



Certificate III Barbering RPL
6 units – evidence to provide



**Canberra Institute
of Technology**

RTO Code 0101 | CRICOS No. 00001K

Are you an experienced Barber but have no formal qualification?

As our industry grows, so does the importance of holding a nationally recognised qualification. Eligible Barbers can now fast track their Certificate III in Barbering – and we are ready to guide you through the process.

What is Recognition of Prior Learning (RPL)?

RPL is the acknowledgment of skills and knowledge obtained through learning achieved outside the formal education and training system and includes work and life experience.

RPL recognises any prior knowledge and experience and measures it against the qualification in which candidates are enrolled.

To apply for an RPL of a complete qualification, you will need to demonstrate a minimum of 5 years of current full-time industry experience, providing a full range of services.

RPL Timeline for the first 6 units in

It is expected that the RPL process should take no longer than 6 weeks from the first interview to practical assessment. This timeline is dependent on you being prepared and organized with all the required documentation and the successful completion of the Theory Assessment.

All assessment requirements will be discussed with you in advance, and you will be given the opportunity to ask questions and clarify requirements. Being prepared for the assessment process and knowing what you need to provide can save you valuable time and ensure that the RPL assessment is as simple and stress-free as possible.

If you have any questions or need assistance, please call (02) 6207 8032 or email emma.gorrell@cit.edu.au

Introduction

This RPL Self-Assessment guide will enable you to identify units that you could possibly achieve through the RPL process. This may just be a few units or the full qualification. If doing RPL for only a few units you can complete your qualification via the training pathway.

This document is designed to be used as a guide to help you identify if you are eligible to apply for RPL. This will also help you to gather evidence and documentation. Each unit may require different types and amounts of evidence depending on the unit's complexity.

Your assessor can assist you with ways to compile additional evidence if required. Your assessor is looking to see that you meet the requirements of the unit, not that you provide excessive paperwork or documentation. Remember that while most of your evidence will come from the workplace, experience gained outside of work is also valid and can be used.

Depending on where you have worked and what the work may have included, you may or may not have documentary evidence. Do not be put off if you do not have documentary evidence, as the Assessor will work with you during the assessment process.

- Think about who you would consider to be your **workplace contact or referee**.
- Is your employer happy to **support** your aim to become qualified?
- Would you feel comfortable if the Assessor **contacted your current workplace or previous workplace/s** to validate your skills and spoke to your supervisor/s or employer/s?
- You will need to supply the **contact details of work referees** who can confirm your skills in the industry.
- Think about who the best person to **confirm your skill level** would be.
- Think about current or recent supervisors or employers who have observed your work and who would be able to **confirm your previous work skills and experience**. The Assessor will need to contact them.

You can speak with your Assessor about other ways you can show your skills and knowledge in barbering. These could include letters from employers, records of any training courses or professional development sessions attended, employers or clients in related industries or government agencies, acknowledgements, workplace forms (**as long as there are no confidentially issues**) or any other relevant documents.

Core Units (must complete all 21 units of competency) – <i>electives in blue</i>	
Dry Hair to shape	SHBHDES001
Identify and treat hair and scalp conditions	SHBHTRI001
Provide shampoo and basin services	SHHBAS001
Provide men's general grooming services	SHBHCU013
Provide services to clients	SHBXCCS001
Maintain and organize tools, equipment and work areas	SHBHIND001
Comply with organizational requirements within a personal service environment	SHBXIND001
Communicate as part of a team	SHBXIND002
Apply safe hygiene, health, and work practices	SHBXWHS001
Design Beards and moustaches	SHBHCU011
Design haircut structures	SHBHCU001
Create one length or solid haircut structures	SHBHCU002
Create graduated haircut structures	SHBHCU003
Create layered haircut structures	SHBHCU004
Cut hair using over-comb techniques	SHBHCU005
Create combined traditional and classic men's haircut structures	SHBHCU007
Develop and expand a client base	SHBHIND003
Cut hair using freehand clipper techniques	SHBHCU009
Conduct salon financial transactions	SHBXCCS001
Participate in environmentally sustainable work practices	BSBSUS2011
Shave heads and faces	SHBHCU012
<i>Create combined haircut structures</i>	<i>SHBHCU006</i>
<i>Recommend products and services</i>	<i>SHBXCCS004</i>
<i>Create haircuts using tracks and carving</i>	<i>SHBHCU010</i>
<i>Produce visual merchandise displays</i>	<i>SIRRMER001</i>
<i>Receive and Handle stock</i>	<i>SIRRINV001</i>

SUBJECT REQUIREMENTS

The **Certificate III in Barbering** requires you to complete both core and elective units. You must complete 21 core units and 5 elective units for this qualification.

