

# Course Information 2017

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## SHB20216 – Certificate II Salon Assistant

The Certificate II in Salon Assistant aims to provide students with the skills to perform a range of roles within the Hair and beauty sector, such as working as:

- A salon assistant
- Beauty assistant
- Hair and makeup assistant

The course includes online learning, classroom learning and practical skills. Students will also engage a mix of events on campus and a practical work placement component which will involve working in industry.

## Pathways

The Certificate II Salon Assistant can lead to further study in Hair & Beauty, such as Certificate III in Hairdressing or similar qualifications.

## Fees 2017

- Eligible for Government Funding: \$ 1,955.00 for the full course (without concession)
- Eligible for Government Funding: \$ 391.00 concession
- Ineligible for Government Funding: \$ 2,839.00 for the full course  
(VET in schools/Prior qualification at higher level held)
- Materials Fee: \$192.50 inc. gst

Centrelink concession card holders will pay the concession fee only if they are eligible for Government funding. If you have any questions about the course, your enrolment, or the fees, please come and talk with us or ring us during office hours.

## Office Hours: Monday to Thursday, 9am–5pm and Friday, 9 am–4 pm

(Answering service available after hours – 5672 3115)

## Refund Policy

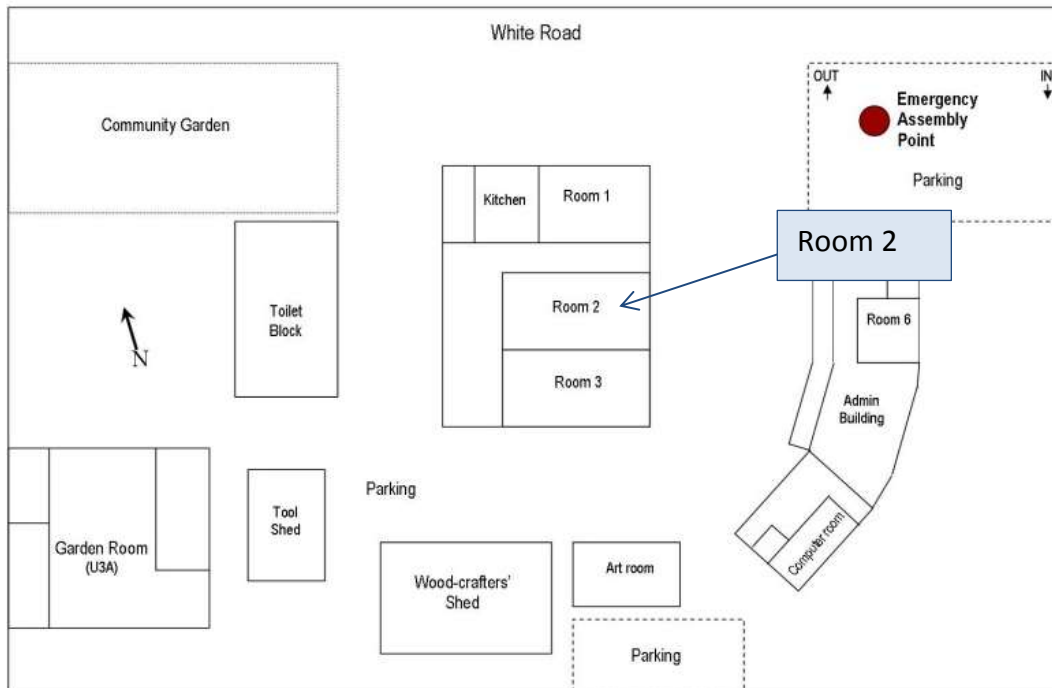
- Cancellation of a course by BCAEC for any reason will mean participants receive a full refund.
- Cancellation, by the participant, within seven (7) days of the course running will result in a full refund but outside (7) days may incur an administrative fee of \$20.
- Certificates will not be awarded until fees have been fully paid.

## Timetable and Location

This certificate will be delivered between 9.30am–3:00pm on Wednesdays, from 15<sup>th</sup> of February until Wednesday 28<sup>th</sup> of June.

Classes will be held in Room 2 (The Hair & Beauty Room) at the Bass Coast Adult Education Centre in Wonthaggi.

### Map of Bass Coast Adult Education Centre



## Course structure

Units delivered are based on a mix of hair and beauty units, relevant to the industry.

<b>CURRENT CODE:</b>	<b>CURRENT NAME:</b>	<b>HOURS:</b>
BSBWHS201	Contribute to health and safety of self and others	20
SHHBAS001	Provide shampoo and basic services	40
SHBHDES001	Dry hair to shape	40
SHBHIND001	Maintain and organise tools, equipment and work areas	20
SHBXCCS001	Conduct salon financial transactions	25
SHBXCCS003	Greet and prepare clients for salon services	10
SHBXIND001	Comply with organisational requirements within a personal services environment	45
SHBXIND002	Communicate as a part of a team	30
SHBHCLS001	Apply hair colour products	30
SHBHIND002	Research and use hairdressing industry information	15
SHBHREF005	Rinse and neutralise chemically restructured hair	25
SHBXCCS004	Recommend products and services	20
SIRXSL001	Sell to the retail customer	20
<b>TOTAL PACKAGE HOURS</b>		<b>340</b>