

INFORMATION PACK

SHB20216 Certificate II in Salon Assistant *Traineeship*

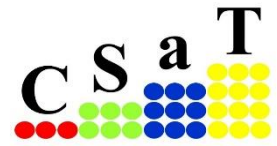
39 Gladstone Road, Rockhampton, Queensland 4700

Ph: (07) 4927 4586 • Email: admin@csat.com.au

 CSaT Training •  @csat_training

www.csat.com.au





Thank you for your inquiry to train with the CSaT team to begin your career in the Hair and Beauty Industry. We are an Australian Registered Training Organisation accredited to deliver qualifications from the Hairdressing, Beauty and other training packages.

Delivering throughout Central Queensland and the Sunshine Coast, CSaT are specialists in the facilitation of training with over 25 years experience in both government and private sectors. Our educators are professionals with many years experience in their industry.

Our aim is to deliver quality training and to prepare our students well for a successful career in the hairdressing or beauty industry. We are passionate about what we do and take great pride in our work to ensure our students are trained to industry employable standards.

At CSaT, our training is client focused, where everyone is treated as an individual because we acknowledge people have different needs and commitments. We will work with you to put together the best training plan for you.

Class sizes are kept small so that we are able to give more one on one training to our students.

Our company mission is to promote the benefits of training, inspire and motivate learners and to enhance work related outcomes through quality training and assessment.

WHATS NEXT?

Now that you have received our Information pack, we do encourage you to have a full read of what we offer and contact us on (07) 4927 4586 to discuss any questions you may have about the course and the enrolment process. We also encourage for you to come and tour our facilities and meet our training staff during enrolment.

We look forward to meeting with you and helping you with your journey to a successful career

Yours truly,

A handwritten signature in cursive script that reads 'Cherie Willcox'.

Cherie Willcox
(Director)

CERTIFICATE II IN SALON ASSISTANT TRAINEESHIP INFORMATION



This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training.

Entry Requirements

There are no entry requirements for this qualification.

Before commencing in this qualification, students may be required to complete a Language, Literacy and Numeracy Assessment.

Duration

Full time 12 months
Part time 24 months

Where eligible, this apprenticeship is funded by the Queensland Government through the User Choice program. The User Choice 2017-18 program provides a public funding contribution towards the cost of training and assessment services for eligible Queensland apprentices and trainees. To be eligible to receive a Government Contribution the Apprentice or Trainee must have entered into a Training Contract for a qualification that is funded by the Queensland Department of Education and Training, be registered on DELTA with a commencement date or recommencement date on or after 1 July 2017, and select a training provider who holds Pre-qualified Supplier status for the nominated qualification.

For more information and fact sheets, visit:

<https://training.qld.gov.au/apprentices>

Apprentices and trainees can only receive one government contribution for a User Choice funded qualification at any single point in time. In circumstances where a student undertakes more than one apprenticeship or traineeship at the same time, the student will only receive the government contribution for the initial registered training contract.

CERTIFICATE II IN SALON ASSISTANT TRAINEESHIP INFORMATION cont....



Part-time apprentices/trainees must work no less than 15 hours per week. With full-time apprentices/trainees working an average of 38 hours per week.

Trainees in this qualification have a probationary period of 60 days. The probationary period allows the employer and apprentice time to assess their compatibility and suitability to the apprenticeship.

Delivery Method

This qualification is delivered to part-time or full-time apprentices using a combination of methods, including **work-based** and **self-paced** delivery.

A trainer/assessor will visit the workplace throughout the apprenticeship to check on the students progress along with providing students with face to face training and practical observation. The apprentice is required to complete learning and assessment in their designated withdrawal time in the workplace or in CSaT training rooms (*the location of off-the job training will be negotiated at enrolment*). In the workplace, the students are receiving practical hands on application to support their learning.

Important: A program using work-based delivery, is available only to students that currently hold positions within organisations where it is agreed that the student can gain access to the required resources, facilities and information necessary for their training and assessment as outlined in the training plan and employer resource assessment

CERTIFICATE II IN SALON ASSISTANT TRAINEESHIP

PRICE LIST



The Student Contribution Fees are a student's contribution to the cost of training and assessment services provided by CSaT.

