

Australian Hair & Beauty College

ABN: 47 107 961 642

Provider 91006 CRICOS 02606J

Request for Recognition of Prior Learning

If you believe you already have the skills and knowledge required to demonstrate competency you can request recognition of prior learning (RPL). It does not matter whether you acquired your skills and knowledge through formal learning, work experience and/or life experiences.

To request RPL you will need to:

- Read the units of competency and talk to the Principal / College Coordinator if there is anything you need explained.
- Check your skills and knowledge for each unit of competency. These are outlined below.
- Collect your evidence to show your competence. Your evidence must be valid (as described in the unit of competency), sufficient (enough), current (up-to-date) and authentic (your own work).
- List the types of evidence you have for each unit of competency.
- Present your evidence and the list of evidence to the General Manager or the Director of studies and compliance along with \$250.00 for the application assessment

The assessor may ask you to undergo a challenge test (trade test). You must pay the costs involved in RPL.

What is a challenge Test?

A challenge Test is mostly required. The College will organise a model for you or you may bring your own. The General Manager or the Director of studies and compliance will assess your application and notify you of what is required for the Trade Test. **For example:**

Task 1: Perform a consultation and service of a Half Head of Foils, Two tones with a fashion cut and blow-dry

Task 2: Perform a consultation and service of a Chemical Straightening Service including a cut and blow-dry

Task 3: Perform a consultation and service of a Colour Correction
Etc

Participants in a Trade Test:

- Candidate
- Model
- Assessor
- Technical Expert
- Director of studies and compliance

What is the cost for RPL?

RPL is an individual service; the fees depend of the application for example:

1. Is the candidate seeking 100% recognition
2. How much evidence does the candidate have
3. How current is the evidence supplied

Name: _____

Address: _____

Phone No: _____

Email: _____

I request RPL for the following qualification:

- Diploma in Hairdressing – WRH50106
- Certificate IV Hairdressing – WRH40106
- Certificate III in Hairdressing – WRH30106

• Suggested forms of evidence include:

References,
Resume with contactable references
Photos,
Videos,
Previous Trade test,
Client records or testimonials from clients

In the following units of competency:

Please list the unit code number and the unit title from your summary of assessment form and the evidence you present.

AHBC representatives that may be involved in a RPL process:

- General Manager
- Director of studies and compliance
- College Coordinator
- Unit Coordinator for specified qualification selected for the RPL

Recognition of Prior Learning Process

1. Student approaches AHBC with enquiry about recognition of prior learning (RPL) for any of the above courses listed.
2. General manager or Director of studies and compliance provides information to student about RPL, including specified information of desired course selected.
3. Student approaches AHBC about application and procedure with RPL application
4. AHBC makes initial assessment and makes recommendation to student about continuing with RPL process.
5. Not suitable for RPL? Go to Step 6
Suitable for RPL? Go to Step 7
6. AHBC advises student to choose another course of action. Advice might include suggesting:
 - The student defer the RPL and gather further evidence over time for future submission

- Further development of skills in the workplace
 - The student enrol in selected units and or consider Statements of Attainment only
7. AHBC (General Manager or Director of studies and compliance) meets with student to discuss the RPL process. This includes completing enrolment details, providing student with RPL application form and agreeing on communication arrangements
 8. Student gathers evidence liaised with AHBC on matters relating to evidence collection and presentation of evidence in portfolio form.
 9. Student submits RPL evidence portfolio to AHBC for assessment
 10. AHBC review RPL evidence portfolio and makes a decision
 11. Candidate not successful? Go to Step 12
Candidate successful? Go to Step 17
 12. AHBC liases with student, identifies gaps, recommends action plan and outlines resubmission process and timeframe similar to point 6
 13. Student gathers additional evidence and submits according to agreed action plan
 14. AHBC will assess additional evidence submitted by student and makes decision
 15. Candidate not successful, go to step 16
Candidate successful, go to step 17
 16. AHBC rejects RPL and advises student accordingly with reasons for non approval
 17. AHBC grants RPL
 18. AHBC will issue the qualification

