

SHB50115 Diploma of Beauty Therapy (Local Students)

Who Should Study this Course?

This course is for people desiring to work as a beauty therapist providing a range of beauty therapy treatments and services such as facials, body massage and treatments, lash and brow treatments, hair removal, nail and make-up services. This includes consultation with clients to provide beauty advice, recommend beauty treatments and services, and sell retail skin-care and cosmetic products. The position may be held in beauty salons, spas, skin clinics, resorts, cruise ships, and as a make-up artist.

People in these roles work relatively autonomously and are accountable for personal outputs. They display self-directed application of knowledge and skills, often with substantial depth in some areas where judgement is required in planning and selecting appropriate equipment, services and techniques.

This qualification is intended for school leavers, people looking to change career, return to work mothers and mature age students.

Where is the Course Delivered?

The course is delivered at YES College's Campus, located at Suite 301, 106 Church Street, Parramatta, NSW 2150. The campus is situated opposite Westfield Parramatta and is 2 to 4 minutes' walk from Parramatta train station.

Career Opportunities

Academic Pathways

On completion of this qualification, candidates may choose to undertake the SHB50216 Diploma of Salon Management or SIB70110 Graduate Certificate in Intense Pulsed Light and Laser Hair Reduction to have a successful career as a beauty therapist salon/spa owner and or proceed into the wider areas of the beauty industry.

Employment Pathways

Participants will also be eligible to seek employment working in a beauty salon, spa, skin clinic, resort, cruise ship, or as a make-up artist.

Entry Requirements

For direct entry into this program, candidates must be able to demonstrate:

- Minimum 17 years of age,
- And
- All learners are required to provide a copy of a *senior secondary certificate of education* which has been awarded to the learner by an agency or authority for the student's completion of year 12
- Or
- The learner is assessed as displaying competence at or above *exit level 3* in the Australian Core Skills Framework (ACSF) in both reading and numeracy;
- And
- The VET provider YES College reasonably believes that the learner displays that competence.

Additional entry requirements:

- Students of this course will be required to access computers for learning purposes and to complete course assessments. As such, learners must have beginner/intermediate computer skills in programs such as Microsoft Word, Excel, Power point and Outlook and knowledge of how to use the Internet to access information.

Entry requirements will be checked at enrolment in line with the Institute's Student entry requirements, selection, enrolment and orientation policy.

Award

This course is part of the SHB Hairdressing and Beauty Services Training Package. Candidates that successfully complete this qualification will be issued with a Nationally Recognised:

- SHB50110 Diploma of Beauty Therapy



Teaching Methods

The program is delivered at our college premises via face to face trainer led theory and practical classes. Delivery of training is through the use of lectures and presentations by industry experts, group activities, pair work, demonstrations, class presentations and practical work, including practical work on members of the public.

Uniform

Students are required to wear their YES College uniform and enclosed shoes at all times while attending the college.

Assessment Methods

Assessment is by:

- Practical observation of students working on paying members of the public in the YES College training salon. Students have a log book which they must complete.
- Evidence of treatments gathered for each practical treatment which are submitted at the end of each unit.
- Completion of student workbooks which must be submitted by the set due date.

Facilities and Equipment

YES College beauty classrooms transform into a working salon environment with treatment rooms separated by curtains. There is a reception area with a computerised salon system, point of sale and retail area. The beauty classrooms are equipped with adjustable beds, consumables, wax pots, tools and equipment relevant to each unit, treatment products, wash basins, and adjustable lighting.

All theory rooms include modern audio-visual facilities, including, data projectors and whiteboards.

Two student computer labs are available on campus and are accessible between 8:00am – 9:30pm, Monday to Friday and 9am – 5pm, Saturday and Sunday. The student computer lab includes networked Computers with Microsoft Office, Internet, and printing and photocopying facilities. Printing and photocopying costs 10 cents per page for black and white copies, and 20c per page for colour copies.

A small library is available on campus, which contains support materials available for student loan.

Resources and Materials

The student workbooks, beauty kit, manuals and make-up brushes **are** included in the Tuition Fees for this program. The YES College uniform and black towels **are not** included in the Tuition Fees for the program. (See Other Fees and Charges section for a list of all additional fees and charges associated with this course).

Students must also organise their own pens, pencils and writing materials for this course.

Units of Competency and Course Duration

This program is delivered over a period of 49 weeks which includes 45 tuition weeks and 4 weeks of holidays.

