**Victorian Purchasing Guide**

**for**

**SHB Hairdressing and Beauty Services Training Package**

**Release 4.0**

**March 2022**

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Victorian Purchasing Guide ⎯ Release History

**Note**: RTOs should refer to the National Register for the detail of changes made in each Release. (See [National Register](https://training.gov.au/Home/Tga) for more information)

| Training Package Release  | **Date VPGApproved** | Comments |
| --- | --- | --- |
| SHB Hairdressing and Beauty Services Training PackageRelease No 4.0 | 7 March 2022 | This purchasing guide reflects Release 4 of the SHB Training Package which includes:* 2 new Beauty qualifications
* 6 revised Beauty qualifications
* 30 new units of competency
* 41 revised non equivalent units of competency
* 3 revised equivalent units of competency
 |
| SHB Hairdressing and Beauty Services Training PackageRelease No. 3 | 3 October 2018 | This purchasing guide reflects Release 3 of the SHB Training Package, the transition of the final qualification in SIB10 Training Package to SHB* SHB60118 Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction
 |
| SHB Hairdressing and Beauty Services Training PackageRelease No. 2 | 25 September 2017 | Adjustment to the hours for SHB30115 Certificate III in Beauty Services based on change in the market. |
| SHB Hairdressing and Beauty Services Training PackageRelease No.2 | 16 May 2016 | This purchasing guide reflects Release 2 of SHB Training Package, the transition of the following 7 qualifications from the SIH and SIB Training Packages to SHB:* SHB20216 Certificate II in Salon Assistant
* SHB20116 Certificate II in Retail Cosmetics
* SHB30416 Certificate III in Hairdressing
* SHB30516 Certificate III in Barbering
* SHB40216 Certificate IV in Hairdressing
* SHB50216 Diploma of Salon Management
* SHB80116 Graduate Certificate in Hairdressing Creative Leadership
 |
| SHB Hairdressing and Beauty Services Training PackageRelease No.1 | December 2015 |  |

**SHB Hairdressing and Beauty Services Training Package Release 4.0
Victorian Purchasing Guide**

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INTRODUCTION

What is a Victorian Purchasing Guide?

The Victorian Purchasing Guide provides information for use by Registered Training Organisations (RTOs) in the provision of Victorian government subsidised training.

Specifically the Victorian Purchasing Guide provides the following information related to the delivery of nationally endorsed Training Packages in Victoria:

* The maximum and minimum payable hours available for each qualification.
* Nominal hours for each unit of competency within the Training Package.

Registration

RTOs must be registered by either the Victorian Registration and Qualifications Authority (VRQA) or the Australian Skills Qualification Authority (ASQA) regulatory body to be eligible to issue qualifications and Statements of Attainment under the Australian Qualifications Framework (AQF).

The VRQA is the regulatory authority in Victoria responsible for the registration of Vocational Education and Training (VET) providers who offer courses to domestic students in Victoria only.

ASQA is the regulatory authority responsible for the registration of VET providers who offer training in Victoria, nationally and / or internationally.

Transition

The relationship between new units and any superseded or replaced units from the previous version of **SHB Hairdressing and Beauty Services Training Package Release 4.0** is provided in theTraining PackageCompanionVolume Implementation Guide. (See [Companion Volumes](https://vetnet.education.gov.au/Pages/default.aspx) for more information).

Information regarding transition arrangements can be obtained from the state or national VET Regulatory Authority (see Contacts and Links section).

RTOs must ensure that all training and assessment leading to issuance of qualifications or Statements of Attainment from the **SHB Hairdressing and Beauty Services Training Package Release 4.0** is conducted against the Training Package units of competency and complies with the assessment requirements.

QUALIFICATIONS

| **Code** | **Title** | **Minimum Payable Hours** | **Maximum Payable Hours** |
| --- | --- | --- | --- |
| SHB20121 | Certificate II in Retail Cosmetics | 499 | 525 |
| SHB20216 | Certificate II in Salon Assistant | 318 | 335 |
| SHB30121 | Certificate III in Beauty Services | 670 | 705 |
| SHB30221 | Certificate III in Make-Up | 627 | 660 |
| SHB30321 | Certificate III in Nail Technology | 551 | 580 |
| SHB30416 | Certificate III in Hairdressing | 1026 | 1080 |
| SHB30516 | Certificate III in Barbering | 812 | 855 |
| SHB40121 | Certificate IV in Beauty Therapy | 1154 | 1215 |
| SHB40216 | Certificate IV in Hairdressing | 494 | 520 |
| SHB50121 | Diploma of Beauty Therapy. | 1558 | 1640 |
| SHB50216  | Diploma of Salon Management | 499 | 525 |
| SHB50321 | Diploma of Cosmetic Tattooing | 385 | 405 |
| SHB60118 | Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction | 470 | 470 |
| SHB60221 | Advanced Diploma of Skin Therapy. | 622 | 655 |

