

APPLICANT GUIDE

HAIRDRESSING OCCUPATION

OCCUPATION: Hairdresser (ANZSCO 391111)
QUALIFICATION: SHB30416 Certificate III in Hairdressing

SKILLS ASSESSMENT - Occupational Requirements

A person who works in Australia as ANZSCO Code: 391111 - Hairdresser requires skills and knowledge.

This qualification reflects the role of individuals employed as hairdressers working as part of a team in a hairdressing environment, and who are competent in communicating in the workplace, consulting with clients, selling products and services, and designing and applying a broad range of technical hairdressing services on clients.

Specific tasks Include:

- ✓ Designing a full range of hairdressing
- ✓ Cuts, colours and styles
- ✓ Being competent in high level communication skills
- ✓ Consulting and advising clients
- ✓ Promoting products and services

The Australian qualification that matches the tasks and activities of ANZSCO Code: 391111 – Hairdresser is the Certificate III in Hairdressing. The skills assessment will match your skills and experience against this qualification.

ASSESSMENT OF SKILLS

When assessing your skills against the Australian qualification, qualified assessors will cluster the tasks required to complete this qualification. These clusters are:

1. Cluster/ Skill Set 1 Basin Services
2. Cluster / Skill Set 2 Women’s Haircutting and Styling
3. Cluster / Skill Set 3 Men’s Haircutting
4. Cluster/ Skill Set 4 Chemical services (Colour & reforming)

5. Cluster/ Skill Set 5 Professional undertakings
6. Cluster / Skill Set 6 Discipline Knowledge
7. Cluster / Skill Set 7 Occupational Health and Safety
8. Electives Group A
9. Electives Group B – Men’s Hairdressing
10. Electives Group C – General electives

1. Cluster/ Skill Set 1 Basin Services

This cluster covers basic basin services, personal health and safety, maintaining and organising work areas, keeping the workplace tidy, clean and safe in keeping with relevant legislation, workplace and operator safety policies and procedures are met. Risks which are associated with unprotected use of hairdressing and cleaning chemicals to the operator’s eyes, skin and respiratory system are noted and avoided.

- Gowning and preparing clients for salon services
- The application of appropriate shampoo and treatments
- Relevant and consistent knowledge and application of safe work practices
- Client safety and comfort
- The use of positive and inclusive language
- The use of questioning and listening techniques
- Resolving conflict through negotiation
- Managing stress

2. Cluster / Skill Set 2- Women’s Haircutting and Styling

This cluster covers your ability to demonstrate and describe the knowledge, skill and attitude that ensure they can: maintain a regular female and male haircut clientele by perform pre-haircutting analysis, combine

haircut structures, and create a variety of looks on female clients.

- pre haircutting service analysis on a variety of clients
- plan and combine haircut structures for a variety of haircut looks
- safe application of a variety of haircutting tools and techniques
- achieve required haircut designs according to planned outcomes
- apply finishing techniques to enhance haircuts
- complete haircut services within designated workplace timeframes

3. Cluster / Skill Set 3 - Men's Haircutting

This cluster covers your ability to work safely with equipment, clients and fellow workers; perform pre-haircutting analysis on a variety of male clients; safely apply haircutting tools, finishing tools and other hairdressing equipment according to salon procedures and OHS requirements; complete men's haircuts and finishes within salon designated timelines.

- Pre service analysis
- Diversity of clients hair texture and quality
- A variety of haircut looks including:
 - a combination of classic cuts
 - fashion finishes
 - short back and sides
 - short, medium and long tapered haircuts
 - medium fashion cut, spiked on top
 - medium style cut with square back
 - flat top (crew)
- Haircut outline can be by using:
 - Clippers
 - Scissors
- Neck shaving techniques must include:
 - Combined or blended where appropriate with the planned finished design
 - Necklines are lathered and skin is stretched and shaved in the direction of the hair growth

to ensure a smooth result without discomfort to the skin

4. Cluster / Skill Set 4- Chemical services (colour & reforming)

This cluster covers your ability to work independently and work autonomously. You must analyse client characteristics prior to temporary, permanent or high lift colour treatment, as well as your ability to consult and independently choose, advice, confirm and apply colour selection, application and processing of semi, permanent, high lift and bleaching colour services on a variety of clients.

