



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

**Beauty &
Hairdressing**

Training Product:



Your Future. Your Choice. Your TAFE.

Central Regional TAFE spans four regions and around 57% of Western Australia, with nine campuses delivering training that reflects the industries driving our state's economy. From the Midwest and Wheatbelt to the Gascoyne and Goldfields, our footprint is vast – and so are the opportunities.

Studying regionally connects you directly with the jobs that matter. With most agricultural, health, and construction roles based in regional WA, training close to home ensures you build skills where the demand is.

Each campus is shaped by its community and industries. Whether it's aquaculture on the coast, mining in the Goldfields, or agriculture in the Wheatbelt, we work hand-in-hand with employers to make sure your training is current, practical, and linked to real apprenticeships and work placements.

Wherever you live, your local campus is ready to help you succeed – while keeping skills, jobs, and opportunities right here in regional WA.





Your Campus. Your Training. Your Career.

At Central Regional TAFE, it's all about you. We're here to help you shape the future you want, with the right support every step of the way.

Learn from industry experts who bring real-world knowledge into the classroom and gain the confidence and skills employers are looking for. With over 300 nationally recognised courses – from Certificate I through to Advanced Diploma – plus a wide range of short courses, there's a pathway for every ambition.

We know life is busy, so our flexible and online study options help you balance training with work, family, and everything else you've got going on. Add to that payment plans and tailored support, and achieving your goals has never been easier.

Whether you're leaving school, changing careers, or upskilling, you'll find a place at TAFE – and a pathway to a future that works for you.

Train where you live. Build real skills. Shape a future that works – with Central Regional TAFE.



Course Information

SHB20121 Certificate II in Retail Cosmetics

Release number	1
Required number of units for course completion	15 units must be completed
Duration	10 months
Location	Geraldton
Delivery mode	Face-to-Face Delivery

SHB20216 Certificate II in Salon Assistant

Release number	1
Required number of units for course completion	12 units must be completed
Duration	10 months
Location	Geraldton
Delivery mode	Face-to-Face Delivery

IS THIS COURSE RIGHT FOR ME?

Before you choose this course, it's a good idea to think about the skills and knowledge you might need. The information below will help you decide if the course is a good fit for you, or if there are areas where you might need some extra support.

- Love hair, beauty and helping people?**
 If you're into hair, makeup and skincare and love learning the latest trends this course is for you! A passion for looking and feeling your best, along with great hygiene and presentation, will help you succeed.
- Enjoy working with people?**
 In the hair & beauty industry, you'll meet all kinds of people and help them feel confident. If you're friendly, caring, and enjoy chatting while working hands-on, you'll fit right in. You'll need to feel okay working closely with others and always be respectful and professional.
- Good with your hands and staying organised?**
 You'll be doing detailed, hands-on work so being steady, focused and well-organised is important. You'll also need to manage your time and follow salon routines in a busy environment.
- Physically ready for the job?**
 Hair & beauty work means being on your feet, bending, and using your hands a lot. You'll be using products on yourself and others, so no major skin allergies is a must.

- **Respect everyone's differences**
You'll meet clients from many backgrounds, genders and lifestyles. Being open-minded, inclusive and respectful makes every client feel welcome.
- **Always learning and staying safe**
The hair & beauty world changes fast with new products, new styles, new skills! Being keen to keep learning is a big plus. And of course, you'll follow safety rules to keep everyone healthy and happy.
- **Working Safely with Chemicals and PPE**
In a salon, you'll sometimes use products that contain chemicals or release fumes—like hair colour, bleach, and cleaning agents. Don't worry, you'll learn how to handle them safely! This includes storing products properly, using the right protective gear like gloves and aprons, and following simple steps to keep you and your clients safe.

Course Pathways

This course aims to help you develop skills and knowledge that may support entry into a range of job roles or further study.

SHB20121

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures, and work under direct supervision.