UNITS OF COMPETENCY AND NOMINAL HOURS

| Unit Code | Unit Title | Nominal Hours |
| --- | --- | --- |
| SHBBBOS007 | Apply cosmetic tanning products | 20 |
| SHBBBOS008 | Provide body massages | 100 |
| SHBBBOS009 | Provide aromatherapy massages | 80 |
| SHBBBOS010 | Use reflexology relaxation techniques in beauty treatments | 30 |
| SHBBBOS011 | Provide superficial lymph massage treatments | 80 |
| SHBBCCS004 | Demonstrate retail skin care products | 25 |
| SHBBCCS005 | Advise on beauty products and services | 30 |
| SHBBCCS006 | Prepare personalised aromatic plant oil blends for beauty treatments | 35 |
| SHBBCCS007 | Interpret the chemical composition and physical effects of cosmetic products | 30 |
| SHBBCOS001 | Provide cosmetic tattooing consultations | 30 |
| SHBBCOS002 | Apply knowledge of colour theory and pigmentology to cosmetic tattooing | 40 |
| SHBBCOS003 | Incorporate elements and principles of design in cosmetic tattooing | 40 |
| SHBBCOS004 | Provide cosmetic tattoo for eyebrows | 40 |
| SHBBCOS005 | Provide cosmetic tattoo for lips | 40 |
| SHBBCOS006 | Provide cosmetic tattoo for eyes | 40 |
| SHBBCOS007 | Provide cosmetic tattoo for scalp micropigmentation | 40 |
| SHBBCOS008 | Provide 3D nipple areola complex tattooing | 40 |
| SHBBFAS004 | Provide lash and brow services | 30 |
| SHBBFAS005 | Provide facial treatments and skin care recommendations | 100 |
| SHBBFAS006 | Provide specialised facial treatments | 100 |
| SHBBHRS005 | Identify and control safety risks for intense pulsed light and laser hair reduction treatments  | 35 |
| SHBBHRS006 | Design laser hair reduction treatment programs | 40 |
| SHBBHRS007 | Provide laser hair reduction treatments  | 100 |
| SHBBHRS008 | Design intense pulsed light hair reduction treatment programs | 30 |
| SHBBHRS009 | Provide intense pulsed light hair reduction treatments  | 150 |
| SHBBHRS010 | Provide waxing services | 100 |
| SHBBHRS011 | Provide female intimate waxing services | 24 |
| SHBBHRS012 | Provide male intimate waxing services | 20 |
| SHBBHRS013 | Provide hair reduction treatments using electrical currents | 145 |
| SHBBINF002 | Maintain infection control standards | 75 |
| SHBBMUP008 | Apply eyelash extensions | 40 |
| SHBBMUP009 | Design and apply make-up | 45 |
| SHBBMUP010 | Design and apply make-up for photography | 30 |
| SHBBMUP011 | Design and apply remedial camouflage make-up | 35 |
| SHBBMUP012 | Apply airbrushed make-up | 30 |
| SHBBMUP013 | Design and apply creative make-up | 50 |
| SHBBMUP014 | Work collaboratively on make-up productions | 40 |
| SHBBMUP015 | Apply volume eyelash extensions | 85 |
| SHBBNLS007 | Provide manicure and pedicare services | 60 |
| SHBBNLS008 | Apply gel and dip powder nail enhancements | 80 |
| SHBBNLS009 | Apply acrylic nail enhancements | 55 |
| SHBBNLS010 | Apply nail art | 15 |
| SHBBNLS011 | Use electric file equipment for nail services | 30 |
| SHBBNLS012 | Apply advanced nail art | 25 |
| SHBBRES002 | Investigate developments in cosmetic treatments using light and laser systems  | 40 |
| SHBBRES003 | Research and apply beauty industry information | 20 |
| SHBBSKS006 | Pierce ear lobes | 20 |
| SHBBSKS007 | Provide diathermy treatments | 60 |
| SHBBSKS008 | Provide upper body piercings | 30 |
| SHBBSKS009 | Provide micro-dermabrasion treatments | 40 |
| SHBBSKT001 | Provide skin therapy consultations | 30 |
| SHBBSKT002 | Provide advice on specialised skin care formulations and ingredients | 15 |
| SHBBSKT003 | Identity and control safety risks for light-based skin treatments | 35 |
| SHBBSKT004 | Design intense pulsed light skin treatment programs | 30 |
| SHBBSKT005 | Provide intense pulsed light skin treatments | 100 |
| SHBBSKT006 | Design laser skin treatment programs | 40 |
| SHBBSKT007 | Provide laser skin treatments | 100 |
| SHBBSKT008 | Design light emitting diode treatment programs | 30 |
| SHBBSKT009 | Provide light emitting diode skin treatments | 20 |
| SHBBSKT010 | Provide skin needling treatments | 75 |
| SHBBSKT011 | Provide superficial peel treatments | 30 |
| SHBBSKT012 | Investigate developments in cosmetic treatments for skin rejuvenation | 25 |
| SHBBSPA005 | Work in a spa therapies framework | 20 |
| SHBBSPA006 | Provide spa therapies | 80 |
| SHBBSPA007 | Provide stone therapy massages | 45 |
| SHBBSPA008 | Provide Indian head massages for relaxation | 25 |
| SHBBSSC001 | Incorporate knowledge of skin structure and functions into beauty therapy | 60 |
| SHBBSSC002 | Incorporate knowledge of body structures and functions into beauty therapy | 60 |
