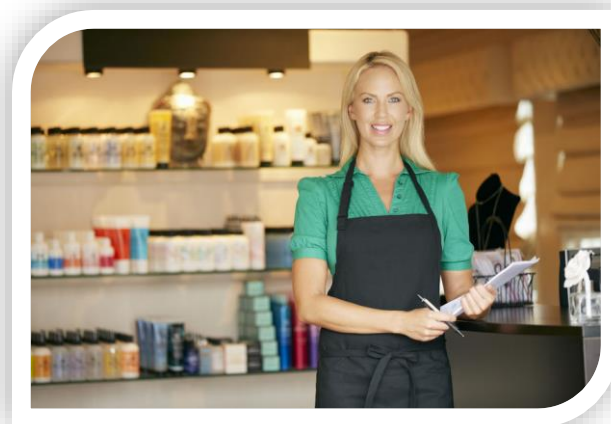


## Course Title: SHB50216 Diploma of Salon Management

### Course description

Start your career in the Personal Services Industry and build your business by developing management and leadership skills specific to the hairdressing or beauty industry.

This qualification will support existing owners, managers or new entrants to the personal services industry who wish to gain a better financial understanding and control in all areas of a business. The course includes business planning and maintaining good governance, marketing initiatives, employing staff and managing their performance, writing policies and procedures, effectively measure current resource use and to carry out improvements to reduce the negative environmental impact of work practices.



### Entry requirements

There are no entry requirements for this qualification. However, a Language, Literacy and Numeracy (LLN) Assessment is required to determine readiness to complete this qualification.

### Pathways

After achieving SHB50216 Diploma of Salon Management individuals may choose to undertake:

- SHB80116 Graduate Certificate in Hairdressing Creative Leadership, or
- Another Diploma or Graduate Certificate qualification relevant to your goals
- Some units of competence are also direct credits to other management qualifications.

This qualification is NOT suitable for an Australian Apprenticeship pathway.

### Recognition of Prior Learning

Recognition of prior learning (RPL) is offered on the understanding that people may have already achieved some or all of the skills and knowledge competency outcomes or standard for entry to, and/or partial or total completion of a vocational qualification.

All applicants are welcome to apply for Recognition of Prior Learning (RPL) by completing the RPL Application Kit. Applicants will need to provide current, quality evidence of competency which reflects the skills and knowledge in a particular unit of competency applied for, either by portfolio of evidence or as directed by Assessor. RPL should be applied for prior to commencing the course.

### Subject selection

A total of 10 units of competency must be completed; 7 compulsory core units and 3 electives. Subjects offered are guided by the required preferred skills and knowledge industry is seeking. Refer to Subjects on Offer on our website.

### Employability Skills

A summary of the employability skills are representative of the personal services industry in general for this qualification and include; communication, teamwork, problem solving, initiative and enterprise, planning and organising, self-management, learning and technology.

Phone: 02 4353 0815

2-3/1 Bounty Close TUGGERAH NSW 2259

contourcollege.com.au RTO#90504

## Course Title: SHB50216 Diploma of Salon Management

### Career opportunities

- Salon manager
- Team leader
- Business Development Manager (for hairdressing, Beauty, Spa, Massage industry)

### Direct credit transfer

Credit for a unit of study from a previous course where the unit code is the same, should be applied for prior to commencing a course and will be granted under the Principles of Mutual Recognition when an original Certificate or Statement of Attainment provided by another current "accredited" Registered Training Organisation is verified.

### VET Student Loan Scheme

The Diploma of Salon Management is supported under VET Student Loan Scheme. Refer to our website for specific details relating to this option.

### Fees and charges

Unless specified otherwise, fees quoted cover the total amount of the course. Additional charges may apply where accessories are required and need to be purchased by the student prior to commencing the course. For short courses or where fees are not stated, you should contact the administration office for details before committing to any payment.

When you enrol in a government-subsidised course you may be required to pay compulsory 'administration fee', unless you qualify for a fee exemption or fee concession. These fees and charges are reviewed on a yearly basis and are subject to change. Refer to our web site for concession details.

