



THE CENTRE OF EXCELLENCE

Providing Quality Training
for more than 30 years

SHB50216 Diploma of Salon Management

About the Course

This qualification reflects the role of senior managers and small business owners of personal services businesses. They are responsible for coordinating the day-to-day operation of the business and for planning, monitoring and evaluating the work of the team. Salon managers also operate with significant autonomy to make strategic business management decisions.

This qualification provides a pathway to work as a salon manager in any type of personal service business including hairdressing or beauty salons, barber shops and spas.

Academic Requirements

Australian year 12 Equivalent of other countries

Age Requirements

For international students COE has a requirement that all students must be over 18 years of age at the commencement of course.

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www.coe.vic.edu.au | info@coe.vic.edu.au
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Assessment procedure

Students will undertake both formative and summative assessments which will include completion of the activities, projects and observation of delivery of training and assessment.

The formative assessment activities are contained at the start of each workbook Activity 1, which must be completed and submitted prior to commencing the summative assessments which are Activities 2 and onwards, also provided in the students workbook.

In line with The Centre of Excellence policy and procedure, trainers will:

- Explain the context and purpose of the assessment and the assessment process
- Explain the Competency Standards to be assessed and the evidence to be collected
- Outline the assessment procedure, the preparation which the candidate should undertake and answer any questions
- Assess the needs of the candidate and, where applicable, negotiate reasonable adjustment for assessing people with disabilities without compromising the integrity of the competencies
- Seek feedback regarding the candidate's understanding of the competency standards, evidence requirements and assessment process
- The Centre of Excellence ensures that staff involved in the delivery and assessment of this qualification have access to:
- The present version of this qualification and Training Package as well as the units of competency, assessment guidelines and qualification structure
- Trainer, assessor and student support materials and resources relating to the units of competency that are being delivered and assessed
- Sufficient resources to meet the requirements of students with special needs and has a process in place that includes reasonable adjustment procedures
- The necessary facilities and equipment needed to conduct the program

Mode of Delivery

Face to Face

Entry Requirements:

All international students should be able to meet the English requirements as required under the assessment level of the student by Department of Immigration and Border Protection (DIBP).

The Centre of Excellence accepts the results from International English Language Testing System (IELTS), PTE Academic English or the Test of English as a Foreign Language (TOEFL) as below:

Acceptable Form of evidence for English Language Proficiency at THE CENTRE OF EXCELLENCE	Acceptable Score for Direct Entry Level for Certificate/ Diploma/ Advanced Diploma Courses
International English Language Testing System (IELTS) - Academic	5.5
Test of English as Foreign Language (TOEFL) - Paper Based Test (PBT)	527
Pearson Test of English Academic (PTA Academic)- Paper Based Test (PBT)	46 (with no communicative skill score less than 42)

Credit Transfer and RPL

Recognition of prior learning (RPL) may be given for skills and knowledge gained through previous study or other relevant experience. For further information refer to www.coe.vic.edu.au

Course Structure

Unit Code	Unit Name	Core/Elective
SHBXWHS002	Provide a safe work environment	Core
BUBSUS501	Develop workplace policy and procedures for sustainability	Core
BSBSMB404	Undertake Small business Planning	Elective
BSBSMB403	Market the Small Business	Elective
BSBMGT502	Manage people performance	Elective
SHBXPSM001	Lead teams in a personal services environment	Core
BSBHRM506	Manage recruit Selection and induction processes	Core
BSBHRM404	Review human resource functions	Core
SHBXPSM002	Manage treatment services and sales delivery	Core
SHBXPSM003	Promote a personal services business	Core



COURSE DURATION	58 Weeks	COURSE FEES	\$6,000
AIRPORT TRANSFER FEE	\$150	ENROLMENT FEE:	\$250
OSHC	refer www.bupa.com.au	ACCOMMODATION FEES	from \$240-\$300 per week