



SHB30416

Certificate III in Hairdressing

**Recognition of Prior Learning (RPL)
Self-Assessment Guide**

Canberra Institute of Technology



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of Technology**

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INTRODUCTION

To be successful in gaining this qualification through CIT's Skills Recognition RPL Process you need to have worked in the hairdressing industry for several years, providing a full range of services. The RPL process considers your current skills, work role and experience.

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.

If you have any question or need assistance, please call 02 62073188 and ask to speak to someone from CIT Hair and Beauty Department.

SUBJECT REQUIREMENTS

The **Certificate III in Hairdressing** requires you to complete both core and elective units. You must complete 21 core units and 7 elective units for this qualification.

Core Units

Core Units (must complete all 21 units of competency)	
Subject Title	National Comp ID
Participate in environmentally sustainable work practices	BSBSUS2011
Provide shampoo and basin services	SHBHBAS001
Colour and lighten hair	SHBHCLS002
Provide full and partial head highlighting treatments	SHBHCLS003
Neutralise unwanted colours and tones	SHBHCLS004
Provide on scalp full head and retouch bleach treatments	SHBHCLS005
Design haircut structures	SHBHCUT001
Create one length or solid haircut structures	SHBHCUT002
Create graduated haircut structures	SHBHCUT003
Create layered haircut structures	SHBHCUT004
Cut hair using over-comb techniques	SHBHCUT005
Create finished hair designs	SHBHDES003
Maintain and organise tools, equipment and work areas	SHBHIND001
Develop and expand a client base	SHBHIND003
Straighten and relax hair with chemical treatments	SHBHREF002
Identify and treat hair and scalp conditions	SHBHTRI001
Conduct salon financial transactions	SHBXCCS001
Provide salon services to clients	SHBXCCS002

Core Units (must complete all 21 units of competency)	
Subject Title	National Comp ID
Comply with organisational requirements within a personal services environment	SHBXIND001
Communicate as part of a salon team	SHBXIND002
Apply safe hygiene, health and work practices	SHBXWHS001

Elective Units

Elective Units (must complete 7 units of competency)	
Subject Title	National Comp ID
Create combined haircut structures	SHBH CUT006
Create combined traditional and classic men's haircut structures	SHBH CUT007
Create classic long hair up-styles	SHBHDES004
Provide head, neck and shoulder massages for relaxation	SHBH BAS002
Create classic long hair up-styles	SHBHDES004
Braid hair	SHBHDES002
Recommend products and services	SHBXCCS004
Participate in session styling teams	SHBHIND004
Curl and volumise hair with chemical treatments	SHBHREF001

Please Note: This is CIT's current delivery structure.

For more details on qualification requirements, you can visit training.gov.au

TYPES OF EVIDENCE

You may be required to provide evidence to support your RPL application.

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 for Certificate III in Hairdressing

Evidence for the Certificate III in Hairdressing 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 in our Hair and Beauty Bar).

(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 demonstrates 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 indicate 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 numerous 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.

SELF-ASSESSMENT GUIDE

To ensure that you can achieve this qualification with minimal stress we have clustered units together. To get as much information as possible in one chunk reflecting what happens in the salon environment while providing a service.

For each cluster you will be required to complete a self-assessment to identify the specific units for which you should put on the application.

Once you have successfully completed Cluster 1 you will be provided with feedback and given the remaining Self-Assessment guides for the qualification.

Cluster 1 is based around a blow dry service on a client, including the identification of specific hair types, application of treatments and providing a head neck and shoulder massage.

This first cluster is the foundation for building your confidence in the process, it also underpins many of the more advanced units later in the process.

Cluster 1 Units Banner Code: C3-BD24		
Subject Title	Subject Code	National Comp ID
Create finished hair designs	HAIR 197	SHBHDES003
Identify and treat hair and scalp conditions	HAIR 316	SHBHTRI001
Provide shampoo and basin services	HAIR 239	SHHBHAS001
Provide head, neck and shoulder massages for relaxation	HAIR 320	SHHBHAS002
Provide salon services to clients	BEAU 128	SHBXCCS002
Maintaining and organising tools, equipment and work areas	HAIR 241	SHBHIND001
Comply with organisational requirements within a personal services environment	BEAU 247	SHBXIND001
Communicate as part of a salon team	HAIR 317	SHBXIND002
Apply safe hygiene, health and work practices	BEAU 248	SHBXWHS001
Participate in environmentally sustainable work practices	ADMN 199	BSBSUS201

How to Use This Self-Assessment Guide

You will be required to answer the questions about what you can show us, tell us and provide to us for each unit of competency.

Please tick the following for each question:




- Yes, I am confident - you do it all the time
- Yes, but not that confident - you can do it but not that often
- I am not sure - don't really do this or understand what's being asked.

If you have any questions or need assistance, please call (02) 6207 3188 and ask to speak to someone from CIT Hair and Beauty Department.

CLUSTER 1 - SELF-ASSESSMENT EVIDENCE CHECKLIST




Unit 1 SHBHDES003 Create finished hair designs

You have the skills and knowledge required to consult with numerous clients and analyse hair and facial characteristics to then design and recommend suitable classic and current hair designs.

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you consult with the client to determine desired finish using visual aids to assist.			
	how you select and use tools, styling and finishing techniques to achieve planned outcomes, using at least two setting procedures.			
	how you finish the design using appropriate dry setting procedures within one hour, including recommendations and advice for maintenance.			
TELL US 	how you can identify the elements and principles of design to recommend different designs to suit your clients.			
	how you review the service and gauge client's satisfaction with the end result.			
PROVIDE 	client consultation/record sheet.			