The current student contribution fee for this qualification is **\$1.60** per nominal hour.

The student contribution fee *may* be paid on behalf of the apprentice by their employer or another third party, however cannot be waived by CSaT.

12 Units

- 8 core
- 4 electives

	CODE	UNIT	HOURS	(NON) CONCESSION	CONCESSION*
CORE UNITS 8	SHHBAS001	Provide shampoo and basin services	40	64.00	25.60
	SHBXCCS001	Conduct salon financial transactions	25	40.00	16.00
	SHBXIND001	Comply with organisational requirements within a personal services environment	45	72.00	28.80
	SHBXIND002	Communicate as part of a salon team	30	48.00	19.20
	SHBXWHS001	Apply safe hygiene, health and work practices	40	64.00	25.60
	SHBHDES001	Dry hair to shape	40	64.00	25.60
	SHBHIND001	Maintain and organise tools, equipment and work areas	20	32.00	12.80
	SHBXCCS003	Greet and prepare clients for salon services	10	16.00	6.40
Core Total				\$400.00	\$160.00
ELECTIVE UNITS 4	Choose 4 from below				
	SHHBAS002	Provide head, neck and shoulder massages for relaxation	20	32.00	12.80
	SHBHDES002	Braid hair	30	48.00	19.20
	SHBHIND002	Research and use hairdressing industry information	15	24.00	9.60
	SHBXCCS004	Recommend products and services	20	32.00	12.80
	SIRRV001	Receive and handle retail stock	35	56.00	22.40
	SIRRMER001	Produce visual merchandise displays	35	56.00	22.40
	SHBHCLS001	Apply hair colour products	30	48.00	19.20
Elective Total (most expensive electives)				\$208.00	\$83.20
Total Tuition Fees (most expensive electives)				\$608.00	\$243.20

*There are no other hidden costs associated with this course. The course cost will vary depending on electives chosen. Apprentices **may** also wish to purchase the additional items listed on page 8.*



* Partial exemption (Concession) – CSaT will charge 40 per cent of the student contribution fee, where the apprentice:

- (a) was or will be under 17 years of age at the end of February in the year in which the PQS provides training, and the apprentice is not at school and has not completed year 12.
- (b) holds a Health Care Card or Pensioner Concession Card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care Card or Pensioner Concession Card, and is named on the card.
- (c) issues the PQS with an official form under Commonwealth law confirming that the participant, his or her partner or the person of whom the participant is a dependant, is entitled to concessions under a Health Care Card or Pensioner Concession Card.
- (d) is an Aboriginal or Torres Strait Islander person. Acceptable evidence is as stated on the Training Contract and AVETMISS VET Enrolment Form.

CSaT may apply full exemption from the student contribution fee where the apprentice falls into one or more of the following exemption categories:

- (a) where payment of the student contribution fee would cause extreme financial hardship, then the PQS may waive these fees.
- (b) where the Queensland Government, as represented by the departmental officer responsible for the User Choice budget, advises in writing that fees are optional.

CSaT will also apply full exemption from the student contribution fee where the apprentice falls into one or more of the following exemption categories:

- (a) where credit transfer/national recognition has been applied to a unit of competency/module
- (b) where the apprentice is a school-based apprentice
- (c) is undertaking a qualification as part of the Skilling Queenslanders for Work's Work Skills Traineeship program
- (d) where the apprentice is under the age of 21 and undertakes a priority apprenticeship or traineeship qualification from 1st July 2019 to 30 June 2023

CSaT will not charge a student contribution fee to a Year 12 graduate who:

- (a) commences an apprenticeship/traineeship within 12 months of completing Year 12 (that is, by the end of the calendar year following completion of Year 12), and
- (b) meets the participant eligibility, and,
- (c) enrolls in a high priority qualification identified by the department.

