



Provider: 91006, CRICOS: 02606J, ABN: 47 107 961 642

Course Guide for Certificate III in Hairdressing WRH30106 (52 weeks)
 42 weeks tuition and 10 weeks break = 840 hours

Suite 12, 13 Level 1 the Royal Arcade
 175-181 Oxford Street
 Bondi Junction
 2022

Career Pathways

The Certificate III in Hairdressing is the Trade qualification for the industry. The course combines theory with practical experience in a salon. It provides you with the skills necessary to work as a hairdresser, from the basics, such as how to maintain a clean, safe and efficient workplace, to how to communicate effectively in a salon environment. When you complete this course you will be qualified to treat, cut, colour and style hair, coordinate a salon team and sell various products and services.

Entry Advice

International students must have evidence of an English language level of 5.5 on the IELTS scale or equivalent. There are no other pre-requisites for the WRH30106 Certificate III Course. Applicants must be 18 years of age at the time of commencement and the signing of documents.

Language, Literacy and Numeracy advice

- **Reading and Writing** – A learner will be able to read, interpret and write a range of context
- **Oral Communication** – A learner will be able to use and respond to spoken language within a variety of contexts
- **Numeracy/Mathematics** – A learner will be able to recognise and use a variety of conventions and symbols of formal mathematics

RPL & RCC (Recognition of Prior Learning, Recognition of Current Competence and Credit Transfer)

Students who believe they already have the skills and knowledge required to demonstrate competency can request RPL/RCC by completing the form titled Request for Recognition of Prior Learning. Students must provide valid, sufficient, current and authentic evidence to demonstrate competency. The assessor may require the student to undergo a challenge test. The cost for RPL is to be covered by the student. Please ask your Unit Co-ordinator if you wish to apply. Should RPL be granted to international students your visa maybe affected.

To achieve a Certificate III in Hairdressing, 29 units of competency must be completed
 C – Core Units (23 units of competency) E – Elective Units (6 units of competency)

WRHCS202A	Maintain tools and equipment	C
WRHCS204A	Maintain and organise work areas	C
WRRLP1B	Apply safe working practices	C
WRHCS205A	Follow personal health and safety routines at work	C
WRRCS1B	Communicate in the workplace	C
WRRER1B	Work effectively in a retail environment	C
WRHCS201A	Prepare clients for salon service	C
WRRS1B	Sell products and services	C
WRBCS203B	Provide Service to Clients	C
WRBCS201B	Conduct financial transactions	C
WRHHS301A	Apply the principles of hairdressing science	C
WRHHS302A	Consult with clients and treat hair and scalp conditions	C
WRHHD303A	Design and apply short to medium-length hair design finishes	C
WRHHD304A	Design and apply long hair design finishes	E
WRHHD202A	Apply single, two and three strand braiding techniques	E
WRHHC301A	Design haircut structures	C
WRHHC302A	Apply one length/solid haircut structures	C
WRHHC303A	Apply graduated haircut structures	C
WRHHC304A	Apply layered haircut structures	C
WRHHC305A	Apply over-comb techniques	C
WRHHC306A	Combine haircut structures on women	E
WRHHC308A	Design and maintain beards and moustaches	E
WRHCL302A	Colour and lighten hair	C
WRHCL304A	Perform Colour Correction	C
WRHCL303A	Design and perform full and partial highlighting techniques	C
WRHCL305A	Perform on scalp full head and re-touch bleach services	E
WRHCR302A	Perform chemical curling and volumising services	C
WRHCR303A	Perform chemical straightening and relaxing services	C
WRHWP302A	Operate effectively as a hairdresser in a salon work team	E

Resources include:

Learning guides: TAFE SA, Computers: Five PC's plus a laptop for students to use, Library, Workbooks Printers Photo copier
 Salon plant and equipment Lecturers, Demonstrations, Role plays DVD's Televisions DVD players, Excursions etc.