Example of how to complete the checklist (mapping your evidence across)

Certificate III in Hairdressing WRH30106		
Unit Code	Unit Title	My Evidence to be mapped to AHBC RPL manual
WRHCS202A	Maintain Tools and Equipment	My resume includes setting up for days in the salon in where my duties where to clean the salon equipment Photos of me cleaning and setting up for the day Reference from my employer stating that this was part of my tasks
WRHCS204A	Maintain and organise work areas	My resume includes this unit as one of my day to day tasks in the salon Photos of me preparing my workstation Testimonial from a client that states my workstation was always ready the services she required

- Should you feel that you may have evidence that is not listed on this form – please submit it along with your application and AHBC will notify you if the evidence is acceptable

Certificate III in Hairdressing WRH30106

Unit Code	Unit Title	My Evidence to be mapped to AHBC RPL manual
WRHCS202A	Maintain Tools and Equipment	
WRHCS204A	Maintain and organise work areas	
WRRLP1B	Apply safe working practices	
WRHCS205A	Follow personal health and safety routines at work	
WRRCS1B	Communicate in the workplace	
WRRER1B	Work effectively in a retail environment	
WRRCS201A	Prepare Clients for Salon Service	
WRRS1B	Sell products and services	
WRBCS203B	Provide Service to Clients	

WRBCS201B	Conduct financial transaction	
WRHHS301A	Apply the principles of hairdressing science	
WRHHS302A	Consult with clients and treat hair and scalp conditions	
WRHHD303A	Design and apply short to medium-length hair	
WRHHD304A	Design and apply long hair design finishes	
WRHHD202A	Apply single, two and three strand braiding techniques	
WRHHC301A	Design haircut structures	
WRHHC302A	Apply one length/solid haircut structures	
WRHHC303A	Apply graduated haircut structures	

WRHHC304A	Apply layered haircut structures	
WRHHC305A	Apply over-comb techniques	
WRHHC306A	Combine haircut structures on women	
WRHHC308A	Design and maintain beards and moustaches	
WRHCL302A	Colour and lighten hair	
WRHCL304A	Perform Colour Correction	
WRHCL303A	Design and perform full and partial highlighting techniques	
WRHCL305A	Perform on scalp full head and re-touch bleach services	

WRHCR302A	Perform chemical curling and Volumising services	
WRHCR303A	Perform chemical straightening and relaxing service	
WRHWP302A	Operate effectively as a hairdresser in a salon work team	
Certificate IV in Hairdressing WRH40106		
Unit Code	Unit Title	My Evidence to be mapped to AHBC RPL manual
All units and evidence above plus:		
WRHCL305A	Perform on Scalp full head and re-touch bleach services	
WRHCL406A	Solve Complex Colour problems	
WRHHC410A	Design and perform creative haircuts (6)	
WRHHD304A	Design and apply long hair design finishes	
WRHHD406A	Work as a session stylist	
WRRLP2B	Coordinate work teams	

WRRLP3B	Maintain store safety	
WRRM6A	Create a Display for a small business	
WRRC4B	Coordinate Interaction with Customers	
WRR15A	Maintain and Order Stock	
WRRS4B	Build Relationships with Customers	
Diploma of Hairdressing Salon Management WRH50106		
Unit Code	Unit Title	My Evidence to be mapped to AHBC RPL manual
WRHSM501A	Manage hairdressing services and sales delivery	
WRHSM502A	Promote a hairdressing business	
BSBSBM406A	Manage finances	
WRRO3B	Provide a safe working environment	

WRRPM2B	Recruit and select personnel	
WRRPM3B	Lead and Manage People	
BSBFLM507A	Manage quality customer service	
BSBFLM509A	Promote continuous improvement	
WRBCS513B	Investigate new products and services	
BSSBM404A	Undertake business planning	