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

SHB20216

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

The combined skills and knowledge do not provide for a job outcome as a hairdresser and this qualification is intended to prepare individuals for further training.

Further details can be found on our website [here](#).

National Course Entry Requirements

Entry requirements apply to this course. NIL

Central Regional TAFE (CR TAFE) Entry Requirements

You must have a Unique Student Identifier (USI) to enrol in and complete any nationally recognised training in Australia. If you do not have a USI or need help getting one, we can assist you with the process.

Before you enrol, CR TAFE is required to review your language, literacy, numeracy and digital (LLND) skills to help you decide if the course is right for you, identify any support you might need, or whether other learning options may be better suited to you at this time.

For this course, the method of LLND review will be completion of LLN Robot Quiz.

Fees and Payments

Whether you are enrolling in individual units and/or full qualifications at CR TAFE, you are responsible for paying the enrolment fee for each unit you enrol in.

You will find detailed information about your course costs and how they are calculated on our website [here](#).

You can also check the drop-down box for FEES on your course page on the website which has details about the course fees.

Further information on:

- key payment terms and conditions
- availability of any relevant government training entitlements and subsidies
- our withdrawal and refund requirements

is available under the Fees and Payment Options section in the Student Handbook on our website [here](#).

Our Student Business Systems team can help if you are unsure about any fee information. Please refer to the Contacts section, on how to contact us.

Learning Resources

You will need the following learning resources for your course:

Textbooks

Skin Deep Learner Manuals will be provided to you by your lecturer for each unit as you progress through the course. The cost of these will be included in your fees.

Our physical and online library has a wide range of written and electronic resources useful to your course. You can find our online library on the Central Regional TAFE website [here](#).

For on campus students your learning materials for each unit will be provided to you as you progress throughout the semester and the price is incorporated in your enrolment fees. Where this is not possible, there will be additional resource fees. If you are enrolled off campus other information about your learning materials and purchases will be provided at the time of enrolment.

Resources and equipment you need to bring

You are required to provide (at your own expense) the following list of resources/equipment:


Uniform requirements

***COMPULSORY Uniforms will need to be purchased by the student**

- **Black tunic to be purchased and embroidered from Totally Workwear**
- **Black Trousers**
- **Black Enclosed Shoes**
- **Optional for winter: black long sleeve top under tunic or black cardigan**

Provided and included in your fees:

Makeup brushes \$90 – Students will get to keep their brushes

2026		S01-0460					
		EVOLUTIONS COMBINED GROUP					
STAFF / STUDENT NAME:							
 		PHONE: _____					
		TWW COLLECT TEXT: _____					
		COLLECTED DATE: _____					
		COLLECTED BY: _____					
						COLLECTION SIGNATURE: _____	
DESCRIPTION	CODE	QUANTITY	PRICE INC GST	COLOUR	SIZES MADE	SIZE REQUIRED	
BC CROSS OVER TUNIC	H134LS		\$73.00	BLACK	6 - 20		
TROUSERS			5% DISCOUNT OF RETAIL MUST BE BLACK				
CLOSED IN SHOES							
EMBROIDERY DETAILS		250925N					
TAFE LOGO - FRONT LEFT - WHITE LOGO			EMBO x 2				
EVOLUTIONS LOGO - RIGHT FRONT							
PAYMENT DETAILS							
CREDIT CARD DETAILS:							
NAME ON CARD: _____							
_____				EXP: __ / __		SIGNATURE: _____	
THERE IS NO EXCHANGE ON EMBROIDERED GOODS - PLEASE SELECT CAREFULLY							
FULL PAYMENT TO BE MADE AT TIME OF ORDERING							
PLEASE ALLOW TIME FOR PROCESSING - SOME PRODUCTS MAY BE SUBJECT TO SUPPLIER DELAYS							
THERE IS NO EXCHANGE ON EMBROIDERED GOODS - PLEASE SELECT CAREFULLY							
PLEASE NOTE: PRICES ARE SUBJECT TO SUPPLIER PRICE INCREASES							

