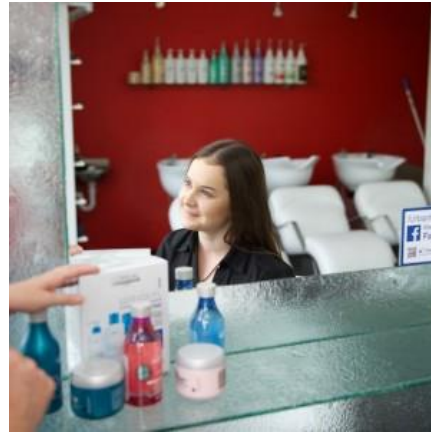




# Creative Edge Training

## SHB20216 Certificate II in Salon Assistant Course Brochure



## **Introduction**

Creative Edge Training is a Registered Training Organisation (RTO number 41497) registered with the Australian Skills Quality Authority. Creative Edge Training is proud to offer the SHB20216 Certificate II in Salon Assistant. The program involves both scheduled workshop learning activities and workplace based training and assessment.

Commence your career as a Salon Assistant. This entry level course will enable you to perform foundation skills within the Hairdressing & Barber Industry, perform routine work in a hairdressing salon or Barber shop, including duties such as greeting clients, scheduling appointments, washing clients' hair, cleaning the salon, apply hair color products, rinse and neutralize chemically structured hair and selling products and services.

### **Who is responsible for your training?**

Creative Edge Training is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF certificates.

### **Units of Competency**

The SHB20216 comprises 12 units of competency. Creative Edge Training have organised these units of competency into relevant clusters relating to shared skills and knowledge or shared work tasks. This results in an efficient delivery of training and assessment and a structure that is very logical for learners.

To be issued the qualification SHB20216 a learner must be assessed as competent in 12 units of competency. 8 core units plus a total of 4 elective units. The selected units of competency are also supported by the learning content within the prescribed text. The selection of these units of competency and the course structure has been confirmed through industry engagement undertaken by Creative Edge Training.

These competencies have been drawn from the nationally endorsed industry training package the SHB Hairdressing and Beauty Services Training Package. On successfully completing the training and assessment, the SHB20216 Certificate II in Salon Assistant will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider Hairdressing or Barber community.

The SHB20216 in Salon Assistant includes the following 8 core units and a selection of 4 units from the elective list to suit the job outcome:

**Core Units**

BSBWHS201	Contribute to health and safety of self and others
SHHBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBXCCS001	Conduct salon financial transactions
SHBXCCS003	Greet and prepare clients for salon services
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXIND002	Communicate as part of a salon team

**Elective Units**

SHHBAS002	Provide head, neck and shoulder massages for relaxation
SHBHCLS001	Apply hair colour products
SHBHDES002	Braid hair
SHBHIND002	Research and use hairdressing industry information
SHBhref005	Rinse and neutralise chemically restructured hair
SHBXCCS004	Recommend products and services
SIRRMER001	Produce visual merchandise displays
SIRRINV001	Receive and handle retail stock
SIRXSL001	Sell to the retail customer





## **National recognition**

These competencies have been drawn from the nationally endorsed industry training package the SHB Hairdressing and Beauty services Training Package. On successfully completing the training and assessment, the SHB20216 Certificate II in Salon Assistant qualification will be issued. A transcript listing all units of competency will also be issued. The qualification and units of competency are nationally recognised and provide individuals with a valuable qualification that can be applied throughout Australia and the wider Hairdressing community. Creative Edge Training will issue a qualification within 30 days of the final assessment being completed.

## **Traineeship Program outline**

**At Creative Edge Training we customise training to inspire teams to develop quality skills producing a stronger more professionally advanced team.**

We provide personalised education to individual needs for both Trainees and Hairdressing salons and Barber shops with a program designed to exceed expectations and are proud to be at the forefront of Education offering a wide range of flexible delivery.

Our claim to have the best delivery program for Hairdressers & Barbers is backed by our practical focused approach along with the communication and support of our Industry current team of educators and our employer engagement.

Our Training is provided in the workplace and / or in our Academy with the addition of fully subsidised workshops for skills trained in the qualification.

This style of education is customised to your Organisation and fully supported. with a team of quality educators. Students can also attend our Academy at any of our locations offered

**Expected Duration** -12 months in a Traineeship

Alternatively, participants who have pre-existing skills and knowledge may be able to complete the course in a shorter duration.

## Assessment requirements

The assessment is conducted using a combination of realistic workplace tasks, projects, knowledge tests and responses to case studies. The following provides a brief explanation of the assessment methods that are to be applied:

**Demonstration/Practical observations.** The student is required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the workplace. These activities allow the assessor to observe the student apply their knowledge and skills during practical activity.

**Written Report / Case Study / Assignments.** The student is required to produce a range of written records or reports based on real workplace scenarios or based on a case study that is provided by the assessor.

**Project.** The student is required to undertake a range of projects in the context of his or her own workplace or on a case study that is provided by the assessor. A project will require the creation of various workplace documents (reports, memos, etc).

**Knowledge Test.** The student is required to undertake several written knowledge tests over the course of his or her study. These tests will be provided to the student by the assessor at an arranged time and the student will be required to individually complete the test. The student may research their answers from the course training materials and notes as well as relevant workplace references.

## Entry requirements

There are no specified entry requirements for this qualification specified .

**Please note.** Creative Edge Training will engage with persons expressing interest in enrolment to discuss their language, literacy, and numeracy skills. Creative Edge Training can provide additional learning support to students who require basic assistance. For students who have more fundamental support needs, Creative Edge Training can refer these students to a specialist language, literacy and numeracy development provider who can assist students to improve their language, literacy and numeracy skills to enable them to suitably commence the course.



### **Recognition of Prior Learning**

Applicants can apply for recognition of their existing skills and knowledge that are relevant to the units of competency within the program. These skills and knowledge may have been obtained through workplace training or experience and may reduce the number of units required to be completed during the program. Students are encouraged to notify Creative Edge Training of their interest or intention to apply for RPL prior to their enrolment. We will provide you a pre-training review questionnaire that gathers information about your prior experience. This information is then used to determine the best pathway for you to achieve competency.

### **Student Information**

Detailed student information is available within our Student Handbook which is supplied with the enrolment package. This booklet contains important information about a student's rights and obligations such as their right to privacy, a safe training environment and the right to complain or appeal an assessment decision. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

**For further details please call our friendly team on 55 109 112 or email [info@creativeedgetraining.com.au](mailto:info@creativeedgetraining.com.au)**