| SHBBSSC003 | Research and apply information on skin science in a skin therapy context | 20 |
| SHBBSSC004 | Identify the function and structure of skin and hair for cosmetic tattooing | 40 |
| SHBHBAS001 | Provide shampoo and basin services | 40 |
| SHBHBAS002 | Provide head, neck and shoulder massages for relaxation | 20 |
| SHBHCCS001 | Plan hair services for special events | 20 |
| SHBHCLS001 | Apply hair colour products | 30 |
| SHBHCLS002 | Colour and lighten hair | 65 |
| SHBHCLS003 | Provide full and partial head highlighting treatments | 45 |
| SHBHCLS004 | Neutralise unwanted colours and tones | 55 |
| SHBHCLS005 | Provide on scalp full head and retouch bleach treatments | 55 |
| SHBHCLS006 | Solve complex colour problems | 55 |
| SHBHCLS007 | Enhance hair designs using creative colouring and lightening techniques | 65 |
| SHBHCUT001 | Design haircut structures | 20 |
| SHBHCUT002 | Create one length or solid haircut structures | 30 |
| SHBHCUT003 | Create graduated haircut structures | 35 |
| SHBHCUT004 | Create layered haircut structures | 35 |
| SHBHCUT005 | Cut hair using over-comb techniques | 30 |
| SHBHCUT006 | Create combined haircut structures | 45 |
| SHBHCUT007 | Create combined traditional and classic men’s haircut structures | 45 |
| SHBHCUT008 | Design and perform creative haircuts | 45 |
| SHBHCUT009 | Cut hair using freehand clipper techniques | 25 |
| SHBHCUT010 | Create haircuts using tracks and carving | 30 |
| SHBHCUT011 | Design and maintain beards and moustaches | 20 |
| SHBHCUT012 | Shave heads and faces | 25 |
| SHBHCUT013 | Provide men’s general grooming services | 25 |
| SHBHDES001 | Dry hair to shape | 40 |
| SHBHDES002 | Braid hair | 30 |
| SHBHDES003 | Create finished hair designs | 50 |
| SHBHDES004 |  Create classic long hair up-styles | 30 |
| SHBHDES005 | Select and apply hair extensions | 45 |
| SHBHDES006 | Design and style long hair creatively | 50 |
| SHBHDES007 | Apply and maintain wigs and hairpieces | 40 |
| SHBHDES008 | Make wigs and hairpieces | 120 |
| SHBHIND001 | Maintain and organise tools, equipment and work areas | 20 |
| SHBHIND002 | Research and use hairdressing industry information | 15 |
| SHBHIND003 | Develop and expand a client base  | 35 |
| SHBHIND004 | Participate in session styling teams  | 65 |
| SHBHREF001 | Curl and volumise hair with chemical treatments  | 65 |
| SHBHREF002 | Straighten and relax hair with chemical treatments | 45 |
| SHBHREF003 | Straighten and relax hair with protein treatments | 45 |
| SHBHREF004 | Enhance hair designs using chemical reformation techniques | 45 |
| SHBHREF005 |  Rinse and neutralise chemically restructured hair | 25 |
| SHBHTLS001 | Provide technical leadership to hairdressing teams | 45 |
| SHBHTLS002 | Research and utilise hairdressing trends to advance creative work | 55 |
| SHBHTLS003 | Work as a session stylist | 30 |
| SHBHTLS005 | Conceive, develop and realise innovative hairdressing concepts for media | 90 |
| SHBHTLS006 | Conceive, develop and realise innovative hairdressing concepts for events | 90 |
| SHBHTLS007 | Plan and deliver professional hairdressing presentations | 70 |
| SHBHTLS008 | Originate and refine hair design concepts | 90 |
| SHBHTLS009 | Work to a brief to develop and refine hair designs | 70 |
| SHBHTRI001 |  Identify and treat hair and scalp conditions | 25 |
| SHBHTRI002 | Conduct trichological assessments | 45 |
| SHBHTRI003 | Develop and apply scalp treatment therapies | 35 |
| SHBXCCS004 | Recommend products and services | 20 |
| SHBXCCS005 | Maintain health and wellbeing in a personal services setting | 40 |
| SHBXCCS006 | Promote healthy nutritional options in a beauty therapy context | 40 |
| SHBXCCS007 | Conduct salon financial transactions | 25 |
| SHBXCCS008 | Provide salon services to clients | 30 |
| SHBXCCS009 | Greet and prepare clients for salon services | 10 |
| SHBXIND003 | Comply with organisational requirements within a personal services environment | 45 |
| SHBXIND004 | Develop skin therapy workplace policies and procedures | 50 |
| SHBXIND005 | Communicate as part of a salon team | 30 |
| SHBXPSM001 | Lead teams in a personal services environment | 55 |
| SHBXPSM002 |  Manage treatment services and sales delivery | 60 |
| SHBXPSM003 | Promote a personal services business | 60 |
| SHBXPSM004 | Develop a product and service range | 50 |
| SHBXWHS003 | Apply safe hygiene, health and work practices | 40 |
| SHBXWHS004 | Provide a safe work environment | 30 |