Stage 1 (12 weeks)			Core	Elective
1	SHBBRES001	Research and apply beauty industry information	X	
2	SHBXCCS001	Conduct salon financial transactions	X	
3	HBXCCS002	Provide salon services to clients	X	
4	SHBXIND001	Comply with organisational requirements within a personal services environment	X	
5	SHBXWHS001	Apply safe hygiene, health and work practices	X	
6	SHBBINF001	Maintain infection control standards		X
7	SHBBNLS001	Provide manicure and pedicure services	X	
8	SHBBFAS001	Provide lash and brow services	X	
9	SHBBHRS001	Provide waxing services	X	
10	SHBBHRS002	Provide female intimate waxing services		X
Stage 2 (11 weeks)				
11	SHBBFAS002	Provide facial treatments and skin care recommendations	X	
12	SHBBFAS003	Provide specialised facial treatments	X	
13	SHBBMUP002	Design and apply make-up	X	
14	SHBBMUP004	Design and apply remedial camouflage make-up		X
15	SHBBSKS005	Provide micro-dermabrasion treatments		X
Stage 3 (11 weeks)				
16	SHBBBOS002	Provide body massages	X	
17	SHBBBOS004	Provide aromatherapy massages		X
18	SHBBCCS002	Prepare personalised aromatic plant oil blends for beauty treatments		X
19	SHBBSPA003	Provide stone therapy massages		X
20	SHBBBOS005	Use reflexology relaxation techniques in beauty treatments		X
Stage 4 (11 weeks)				
21	SHBBBOS003	Provide body treatments	X	
22	SHBBSPA001	Work in a spa therapies framework		X
23	SHBBSPA002	Provide spa therapies		X
24	SHBBSPA004	Provide Indian head massage for relaxation		X
25	SHBBBOS001	Apply cosmetic tanning products		X

Holidays

Students are given one week holiday on completion of stage 1, two weeks holidays on completion of stage 2 and one week holiday on completion of stage 3.

Class Timetables

This course is run over two shifts depending on class availability. Each shift is delivered over 26 hours per week.

Shift	Days	Times	Scheduled Break Per Day
Shift 1	Monday –Thursday	9:30am – 4:00pm	-
Shift 2	Monday – Friday	4:15pm – 9:45pm	-

Note that Timetables are subject to change at the discretion of the institute.

Enrolment and Intakes

YES College runs four major intakes and two mid-term intakes each year:

- **Term 1 intake:** January
- **Mid-term 1/2:** March
- **Term 2 intake:** April
- **Term 3 intake:** July
- **Mid-term 3/4:** September
- **Term 4 intake:** October

The Institute also offers rolling enrolments where students are permitted to commence their course whilst the term is in session. All Students must attend orientation prior to commencing their course. For enrolment and finalised orientation details, please contact:

YES College
Suite 301, 106 Church Street, Parramatta, NSW 2150
Phone: 02 9635 0652
Email: info@yescollege.com.au

Tuition Fees

Application Fee*:	AUD \$ 0
Tuition Fee:	AUD \$ 10,400
Total:	AUD \$ 10,400

Material Fee* (YES College Uniform):	AUD \$ 35
Total inclusive of Material Fee:	AUD \$ 10,435

Total Course Fee is \$10,400. The course consists of 4 Units of Study and cost of \$2,600 per Unit of Study.

Payment options:

You are not required to pay the full amount up-front. There are flexible payment options available. The fees can be paid via the interest free fortnightly or monthly instalments using your debit or credit card Or by accessing the Australian Government's VET Student Loan scheme (eligible students).

This course is available for eligible students accessing VET Student Loans (\$10,150 cap). More information here <https://www.education.gov.au/vet-student-loans>. If paying by VSL, the \$250 difference (total course fee is \$10,400) can be paid in full on enrolment or paid off in 10 weeks \$25 per week.

VET Student Loans:

- VET Student Loans will not be approved for students who do not meet eligibility requirements
- VET student loan gives rise to a HELP debt that continues to be a debt due to the Commonwealth until it is repaid

Other Fees and Charges

The following includes a list of all additional fees and charges associated with this course. Note that all items listed in this section are non-refundable:

ITEM	COST
Uniform	\$35.
Black and White Printing and Photocopy	10c per page
Colour Printing and Photocopy	20c per page
Reassessment Fee	\$50 per assessment task
Repeating unit of Competency	\$400 per unit
Recognition of Prior Learning	\$200 per unit
Replacement Student ID Card	\$20
Certificate Re-issue	\$20
Statement of Results (SOR) Copy	\$20
Statement of Attainment Re-issue	\$20
Late Payment Fee	\$10 per day
External English Language Assistance	Variable
Class Excursions	Variable
Extra Curricular Activities	Variable

Competency, Reassessment and Repeating Units of Competency

To successfully complete a unit of competency i.e. achieve a Competent result for the unit, you must achieve a Satisfactory Result for all assessment tasks for that unit. For each assessment task you will be provided with 3 opportunities to achieve a Satisfactory Result. Should you be unable to achieve a Satisfactory Result by your 3rd attempt, you will be required to undertake a Re-assessment. Reassessments are organized by the Student Services Department and cost \$50 per assessment task. Should you be unable to fulfil the unit of competency requirements following a re-assessment, you will be required to repeat the unit of competency in line with the Institute's Student Assessment, Reassessment and Repeating Units of Competency Guidelines policy. The cost of repeating a unit of competency is \$400 and is subject to timetable availability.