Please Note: This is CIT's current delivery structure, for more details on qualification requirements, you can visit training.gov.au

TYPES OF EVIDENCE

We have categorised evidence into four (4) areas:



1. SHOW

SHOW US - it's about showing us what you can do this is a chance to showcase your skills. This can be done live and in real time or it can be a recorded video.



2. TELL

TELL US - you have a wealth of knowledge that cannot always be seen. This is where you can share your experiences, tell us about your achievements and highlights.



3. PROVIDE

PROVIDE TO US - you will need to provide documents or portfolios to support your claims. These could be electronic, or paper based.



4. SUPPORTING

SUPPORTING - this evidence is used to support your claims, for example a supervisor may provide a reference or a third-party report.

Types of Evidence Required

Evidence can come in a variety of forms and is not limited to the list below:



1. SHOW US

(i) Practical/Workplace Demonstration - on or off site

This observation is for you to showcase your skills and knowledge in a full-service experience with a paying customer. An assessor will collect this evidence to demonstrate that you have met the requirements of the training package and industry expectation. This will be negotiated with the assessor and your workplace. (may be done in your workplace or at CIT).

(ii) Video Evidence

Video evidence is extremely valuable as it allows the capture of work in real time. Video can be used to capture your ability to perform a skill, such as training others, or providing feedback to team members. As with photographic evidence, video should capture the main elements of the competency you wish to demonstrate. A video can demonstrate a real workplace activity that you already perform (you must be seen in the video doing the tasks requested).



2. TELL US

(i) The Competency Conversation

Your RPL assessor can assess parts of your skills, knowledge and experience through an interview or conversation. This is an in-depth discussion about your experience, your processes for solving problems, and your knowledge of relevant legislation and workplace policies. (in person, on the phone or via video call.) This shows your ability to work in different contexts with different clients, how you problem solve and contribute to the salon environment.



3. PROVIDE TO US

(i) Photographic Evidence

Photos submitted for evidence should be of a reasonable quality and size to allow the assessor to make an informed judgement. Photos may be useful for demonstrating aspects of service delivery or parts of a unit of competency, i.e., sustainable practices that have been implemented within the business. Photos should be clearly labelled to show what unit of competency or aspect is being addressed (this can also be a portfolio of work done over a period of time).

(ii) Business and Staffing Records

For confidentiality purposes, names and identifying details may be removed.

(iii) Salon Policy and Procedure Manuals

Policy and procedure manuals that you have developed or work with, can be included as part of the documents of your portfolio of evidence.

(iv) Professional Development

As an experienced professional, you have probably attended many training events and workshops. These may be company training seminars or attendance at industry events. Certificates of attendance or completion can be used to demonstrate up to date knowledge and a commitment to learning new skills against specific units of competency.

(v) Training Provided

Informal training - records of training provided in salon can be used to demonstrate competency subject areas. Records may include training notes, course outlines and workbooks etc.

Formal training - certificates and official records of results of previous study, even if done a long time ago, can provide underpinning knowledge evidence.



4. SUPPORTING

(i) Third-Party Verification

Third party verification can be a letter from your employer, a supervisor, a client or someone else who knows your work. This evidence is used to support your claims.

i.e. a performance management report can be a useful way to address gaps that are difficult to obtain direct evidence for, such as skills in giving feedback or receiving constructive criticism.

(ii) Curriculum Vitae

Your CV detailing positions held can also be used as supporting evidence. These are particularly valuable if accompanied by detailed position descriptions, outlining the scope of the role and main responsibilities. Likewise, performance reviews can also be a valuable source of information.

Please Note: You may not be required to provide all the evidence listed above. The Assessor will work with you to identify relevant evidence for your application.



6 units – Statement of Attainment

This group we deliver as the Barbering Masterclass at CIT, apart from Design hair structures, the other 5 units are generally services you would be doing every day in your barbershop and if you are applying for this via RPL they are something you have been doing for a long time.

