare services	nil	30	elective	elective	core	core
SIBBNLS203A	Apply ultraviolet gel nail enhancement	nil	30	elective	elective	core	listed elective

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours	Beauty VET CEC	Certificate II in Retail Make-Up and Skin Care (SIB20110)	Certificate II in Nail Technology (SIB20210)	Certificate IV in Beauty Therapy (SIB40110)
SIBBNLS204A	Apply acrylic nail enhancement	nil	35	elective	elective	core	listed elective
SIBBNLS205A	Apply nail art	nil	15	elective	elective	listed elective	listed elective
SIBBNLS206A	Use electric file equipment for nails	nil	10	elective	elective	listed elective	listed elective
SIBBNLS207A	Apply advanced nail art	nil	20	elective	elective	listed elective	listed elective
SIBBRES201A	Research and apply beauty industry information	nil	20	elective	listed elective	listed elective	listed elective
SIBBSKS201A	Pierce ears	nil	15	elective	listed elective	elective	–
SIBXCCS201A	Conduct financial transactions	nil	20	elective	core	core	core
SIBXCCS202A	Provide service to clients	nil	25	elective	listed elective	core	core
SIBXFAS201A	Design and apply make-up	nil	40	elective	core	elective	core
SIBXFAS202A	Design and apply make-up for photography	nil	40	elective	listed elective	elective	listed elective
SIRXCCS002A	Interact with customers	nil	20	elective	elective	listed elective	–
SIRXCLM001A	Organise and maintain work areas	nil	10	elective	core	core	listed elective
SIRXCOM001A	Communicate in the workplace	nil	15	elective	core	core	core
SIRXICT001A	Operate retail technology	nil	20	elective	listed elective	elective	listed elective
SIRXINV001A	Perform stock control procedures	nil	20	elective	listed elective	listed elective	listed elective
SIRXMER001A	Merchandise products	nil	20	elective	core	listed elective	listed elective
SIRXMER003A	Monitor in-store visual merchandising display	nil	15	elective	listed elective	elective	listed elective
SIRXMER005A	Create a display	nil	15	elective	listed elective	listed elective	listed elective
SIRXRPK002A	Recommend hair, beauty and cosmetic products and services	nil	25	elective	core	elective	–

Unit code	Unit title	Unit-specific prerequisite	HSC indicative hours	Beauty VET CEC	Certificate II in Retail Make-Up and Skin Care (SIB20110)	Certificate II in Nail Technology (SIB20210)	Certificate IV in Beauty Therapy (SIB40110)
SIRXRSK001A	Minimise theft	nil	10	elective	listed elective	elective	–
SIRXSLS001A	Sell products and services	nil	15	elective	core	listed elective	listed elective
SIBBCCS403A	Recognise body structures and systems in a beauty therapy context	nil	30	elective (SBA only)	–	–	core
SIBBCCS404A	Work in a skin therapies framework	nil	30	elective (SBA only)	–	–	core
SIBBCCS405A	Develop treatment plans	nil	25	elective (SBA only)	–	–	core
SIBBCCS407A	Interpret the chemical composition and physical actions of cosmetic products	nil	30	elective (SBA only)	–	–	listed elective
SIBBCCS408A	Promote healthy nutritional options in a beauty therapy context	nil	25	elective (SBA only)	–	–	listed elective
SIBBFAS404A	Provide facial treatments	nil	40	elective (SBA only)	–	–	core
SIBBFAS405A	Provide advanced facial treatments	SIBBFAS404A	30	elective (SBA only)	–	–	listed elective
SIRXSLS004A	Build relationships with customers	nil	25	elective (SBA only)	–	–	listed elective

Appendix   Modification history

The Beauty VET CEC is based on the national *Beauty Training Package (SIB10).*

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
July 2012	Changes to BOS course numbers (Section 7).
	Assessment Certification Examination (ACE) website replaces Assessment, Certification and Examination (ACE) Manual.
	Course description checked against SIB10 version 1.2. No changes required.
October 2011	VET Quality Framework [formerly referred to as the Australian Quality Training Framework (AQTF)] – term and associated text updated.
	Amendment to title of SIB20110 – Certificate II in Retail Make-uUp and Skin Care.
	Text for school-based apprentices and trainees updated (Section 1.3.6).
	www.training.gov.au replaces www.ntis.gov.au.
	Addition of modification history.
October 2010	Endorsement of the Beauty VET CEC (based on SIB10v1.1).