OUR FACILITIES

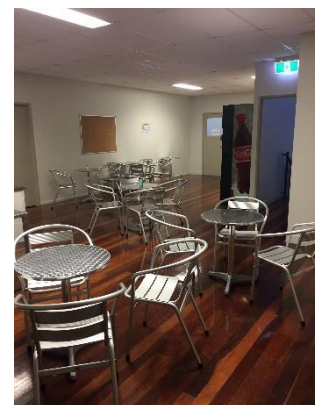
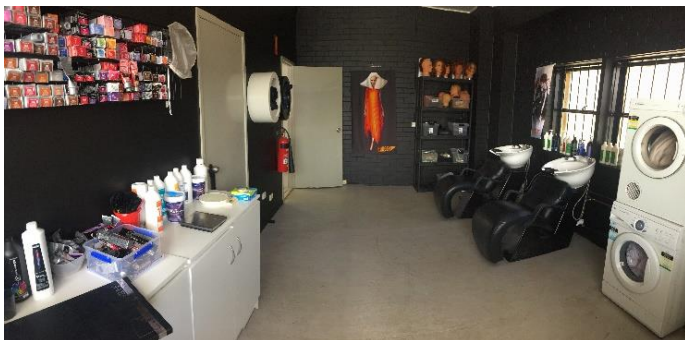


We have fully equipped rooms with all the necessary, up to date hairdressing and beauty equipment needed to conduct this training.

Students are able to practice on clients in our training fully operating hair salon and use professional products, such as **Jeval** for hairdressing and **Limelily** and **Natural Compatibles** for Beauty.

We are located at 39 Gladstone Road, Rockhampton.

Workplace training facilities for trainees/apprentices are confirmed prior to or at enrolment. As required by the QLD State Government, CSaT will assess and confirm the required supervision requirements along with range of work and facilities to ensure the trainee/apprentice is adequately supported throughout their traineeship.



STUDENT EQUIPMENT LIST



Note: The equipment listed below **may** be purchased by apprentices if they wish. If so, please contact us to order your kit from Dateline at special student pricing

COMBS

Cutting Comb

Tail Comb (Plastic Pin)

Tail Comb (Metal Pin)

Detangling Comb

Styling Comb

Afro Comb

SCISSORS

Cutting Scissors

Texturizing Scissors

Razor

Blades

Scissor and Comb

BRUSHES

Large Cushion Brush

9 Row Denman Brush

Vent Brush

X-Large Radial

Large Radial

Medium Radial

Small Radial

MISCELLANEOUS

Water Spray

Cutting Cape

Timer

Sectioning Clips

Butterfly Clips

Gloves

NOTE:

No uniform required to purchase. However you are required to wear black style clothing to which would be suitable for a hair salon.

Although not essential to complete the course, apprentices may also wish to purchase head blocks through CSaT for a cost of \$100.00 each.



SHELLEY DRANE – SUNSHINE COAST

Shelley brings 30 years' experience in the hairdressing industry to our CSAT students, firstly as a highly qualified stylist working both in Australia and London. Following her passion for training she has worked within salons and with their apprentices for over 18 years. Understanding that high skills and high productivity is essential in today's salons, she works closely with salon owners to achieve this goal for their apprentices. Shelley looks after our South East QLD region, calling the beautiful Sunshine Coast home.

MARGIE SCHARER - ROCKHAMPTON

Margie is a local in Rockhampton with over 30 years behind her in the hairdressing and beauty industry. Margie started her career in a small salon in Tully, moving to Sydney to manage and train apprentices within the Stefan's salons. Margie was the part owner and manager of the local Hairhouse Warehouse franchise and has now operated her own salon, My Place Hair and Beauty for 3 years. Margie is very passionate about the industry and prides herself on keeping up with the current trends and developing new techniques.