Subject Title	Subject Code	National Comp ID
Design haircut structures	HAIR310	SHBHCUT001
Cut hair using free hand clipper techniques	HAIR 323	SHBHCUT009
Design and maintain beards and moustaches	HAIR 324	SHBHCUT011
Shave heads and faces	HAIR 193	SHBHCUT012
Provide men's general grooming services	HAIR 325	SHBHCUT013
Create haircuts using tracks and carving	HAIR 326	SHBHCUT010



Unit 1 SHBHCUT001 Design haircut structures

You are required to develop 2-D visual representations and plans for solid form, graduated, increased and uniform layered haircut structures. This enables hairdressers/ Barbers to visualise the components of finished haircut structures as aids to planning and completing haircuts

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	Analyse the structural components of the desired haircut. We need to see the four basic forms, perhaps in photo forms of your work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Within these photos I will ask you to identify - or you can draw: <ul style="list-style-type: none"> The sectioning and parting pattern differences between them The 90-degree lines that form a structural graphic within each and tell me how you distributed the hair and what was different between each to give you the basic forms 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELL US 	I will ask you what might happen if you didn't use a certain projection or left a weight line somewhere and see if you could tell me what result this would give	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	How would you review the service and gauge client's satisfaction with the result?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Unit 2 SHBHCUT009 Cut hair using free hand clipper techniques

Students are required to consult with clients and analyse hair and facial characteristics to design, recommend and complete complementary haircuts using freehand clipper techniques, hairdressers and barbers with well-developed skills who work in hairdressing salons or barber shops. They use discretion and judgement to manage the client service and take responsibility for the outcomes of their work.

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	Consult with and service multiple clients considering texture density and growth patterns to perform a flat top, clipper cuts and style cuts using freehand techniques? Can you provide me with photos, videos or show me on live clients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELL US 	How do you recognise what styles would suit particular face shapes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you know where the starting point and sequencing of cutting patterns and the impact on the finished result for clipper haircuts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Unit 3 SHBHCU011 Design and maintain beards and moustaches

This unit shows you have the knowledge required to consult with clients and Analyse beard, moustache, and facial characteristics to design, recommend and complete a range of complementary styles. It also involves ongoing maintenance of styles.

Can You		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	<i>On a live client</i> , physically examine and analyse the client's beard / moustache characteristics and consider all factors in the design to provide balance, and emphasise facial characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>On the above client</i> – can you Shave a beard and moustache using a logical pattern and sequence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELL US 	How would you propose remedial action if a client had any concerns with the service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you know where to find the Hairdressing guidelines and skin penetration act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Unit 4 SHBHCU012 Shave heads and faces

Do you have the knowledge required to complete face and head shaves after analysing the client's head, face and hair characteristics for impacting factors?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	<i>Prepare the above client</i> for a shave and identify any contraindications and explain them to the client	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shave head and face areas using all steps maintaining comfort safety and hygiene throughout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELL US 	How would you provide a pre service analysis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	What are some contraindications that we would normally need to consider?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Unit 5 SHBHCUT013 Provide men’s general grooming services

Do you consult with clients and provide a range of general men’s grooming services including trimming eyebrow and ear hair and shaving the neck under a beard?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	<i>I need to see you select</i> the appropriate attachments to suit the grooming service you will perform and talk about the differences of grooming eyebrows, ear hair or a moustache.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TELL US 	What are some tools you would use for grooming?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	What do hot and cold towels do to the skin and hair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	What are your systems for waste disposal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Unit 6 SHBHCUT010 Create haircuts using tracks and carving

Are you able to source or create designs for tracks and creative carvings and to incorporate those into haircuts using clippers, scissors, razors or precision trimming tools?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	<i>Show me or talk me through</i> where the starting point would be and follow a logical pattern to ensure correct placement of design on the head using a smooth and fluid freehand carving action to create proportionate features for tracks and carvings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	How would you advise on aftercare products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROVIDE 	Do you have examples of your work on your Instagram page? Can you tell me where you got your inspo from for some of the designs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What comes next?

After reading this you should now have a clear picture of what you need to show me or provide for the Practical demonstrations, maybe you already have some live reels, videos, or photos you can start to collate.

Below I have also attached the email sent previously that is also explained in a bit more depth at the beginning of this booklet.

If you could start gathering:

- **Resume**
- **Any awards / certification / courses etc.**
- **Any client testimonials for your work**
- **Any videos or photos of services relating to this cluster - shaving/ beards/ grooming/ tracking/ fading**
- **I will need you to find a pic or a photo of your work and identify the four structures - solid/grad/layer/uniform**

TELL US



I will book in an interview in the coming 2 weeks to see where you are at with the evidence and to ask any of the tell us questions in this booklet.

After that will just be the practical demonstration and I should have enough to process the RPL.