Unit 2 SHBHTRI001 Identify and treat hair and scalp conditions

You can recognise a range of hair and scalp conditions through a pre-service hair analysis and advise on or provide remedial treatments for minor conditions.

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how to do a full visual and physical examination of hair and scalp while being engaged in client discussion about process and outcomes.			
	how you would update client history.			
TELL US 	how you can recognise normal and abnormal hair and scalp conditions and discuss treatment options.			
	what you would advise a client on home care treatments and recommend products.			
PROVIDE 	any client history documents you have updated.			



Unit 3 SHHBAS001 Provide shampoo and basin services

Can you prepare clients for services, wash hair and remove different colour services from the hair like colours, foils, bleach etc and apply different massage techniques to the hair?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you provide a range of basin services, for example; preservice shampoo, colour, bleach and foil removal and apply treatments.			
	a range of different massage techniques for the head.			
TELL US 	about the safety and hygiene practices regarding basin services, including preventing cross-contamination.			
	about how you protect yourself from fatigue.			



Unit 4 SHHBAS002 Provide head, neck and shoulder massages for relaxation

Can you prepare clients for services, wash hair and remove different colour services from the hair like colours, foils, bleach etc and apply different massage techniques to the hair?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	a full range of massage techniques for a head, neck and shoulders using different treatment products.			
TELL US 	about the salon's treatment range, application instructions and what they do to the hair and scalp.			
	about the basic aspects of health regulations that are applicable to providing massage services in the salon environment.			




Unit 5 SHBXCCS002 Provide salon services to clients

This unit shows your ability to communicate with clients face to face or by phone, schedule appointments, assist clients with special needs and respond to client complaints.

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you welcome clients and source their client records, develop rapport and act on opportunities to add extra services.			
TELL US 	about how you schedule clients and record details into the salon's record keeping system.			
	how you take follow up action to ensure clients are happy/satisfied.			



Unit 6 SHBHIND001 Maintain and organize tools, equipment and work areas

This unit shows you have the knowledge required to maintain, organise and clean tools to ensure a clean and tidy work environment.

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how to clean, disinfect and store tools and equipment according to health regulations.			
	how you clean and oil clippers, check scissors and clippers for bluntness and check electrical equipment.			
TELL US 	about the process you use to report any hazards in the workplace.			
	if there are any processes in place to report any hazards according to organisational policies.			
PROVIDE 	any workplace documents regarding what to do with hazardous tools or equipment.			



Unit 7 SHBXIND001 Comply with organisational requirements within a personal services environment

Are you aware of your rights within the hairdressing industry as an employee, do you know where to access the information?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you use PPE daily and how you follow workplace dress requirements.			
	how you can work effectively as a team member to provide personal service in a salon environment.			
TELL US 	where you would source information on your employment rights and responsibilities.			
	where you can find information on your entitlements like personal leave, declining rostered hours, grievances etc.			




Unit 8 SHBXIND002 Communicate as part of a salon team

Do you communicate effectively with all members in your workplace and share information and ideas to enhance your team?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you communicate effectively within the team and ask questions or seek clarification to prevent misunderstandings.			
TELL US 	how you share ideas within the salon to enhance the team environment.			
	about your roles and responsibilities within the salon environment.			
	about a time when you have actively participated in team problem solving.			




Unit 9 SHBXWHS001 Apply safe hygiene, health and work practices

Do you follow safe practices to minimise risks to yourself and your clients and show the ability to follow hygiene and skin penetration guidelines?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you use different salon procedures to minimise infection.			
	how your work practices minimise risk of injury to yourself and others, i.e. tidy work areas, no trip hazards.			
TELL US 	how to identify and report unsafe work practices including bullying and harassment.			
	what you do with a spill of a hazardous liquid.			
PROVIDE 	WHS documents such as Safety Data Sheets SDS and give a brief description about why they are used.			

Unit 10 BSBSUS201 Participate in environmentally sustainable work practices

Are you familiar with the different sustainable processes in the salon when it comes to recycling, water usage etc?

Can you?		Yes, I am confident	Yes but not that confident	I am not sure
SHOW 	how you use different salon procedures to minimise infection.			
	how your work practices minimise risk of injury to yourself and others, i.e. tidy work areas, no trip hazards.			
TELL US 	how to identify and report unsafe work practices including bullying and harassment.			
	what you do with a spill of a hazardous liquid.			
PROVIDE 	WHS documents such as Safety Data Sheets SDS and give a brief description about why they are used.			

WHAT'S NEXT?

If you tick, **Yes, I am confident** or **Yes but not that confident** for a unit, you should be able to provide the evidence required for these units. Start collecting the evidence and refresh your knowledge. When you are confident that you are ready, please go ahead and apply for RPL for these units.

If you have tick, **I am not sure**, please discuss your application with the assessor to identify what unit's best fit your experience.

When you're ready to apply for RPL for Cluster 1 units please complete an application form located here – Skills Recognition Request for RPL Form. (Please Note: if the link does not work, search **Skills Recognition Request for RPL Form** on the CIT website <https://cit.edu.au>)

- Follow the instruction on the form. All Program/Course and subject details can be found on page 6 of this document or on our website under C3-BD24 Certificate III in Hairdressing.
- After submitting your application, you will be sent an invoice.
- After payment you will be contacted by an Assessor who will provide you with details on what evidence and processes will be required for your application.

Once you have successfully completed Cluster 1 you will be provided with feedback and given the next Self-Assessment guides for the qualification.

If you have any question or need assistance, please call 02 62073188 and ask to speak to someone from CIT Hair and Beauty Department.

We wish you all the best for success and look forward to meeting you soon.