CONTACTS AND LINKS

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| **Curriculum Maintenance Manager (CMM)** |
| Service Industries CMM (SICMM) | The CMM Service is provided on behalf of Higher Education and Skills.CMM Service Executive Officers can assist with questions on payable and nominal hours. | Alison HollandsAddress: Victoria University PO Box 14428, Melbourne VIC 8001 Phone: (03) 9919 8351Email: Alison.Hollands@vu.edu.au |
| **Service Skills Organisation (SSO)** |
| SkillsIQ Ltd | This SSO is responsible for developing this **SHB Hairdressing and Beauty Services Training Package** and can be contacted for further information.  | Phone: 02 9392 8100Email: enquiries@skillsiq.com.auSee [SkllsIQ Website](https://www.skillsiq.com.au/) for more information. |
| **National Register of VET in Australia** |
| Training.gov.au (TGA) | TGA is the Australian government’s official National Register of information on Training Packages, qualifications, courses, units of competency and RTOs. | See the [National Register](http://training.gov.au/) for more information. |
| **Australian Government** |
| Department of Education, Skills and Employment | The Commonwealth Department is responsible for national policies and programmes that help Australians access quality vocational education and training.  | See the [Commonwealth Department of Education, Skills and Employment website](https://www.dese.gov.au/) for more information.  |
| **State Government** |
| Department of Education and Training (DET)  | DET is the State Training Authority responsible for supporting implementation of Vocational Education and Training (VET) in Victoria.  | (03) 9637 2000See the [Victorian Department of Education and Training website](http://www.education.vic.gov.au/) for more information. |
| **National VET Regulatory Authority** |
| Australian Skills Quality Authority (ASQA) | ASQA is the national regulator for Australia’s VET sector.  | Info line: 1300 701 801 See the [ASQA website](http://www.asqa.gov.au/) for more information. |
| **Victorian State VET Regulatory Authority** |
| Victorian Registration and Qualifications Authority (VRQA) | The VRQA is a statutory authority responsible for the registration and regulation of Victorian RTOs and for the regulation of apprenticeships and traineeships in Victoria. | (03) 9637 2806 See the [VRQA website](http://www.vrqa.vic.gov.au/) for more information.  |

GLOSSARY

|  |  |
| --- | --- |
| **Code** | Nationally endorsed Training Package qualification code. |
| **Title** | Nationally endorsed Training Package qualification title. |
| **Unit Code** | Nationally endorsed Training Package unit code. |
| **Unit Title** | Nationally endorsed Training Package unit title. |
| **Maximum Payable Hours** | The maximum number of hours the Victorian Government will subsidise under Skills First funding for the achievement of the minimum realistic vocational outcome of the qualification, as determined by the qualification packaging rules.  The Maximum Payable Hours do not cover every possible combination of core and elective units available for a specific qualification.   Minimum payable hours reflect a calculated minimum number of hours that could deliver a minimum realistic vocational outcome, based on efficiencies of contextualisation and integration. |
| **Scope of Registration** | Scope of registration specifies the AQF qualifications and/or units of competency the training organisation is registered to issue and the industry training and/or assessment services it is registered to provide. |
| **Nominal Hours** | Nominal hours reflect the anticipated time taken to deliver and assess the outcomes of a unit of competency excluding unsupervised delivery or the time taken for repeated practical application of skills. Nominal hours are determined by the Victorian State Training Authority (DET) and are primarily developed for funding purposes in Victoria. |