- Negotiate with clients consistently applying effective questioning and active listening techniques
- Consistently apply workplace policies, procedures and safe work practices in relation to colour and bleaching services
- Ensure client comfort and safety throughout the service including gowning, removal of colour without residual scalp stain
- Read and accurately interpret manufacturer's colour charts and product instructions
- Safe selection, preparation, application, processing and removal of colour without residual scalp stain, according to manufacturer's instructions
- Complete colour services within designated salon timeframes and to a pre-determined aim/plan
- Recommend home care products

5. Cluster / Skill Set 5 – Professional undertakings

This cluster covers the following skills set:

- Explains how you oversee the daily operations of the business and its hairdressing related services and ensure that the business is running efficiently, the customers are tended to and satisfied, and the business is operating at a profit.

- Demonstrates how you ensure that the salon is clean, organized and well-staffed, coaching other staff to be successful at the salon ensure satisfied customers, happy employees and a profitable expanding business.

techniques in salon environments.

- As a part of a normal day's undertaking, apply discretion and judgement and accept responsibility for outcomes of own work.

- Maintain and constantly review client service standards.
- Work in maintaining hairdressing and techniques in keeping with client's wishes and current fashion trends.
- Ensure salon cleanliness and maintenance is in keeping with the salons company's general policy on services.
- Ensure that small maintenance jobs are carried out and paid for.
- Encourage and motivate all staff to maximum potential, both technically and professionally for their individual benefit and future growth of the company.
- Communicate through all staff levels e.g. Stylists, Apprentices.
- Ensure that grievance procedures are carried out as laid down in each individual's contract of employment.
- Ensure smooth running of reception area in particular those with overall responsibility for cash and paperwork procedures. Where there is no receptionist, ensure that paperwork procedures are adhered to as laid down in the job description.
- Advise clients of all products available for retail purchase, in order that they keep their hair in good condition.

7. Cluster / Skill Set 7 - Occupational Health and Safety

This cluster covers your ability and knowledge, and experience of the salon safety.

- Apply safe hairdressing working practices, according salon procedures. It covers operator skin protection, hygiene, healthy posture, appropriate footwear, safe handling and of chemicals and hairdressing equipment, procedures for emergency situations, evacuation and responding to an accident or illness.
- Demonstrate an understanding of the National Occupational Health and Safety Commission (NOHSC) guidelines for occupational health and safety.

8. Electives Group A

This cluster relates to your knowledge, skills and experience of commercial ladies and men's cutting and long hair finishes.

- The safe application of a variety of haircutting tools and techniques to achieve required haircut designs according to planned outcomes frames.
- Demonstrate how you would successfully communicate with a client regarding their requirements for a special event.
- Time management to meet industry requirements.
- Product knowledge and usage.

6. Cluster / Skill Set 6 - Discipline Knowledge

This cluster relates to your knowledge, skills and experience of the composition and growth of hair.

- Demonstrate an understanding of skin and hair biology and cosmetic chemistry as they apply to the performance of hairdressing services.
- Exercise judgement in planning and selecting appropriate products, services, equipment and

9. Electives Group B – Men's Hairdressing

This cluster relates to your knowledge, skills and experience of men's cutting and fashion finishes.

- Hairdressers in salon environments who plan then select and apply tools and equipment, to create traditional and classic men's haircut structures, after-haircut finishing for classic and techniques on men, and facial shaving and beard trims.

10. Electives Group C – General electives

Chosen from the following:

- Perform head, neck and shoulder massage
- Plan services for special events
- Combine structures for current haircut designs
- Design and maintain beards and moustaches
- Perform face and head shaves
- Select and apply hair extensions
- Perform protein straightening and relaxing treatments
- Participate in a session styling team
- Advise on products and services
- Recommend hair, beauty and cosmetic products and services
- Perform stock control procedures
- Merchandise products

PLEASE NOTE:

QUALIFICATION AND OCCUPATION REQUIREMENTS

You must submit:

- Up-to-date Resume (complete with job description and references)
- Third party report from supervisor Certificates/Qualifications or Awards
- Mandatory Evidence Portfolio which includes photographic and/or video evidence of completed workplace tasks that directly link to clusters as listed above.