

## **SHB30516 CERTIFICATE III IN BARBERING** **FEE FOR SERVICE**



### **QUALIFICATION OVERVIEW**

**National Course Code/Title:** SHB30516 Certificate III in Barbering

**Qualification Description:** This qualification reflects the role of barbers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of barbering services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a barber in any industry environment, usually a barber shop or salon.

No occupational licensing, certification or specific legislative requirements apply to this qualification at the time of publication.

**Entry Requirements:** There are no entry requirements for this qualification.

**Eligibility requirements:** Students must be 16 years old, have access to laptop/device and internet to enable to complete online assessments, and it's highly recommended that students have basic, literacy, numeracy and computer skills or equivalent to Year 10, turned 16 or have relevant experience/skills that indicate likely success in completing the course. We provide an adult learning environment and students will be required to behave at all times in a professional manner. Must be an Australian Resident or Citizen.

**Course Delivery/Time Frame:** Our Certificate III in Barbering course is face-face training minimum 2 days per week, 9am - 5pm with no experience required with theory to be completed online. Additional days of attendance is optional.

The duration of the course is competency-based and can be completed as soon as you are able to meet the requirements of your course. We aim to have you finished within 6-9 months. Overall, the course runs for 12 months.

**Required Equipment/Materials:** Access to a computer, laptop or device. Access to the internet to complete online assessments. Barber kit to complete all tasks during the course as per the required equipment list provided.

**Qualification Components:** To successfully complete this qualification, twenty-six (26) units of competency must be completed including twenty-one (21) core and five (5) electives.

**Core units 21:**

- BSBSUS201 - Participate in environmentally sustainable work practices
- SHBHBAS001 - Provide shampoo and basin services
- SHBHCBUT001 - Design haircut structures
- SHBHCBUT002 - Create one length or solid haircut structures
- SHBHCBUT003 - Create graduated haircut structures
- SHBHCBUT004 - Create layered haircut structures
- SHBHCBUT005 - Cut hair using over-comb techniques
- SHBHCBUT007 - Create combined traditional and classic men's haircut structures
- SHBHCBUT009 - Cut hair using freehand clipper techniques
- SHBHCBUT011 - Design and maintain beards and moustaches
- SHBHCBUT012 - Shave heads and faces
- SHBHCBUT013 - Provide men's general grooming services
- SHBHDES001 - Dry hair to shape
- SHBHIND001 - Maintain and organise tools, equipment and work areas
- SHBHIND003 - Develop and expand a client base
- SHBHTRI001 - Identify and treat hair and scalp conditions
- SHBXCCS001 - Conduct salon financial transactions
- SHBXCCS002 - Provide salon services to clients
- SHBXIND001 - Comply with organisational requirements within a personal services environment
- SHBXIND002 - Communicate as part of a salon team
- SHBXWHS001 - Apply safe hygiene, health and work practices

**Elective units 5:**

- SHBHCBUT010 - Create haircuts using tracks and carving
- SHBHIND002 - Research and use hairdressing industry information
- SIRXSLS001 - Sell to the retail customer
- SIRRINV001 - Receive and handle retail stock
- SIRRMER001 - Produce visual merchandise displays

**Assessment tasks:** Assessment is generally progressive with multiple assessment tasks to be completed for each unit of competency. Assessment tasks and methods will vary from unit to unit and may include a combination of direct performance, observation, oral questioning, workbooks, practical tasks and simulations, interviews, third party reports and other techniques.

**Task submission:** Assessment tasks must be submitted via the online portal by the due date allocated. Students are entitled to re-submissions.

## **RECOGNITION OF PRIOR LEARNING - RPL & CREDIT**

**RPL application:** If you believe you are able to meet course requirements through workplace and other evidence in your possession, contact the team for further information about the RPL process. Note that RPL applications must be made at the time of enrolment, after which you will be contacted by one of our assessors to discuss your application.

**Credit transfers:** You may already have acquired some of the units of competency in this qualification from an earlier course or from another Registered Training Organisation, authorised issuing body or authenticated VET transcripts from the Registrar. If so, you can claim credit for these by providing original qualification transcripts or statements of attainment. These will be verified and copied as evidence of current competency.

Note that you cannot receive a credit for your whole program of study.