Refund Policy

We must be advised in writing of your intention for refund in line with our Student Refund Policy. Refunds will be assessed and determined based on the requirements of this policy. The following table provides an itemised list of situations and their applicable refunds. Note that in all instances, the Application Fee and all items listed in the other Fees and Charges section of this Course Information Sheet are non-refundable. For full details regarding our Student Refund Policy, please see Reception or refer to the Student Handbook.

	Refund Situation	Applicable Refund
1	Provider default	**Full refund of unused prepaid tuition fees (less Application Fee)
2	Student default	No refund
3	Visa refused (Prospective overseas students only)	Full refund of unused prepaid tuition fees (less Application Fee)
4	Student is unable to meet the conditions of enrolment prior to commencement and is not permitted to enroll by the Institute	85% refund* of the total Tuition Fees
5	YES College withdraws a student's offer because the offer was made on the basis of incorrect, misleading, incomplete or fraudulent documentation or information provided by the student	50% refund* of the total Tuition Fees

6	Student withdraws at least 10 weeks prior to agreed starting day	85% refund* of the total Tuition Fees
7	Student withdraws at least 7 weeks prior to agreed starting day	80% refund* of the total Tuition Fees
8	Student withdraws at least 4 weeks prior to agreed starting day	70% refund* of the total Tuition Fees
9	Student withdraws less than 4 weeks prior to agreed starting day	50% refund* of the total Tuition Fees
10	Student withdraws after agreed starting day	No refund
11	Visa cancelled due to the actions of the student (overseas students only)	No refund
12	Expulsion from the college due to breach of college rules or misconduct	No refund
13	Visa extension is refused (continuing overseas student)	Full refund of unused prepaid tuition fees (less Application Fee)
14	Withdrawal from study – Current students enrolled in a package of courses)	Refund policy applies in the same way it does for first course. Refer to 4, 5, 6, 7, 8, 9.

*** In line with point 1.0 of the Student Refund Policy, students may be entitled to a full refund of unused prepaid tuition fees OR accept placement into another suitable registered course*

Credit Transfer and Recognition of Prior Learning (RPL)

Have you worked or studied in this field before? RPL allows you the opportunity to be recognised for skills, experience and study that you may have already attained. To gain RPL you will need to contact the college for our RPL kit, which will guide you through the process of presenting your evidence. RPL will only be granted before the start of the course, or within the first two weeks of starting the course.

There is a fee for the RPL service, which is \$200.00 per unit of competency. For more information see the Institute's RPL kit and Student Credit Transfer and Recognition of Prior Learning Policy or see our Director of Studies.

YES College will also fully recognise the AQF and VET Qualifications and Statements of Attainments issued by other Registered Training Organisations. Should you have completed another course with another provider and wish to claim credit into your course at YES College, you may do so by completing the Institute's Student Exemption Form. There is no additional fee for Credit Transfer. See YES College's Student Credit Transfer and Recognition of Prior Learning Policy for more information.

Student Support Services

YES College is committed to providing all students with quality student support services throughout their enrolment and adhering to the principles of access and equity for all its students.

Language, Literacy and Numeracy (LL&N) support will be provided in all subjects as part of the normal tuition and assessment activities and where additional LL&N support is needed will organise and charge the service on a fee-per-service basis.

Other support services that YES College provides include:

On Arrival	During Study	Post Graduation
• Admissions • Orientation	• Timetabling • Student workbooks • Education counselling (Course Progress, Attendance) • Welfare counselling • Career counselling • Internal English Language Support • External English language support* • Recognition of Prior Learning* • Internet access and Student Computer Lab • Extra-curricular activities* • Student ID Cards* and wise.NET Login. • Document Access • Tax file number assistance • Job finding and resume assistance • Complaints and Appeals • Certificate and Statement of Results (SOR) Issue	• Certificate copies* • Transcript copies* • Re-enrolment*

*** Indicates that fees are involved. Please see the Fees and Charges section or contact us for further information**

Access and Equity

The College is committed to integrating Access and Equity principles within all the services provided to clients in accordance with the Sex Discrimination Act 1984, Human Rights and Equal Opportunity Act 1986, Racial Discrimination Act 1975, NSW Anti-Discrimination Act and Disability Discrimination Act 1992. All our staff members recognize the rights of learners/clients and provide information, advice and support consistent with our mission statement, code of ethics and code of practice.

The college recognizes the diverse background of our learners from all over the world. Regardless of cultural, linguistic, nationality, gender, sexuality, religion, disability or age all students have the right to study in an environment that is free of discrimination and harassment. All learners equally have the right to be treated in a fair and considerate manner while studying at the college.

If at any time students feel that in any way the college is not abiding by this Code of Practice they can report their complaints or grievance to their trainer, the Student Services Manager or the Operations Manager.

Dispute Resolution

For details please refer to the Student Handbook or the Institute's Complaints and Appeals Policy available at Reception.