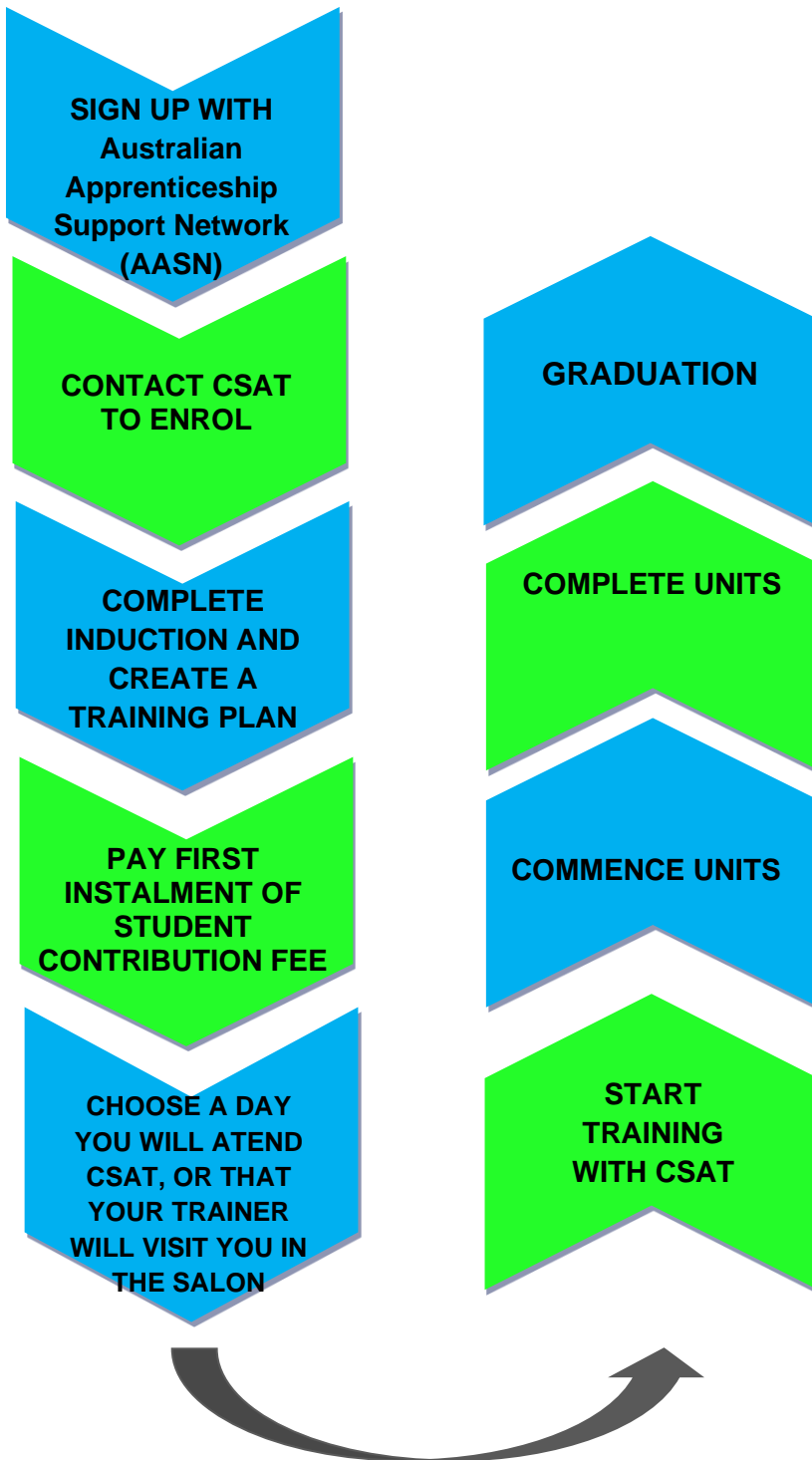
RAELENE ANDERSON - ROCKHAMPTON

Rae has been hairdressing for 32 years, owning and managing her own businesses for 28 years training apprentices and mature trainees. Rae also had the privilege to train business skills to three of her salon managers. Rae has worked with many skilled hairdressers in Gladstone, Hobart, Yeppoon and Rockhampton.

Rae enjoys training and guiding hairdressers to be upcoming managers. She keeps her industry skills current by working in a boutique salon in Yeppoon and observing various workplace processes in hairdressing and barbering whilst visiting her trainees/apprentices.

Rae enjoys passing on knowledge to her student's and watching them learn and flourish.