Shifts:

The Australian Hair and Beauty College provides courses in Hairdressing. The College provides three shifts for all three qualifications. The shifts are Monday to Thursday 9.00am to 2.00pm, 2.00pm to 8.00pm and Friday 9.00am to 5.00pm. Students on a Student Visa or obtaining Austudy benefits must attend 20 hours of full time study per week of face-to-face study. Students must maintain an 80% attendance requirement for the course for which they are enrolled for. Students are allowed 10 weeks holiday per year provided their academic progress is satisfactory and they have a good attendance pattern. Please see the attendance enforcement officer for more information regarding holiday breaks.

Lecture Class and Job ready timetable:

AHBC has two timetables; **the first timetable** represents classes for the five clustered disciplines students will be studying at AHBC. There are two classes a day for each disciplines from Monday to Thursday, Fridays are generally salon day where students perform their tasks on real clients. The Disciplines are: Salon Fundamentals (8wks), Hair Design (8wks), Perm(4wks), Colour (12wks) and Cutting (10wks). There are a few units in Certificate III that are assessed throughout the course for example WRRCS1B Communicate in the Workplace and WRHWP302A Operate effectively as a hairdresser in a salon work team. **The second timetable** represents Job ready classes; these classes form part of the last mentioned unit and appear on a rotating timetable of five weeks. Each week there are two classes that represent the same lesson plan. Students may choose which one they would like to attend or they may attend both. AHBC encourages all students to attend as many of these classes as they can, the facilitators will bring their own salon experience to the lesson – this will prepare you more for the workplace after you complete your qualification. The classes for job ready are named as follows:

1. Job ready 1 – Preparation and the CV
2. Job ready 2 – The Interview
3. Job ready 3 – In the Salon
4. Job ready 4 – The skills test
5. Job ready 5 – The hairdresser workshop

Please ask your educator for a copy of these timetables when you commence your course

Attendance

Your attendance at the College will be monitored, recorded and assessed electronically in Suite 12 of the College. You will be issued with a PIN number and your photo will be taken for the system and for your Identity card you must wear when you are at the College. Your attendance will be monitored weekly. AHBC requires all students to attend 20hours a week. Our attendance intervention strategy will be activated when you are below 80% for the week or at the bimonthly assessment (every 8 wks) if you have only made the minimum amount of attendance each week. The intervention strategy for attendance has five stages for each course. The stages are discussed in depth in your student handbook. Here is a summary of what happens when the minimum attendance has not been achieved for a week:

Stage 1 – Verbal warning, **Stage 2** – Written warning **Stage 3** – Counselling **Stage 4** – Notification of intent to report to the General manager or Director of studies and compliance **Stage 5** – Notification of intent to report to the Secretary of DEEWR through PRISMS (copy of complaints and appeals process will accompany this Notification)

The process you must follow daily:

- Students report to the attendance desk to log in with their PIN number. The computer will now register the students attendance
- The Attendance enforcement officer will confirm the students identity by the accompanying photo that will appear on the screen when the student logs in
- When students are leaving to go home after their planned shift they must log out with their PIN at the attendance desk

Assessments

AHBC has the following method of assessments for a

Training methods

The following training methods will be used to deliver the course:

- Demonstrations
- Lectures
- Field Trips
- Practical sessions (client services)
- Q & A
- Activities
- Role plays
- Case studies
- DVD
- Computer assisted learning

Assessment methods (Evidence-gathering techniques)

The evidence gathered throughout the course may include:

- Workbooks
- Lecture attendance
- Exam results
- Client service feedback forms
- Observations
- Q & A
- Role plays
- Case studies
- Consultation sheets

Plan your study

The most effective learning occurs when you take responsibility for your learning and actions. Therefore, at the course induction, you will be asked to develop yourself a learning plan, with the assistance of your educators. Your learning plan provides details about:

- the goals to be achieved (for example, Certificate III in Hairdressing, Certificate IV in Hairdressing, Diploma of Hairdressing Salon Management)
- the activities to be undertaken (for example, quizzes in learning guides; theory classes, product knowledge seminars, salon practice in College Salon);

To assist you realising your plan, the College will ensure that during College opening hours you will have access to: Educators on hand for assistance, Personal Learning Guides, DVDS and videos, Internet access for research, Library resources Access to Theory and Computer room for assessments Access to Student Salon.