### Additional charges

Additional costs could include; locker keys, library borrowing costs, equipment kits, additional uniform, personal protective clothing, text books etc. In all cases where they are not included in the course fee, they will be itemised as a separate and additional charge. All fees, with the exception of an administration fee (when applicable), may be refundable under certain circumstances.

Contour Systems will apply charges to late fee payments and use of electronic fees transmission (EFT) payments. These charges will be clearly displayed or documented prior to enrolment or collection of monies..

### Refunds

In the event a learner is unable or unwilling to continue with the training service, and provides a written request for a refund within the specified timeframes, a review of the service and resources provided will be undertaken.

Learners will be provided with clear processes to retrieve any funds they have entitlement to and Contour College will endeavour to satisfy all reasonable claims within 14 working days of agreed refunded amounts. Refer to website for Refund Procedure specific details.

## Course Title: SHB50216 Diploma of Salon Management

### Payment terms and conditions

Payment of course fees may be by VET Student Loan scheme, credit card, internet transfer, cheque or cash. Payment of nominated fees must be made at nominated times to ensure continuation of course. Full details on our Fees, Charges and Refund Policy and Procedure documents are available on our website [www.contourcollege.com.au](http://www.contourcollege.com.au).

Personalised payment plans are available under certain circumstances and are administrated through a Direct Debit process only.

We encourage full consultation with our administration staff prior to committing to any fees payable.

VET Student Loan enquiries or payment arrangements; please refer to our website for specific details or call to arrange an appointment (02) 4353 0815.

### Learning options

Blended learning	Resources provided	Fees	Assessment methods	Duration
The course is delivered full-time or part time on demand 3 days per week (includes face-to-face and self-directed supported learning).	Texts and supplementary handouts	<p>\$5,496.00</p> <p><i>(Up to \$5,000 Assisted loan is available on the VET Student Loan scheme for eligible students)</i></p> <p>This qualification is suitable to be done in conjunction with hairdressing or beauty therapy course</p> <p><i>Request an interview for further information</i></p>	<p>Structured activities in a range of situations</p> <p>Individual and group activities, portfolio of research ( staffing issues, sustainability, professional development, small business finances)</p> <p>Observation &amp; demonstration of practical components provided through 3<sup>rd</sup> Party Report</p>	<p>40 to 45 weeks or until relevant competencies are achieved.</p> <p>Includes practical exposure to personal service environment</p>
Guide to Learner requirements	<ul style="list-style-type: none"> <li>All applicants are required to attend a personal interview and College tour prior to enrolment</li> <li>Assessment decisions are based on competency of the skills and knowledge required to meet industry standards. Therefore, course duration may be adjusted accordingly on an individual basis</li> <li>Interest in owning or operating a hair, beauty salon or similar operation</li> <li>Interest in preparing reports and working with numbers</li> <li>Ability to research, analyse and prepare relevant workplace information</li> <li>Ability to type assignments</li> </ul>			

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### Facilities and equipment

Contour College is a purpose-built training facility which includes fully functional commercial beauty salon and Vichy spa room. Including client reception, sales with operational manual and computerised point-of-sale equipment, basic services area, professional products and service preparation area at beauty stations. Retail homecare products are showcased and available for client sales and merchandising.

Three separate lecture rooms for theory classes, fully equipped student kitchen, laundry, lockers and resource library available for student use.

Maximum 14 students for each practical class with *current* skilled professional training staff.

### How to apply

Please follow the instructions and complete the Enrolment Enquiry Form located on our web site [www.contourcollege.com.au](http://www.contourcollege.com.au). Your enquiry will be acknowledged within seven (7) working days. You will receive an Enrolment Pack with further related information.

Contour Systems T/A Contour College

**Phone:** (02) 4353 0815

**Fax:** (02) 4353 0991

**Email:** [admin@contourcollege.com.au](mailto:admin@contourcollege.com.au)