THE ORDER OF TRAINING





CSaT currently offers courses in the following:



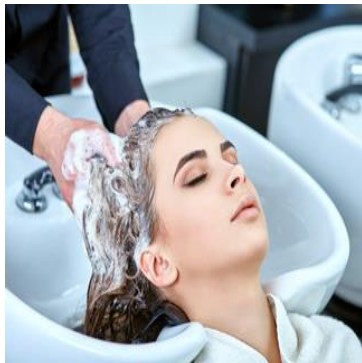
SHB30115 Certificate III in Beauty Services



SHB30416 Certificate III in Hairdressing



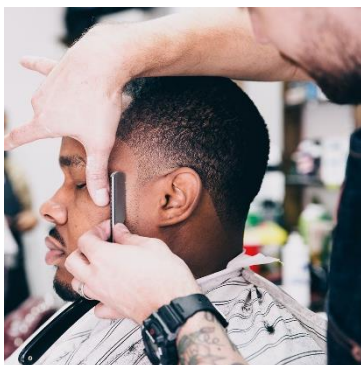
SHB20116 Certificate II in Retail Cosmetics



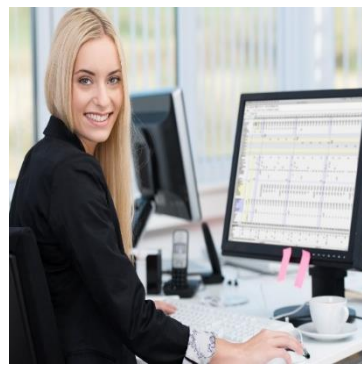
SHB20216 Certificate II in Salon Assistant



SIT20316 Certificate II in Hospitality



SHB30516 Certificate III in Barbering



BSB30415 Certificate III in Business Administration



SIT30616 Certificate III in Hospitality

For further information on any of these courses Contact CSaT Training on (07) 4927 4586 or drop into our training rooms at 160 Denison Street Rockhampton, Qld OR email: admin@csat.com.au



Credit Transfer

Credit Transfer is the process of recognising a student's learning achieved through the formal education and training process.

Students who already hold relevant qualifications/units of competency from other Registered Training Organisations will have these achievements recognised by CSaT and will receive the appropriate transfer of credit against their enrolled qualification with CSaT.

RPL

Recognition of Prior Learning (**RPL**) is an assessment pathway that can be utilised to recognise the skills, knowledge and experience gained through work experience, life experience, training courses and work based training. This is assessed against the evidence requirements of one or more units of competency

Please speak to your trainer/assessor should you wish to apply for RPL or Credit Transfer.

Support Services

CSaT will support students to make sure everyone has the opportunity to successfully complete their training. Additional support is available to students who have language, literacy and numeracy or disability support needs. Students requiring counselling or welfare support services will be referred to an appropriate support service.

If you feel you need additional help, please speak to a CSaT staff member. Our trainers/assessors or Administrative staff are available 5 days per week in the hours of 8.00 am to 4.00 pm.

You can make contact via phone, email or where required, in person at our office at 39 Gladstone Road, Rockhampton.

Learner Handbook

The CSaT student handbook is available for download from our website www.csat.com.au or contact the office for a hardcopy.

The learner handbook contains further information on CSaT's Training Policies and Procedures, including our Refund Policy, Student Rights and Responsibilities and information on assessment methods etc

UNIQUE STUDENT IDENTIFIER (USI)



***The following information is directly from usi.gov.au**

If you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). This includes studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course.

A USI gives you access to your online USI account which is made up of ten numbers and letters.

It will look something like this: **3AW88YH9U5**.

In time, your USI account will contain all your nationally recognised training records and results from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

When applying for a job or enrolling in further study, you will often need to provide your training records and results. One of the main benefits of the USI

is that you will have easy access to your training records and results throughout your life.

You can access your USI account online from a computer, tablet or smart phone anywhere and anytime.

DO YOU NEED A USI?

You will need a USI when you enrol or re-enrol in training if you are a:

- ❖ student enrolling in nationally recognised training for the first time, for example if you are studying at TAFE or with a private training organisation, completing an apprenticeship or skill set, certificate or diploma course;
- ❖ school student completing nationally recognised training; or
- ❖ student continuing with nationally recognised training.