## **INDUCTION & SUPPORT**

**Pre-enrolment:** Once we have received your completed Enrolment Application Form, Language, Literacy and Numeracy Assessment and required documentation one of our team will begin processing your application and contact you within 2 business days to let you know if any further information is needed. You will then be invited to take part in a Pre- Enrolment interview with a Propel or Barber Academy team member where key aspects of this document will be discussed. You will also be required to acknowledge receipt and understanding of this document if you accept an offer of enrolment into your chosen course. If you do not understand any information in this document, please request further clarification from a Propel and Academies staff member. Additional information can also be found in our policies and procedures, which can be accessed from our website.

**Course induction/Bootcamp:** An induction session to be held at the outset of the course comprises an overview of the industry, including relevant legislation, and covers course content, delivery and assessment arrangements and course completion requirements. A general bootcamp of academy facilities, rules and safety procedures is also provided. Bootcamp to our online management system will also be provided by the trainer.

**Individual support:** Your trainer can provide email and phone support throughout the course. All enrolled students also have access to Student support officer who can provide advice and assistance or facilitate external support.

## CERTIFICATE ISSUANCE

**Course completion:** A qualification testamur and transcript will be issued by Propel Education and Training Pty Ltd upon successful completion of course requirements, provided that all administrative requirements have been met and course fees are paid in full. In circumstances, certificates will be issued within 30 days.

**Partial completion:** Where a student does not complete all components, a statement of attainment listing units successfully achieved will be issued by Propel Education and Training Pty Ltd within 30 days of course completion as long as all outstanding fees have been paid.

## ENROLMENT INFORMATION

**Application:** Enrolment is contingent upon your application being accepted. Factors considered in the evaluation of enrolment include eligibility, pre-requisite fulfilment, the outcome of screening processes, past payment of fees and acceptance of the terms of enrolment.

**Unique Student Identifier (USI):** It is a condition of enrolment in any nationally recognised training (accredited) program that you supply us with your unique student identifier (USI). If you don't already have one you can apply for one online [www.usi.gov.au](http://www.usi.gov.au) Further information on the national USI system is available from the academy administration.

**Confirmation:** Enrolment is confirmed upon payment of a deposit of course fee. PPL, TBA, THAA will collect no more than \$1500 of the total fee on initial enrolment.

## FEES

**Full Fee:** From \$12,995.00 – Payment plans and options available. Propel and The Barber Academy publishes on its website all course fees relevant to all available courses and Units of Study. These fees may change from time to time and all changes will be published on the Propel and Academies website. Any learner affected by changes to course fees will be notified in writing. Upon enrolment, you will receive confirmation of the tuition fees for your chosen course via invoice based on your payment method. (If you select to pay your course fee on a repayment schedule this will need to be arranged through EziDebit Pty Ltd, there may be additional fees connected to this service which you will be made aware of through their portal). To secure enrolment, a non-refundable deposit is required. Please refer to our financial management policy on the website for further information.

**About fees:** The course fees specified above are fully inclusive of all textbooks, learning materials, tuition costs and support services for the duration of the course.

## **CANCELLATIONS& REFUNDS**

**Course cancellation:** Students are entitled to a full refund, without deduction if course is cancelled by Propel Academies for any reason prior to commencement.

If Propel academies, closes or ceases to deliver any part of the course in which you are enrolled we will work with you to refund the part of the course yet to be delivered, transfer you to another similar course acceptable to you at no cost, find options for your transfer to another provider.

**Student withdrawal:** Withdrawal must be in writing, contact administration to process. All student fees paid will be refunded where written notice of withdrawal is provided at least 5 working days prior to course commencements. Note that \$50 will be deducted from the refund amount to cover administration costs.

### **Deposits are non-refundable.**

Students wishing to cancel fewer than five working days prior to their course commencing or at any time after are not entitled to a refund, and course fees are required to be paid. Although partial refund may be paid at the discretion of the academy where exceptional circumstances can be demonstrated. All such requests must be in writing.

**Changes:** If there are any changes to your enrolment or the information under which you were enrolled that affect you, we will advise you as soon as possible. This includes changes to the ownership of the academy or to any training delivery arrangement such as a third party or other services.

## **OTHER INFORMATION**

**Student handbook:** Our student handbook is available to all prospective students and may be obtained prior to enrolment from our websites. The student handbook reflects our policies and procedures and contains information on enrolment process, skills recognition, participation in training and assessment, support services, fees, refunds, rules and regulations and a range of general information. Refer to our website for complaints and appeals processes.