You are a continuing student if you are a student who has already started your course in a previous year (and not yet completed it) and will continue studying after 1 January 2015.

Once you create your USI you will need to give your USI to each training organisation you study with so your training outcomes can be linked and you will be able to:

- ❖ view and update your details in your USI account;
- ❖ give your training organisation permission to view and/or update your USI account;
- ❖ give your training organisation view access to your transcript;
- ❖ control access to your transcript; and
- ❖ view online and download your training records and results in the form of a transcript which will help you with job applications and enrolment in further training.

If you are an international, overseas or an offshore student please visit usi.gov.au for more information.



Australian Government

USI Unique Student Identifier

UNIQUE STUDENT IDENTIFIER (USI)



***The following information is directly from usi.gov.au**

HOW TO GET A USI

It is free and easy for you to create your own USI online.

While you may create your own USI, training organisations are also able to create a USI for you. Training organisations should do this as part of the enrolment process when you begin studying.

Where this service is provided, training organisations will let you know.

STEPS TO CREATE YOUR USI

The following steps show how you can create a USI:

Step 1: Have at least one and preferably two forms of ID ready from the list below:

- ❖ Driver's License
- ❖ Medicare Card
- ❖ Australian Passport
- ❖ Non-Australian Passport (with Australian Visa)
- ❖ Birth Certificate (Australian)
- ❖ Certificate Of Registration By Descent
- ❖ Citizenship Certificate
- ❖ Immi Card

IMPORTANT: To make sure we keep all of your training records together, the USI will be linked to your name as it appears on the form of ID you used to create the USI. The personal details entered when you create a USI must match exactly with those on your form of ID.

If you do not have proof of ID from the list above, you can contact your training organisation about the other forms of ID they can accept to help you get a USI.

Step 2: Have your personal contact details ready (e.g. email address, or mobile number, or mailing address).

Step 3: Visit the USI website at: usi.gov.au.

Step 4: Select 'Student Entry' and then Select 'Create a USI' link and follow the steps.





****The following information is directly from usi.gov.au***

Step 5: Agree to the Terms and Conditions.

Step 6: Follow the instructions to create a USI—

it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to your preferred method of contact.

Step 7 You should then write down your USI and keep it handy and safe somewhere, perhaps on your phone.

MORE INFORMATION

For more information, please visit: usi.gov.au

Email: usi@education.gov.au

Phone: Skilling Australia Information line—13 38 73

To view this document online please visit: usi.gov.au

****USI must be created and given to CSaT either on enrolment or via email or phone before we can proceed with enrolling you***





What are the benefits of enrolling with CSaT?

- ❖ We are a local company and are just a phone call away. If you want something we will do our utmost to help you as quickly as we can. We will visit your salon on a regular basis to ratify your apprentice's practical and to talk to you to offer the best possible service that we can.

We do not believe one size fits all. Everyone has different needs and we are flexible. Our aim is to work with you to address your individual requirements which may mean more one to one training, or less frequent visits to us and where possible we will work around your busy days because we train 5 days a week.

How do your prices compare with other RTO's ?

- ❖ We like to make the prices that apprentices have to pay as inexpensive as we can and believe we are one of the most affordable RTO's operating in our region. The Student Contribution is set by the Government and that should be the same with all Pre-qualified suppliers (RTO's). Our prices are kept to a minimum for apprentices as we do **not** charge for textbooks and administration fees.

We provide additional texts and class sets of textbooks for student reference and use in the salon. We use Pivot Point, Head Start to Hairdressing, The Foundations of Hairdressing, to name a few texts. Head blocks are also available for practice in the training salon.

Are students expected to pay for their course upfront?

- ❖ The Queensland Government requires that all apprentices are charged the Student Contribution Fee before they commence a unit. CSaT require students to pay two units at a time upfront, so their payments are always ahead of their learning.

Therefore, initially they would have to pay for the first two units they are enrolling in. Thereafter, they would need to ensure they pay two units ahead each time. CSaT reserves the right to refuse to provide its training and assessment services where fees are not paid.

If you have any other
questions, please contact
us at CSaT on

(07) 49274586 or email
admin@csat.com.au