My Portal

There is a variety of information available to students on our website under [Current Students myPortal](#). Once you are enrolled, the Student Portal will allow you to view the following:

- My application - view the status of your application to study
- My payments - view your payment history and instalment plan details (if relevant)
- My study - view your course details, units and academic records
- My details - view and update your personal information
- My tasks - view any notices from Central Regional TAFE
- Blackboard - links directly to the Blackboard e-learning platform

Recognition of Prior Learning

Recognition of prior learning (RPL) means an assessment process that involves assessment of an individual's relevant prior learning and experience (including skills and knowledge obtained through formal and informal learning) to determine the extent to which the individual meets requirements specified in the training product. If you think you have existing knowledge and skills in one or more of your units of study, you may apply for RPL. Should you apply for RPL, you will be supported through the process by a lecturer. For further information visit our website [here](#).

Credit

Credit can be given if you have successfully completed a unit or module that has the same code or is deemed equivalent to one in your current course. You may have completed this unit/module at a Registered Training Organisation or at an alternate authorised organisation such as a university.

You will have to provide some evidence you have successfully completed the unit or module. This might include authenticated VET transcripts or other AQF certification documents like Statements of Attainment, Records of Results etc.

You won't be charged for credit. If you think this might apply to you, contact your lecturer to discuss eligibility, the application process and the evidence you need to provide.

Note: CR TAFE will not issue an Award or Statement of Attainment that is achieved wholly through crediting units completed at another RTO.

Appeals and Feedback

CR TAFE values student feedback and recognises that opportunities to improve products and services arise from the effective handling of student complaints. Complaints are processed in a way that balances the interests of students and CR TAFE while making sure the process is fair for everyone.

Students are supported to [provide feedback and make complaints](#). Students have the right to appeal decisions made by the lecturer/assessor and CR TAFE. For example, if you have concerns about your assessment results, please approach your lecturer to discuss the issue and/or refer to our website for details [here](#).

Student Support Services

CR TAFE aims to provide a supportive learning environment for all students. If you have any support needs, either before you enrol or during your course, we encourage you to speak with your lecturer or the Student Support Services team. CR TAFE will provide, or help you access, the support that can assist you in your studies.

Training Support:

You are encouraged to identify any training support that you may need before you enrol and at any point during your learning journey. This may include but not limited to:

- Study Skills
- Accessing and using technology
- Assessments
- Disability support
- Aboriginal and Torres Strait Islander support

Wellbeing Support:

CR TAFE is dedicated to supporting students and to providing a safe and inclusive learning environment for all students including a culturally safe learning environment for Aboriginal people. CR TAFE recognises that student wellbeing is important for a successful learning journey and may provide, or support access to, appropriate services where needed. Wellbeing support may include, but not limited to:

- Counselling and mental health resources (external)
- Career Services and Guidance (internal)
- Financial (fee and debt payment options, scholarships) (internal)
- Abuse, harassment, bullying (internal and external)
- Crisis and Support Lines (external)
- Support for Aboriginal students (internal and external)
- Aboriginal Counselling Support (external)
- Support for students with disability (internal and external)
- Support for international students (internal)

For confidential, no obligation contact information for wellbeing support, please contact our Student Support Services team who can help you with more information on how to access these support services, or go to our [website](#).

Contacts:**Lecturer contact details:**

Name: Trista Patten

Phone number: 08 99562833

Email: trista.patten@crtafe.wa.edu.au

Building: B Block

Availability: Monday-Friday

To speak to our Student Business System Team, Student Support Services Team, our Technical Support Team, Aboriginal Support Services or your local Access and Equity Inclusion Officer, contact: 1800 672 700 or enquiries@crtafe.wa.edu.au.

Alternatively, you can complete an online enquiry form <https://www.centralregionaltafe.wa.edu.au/contact-us>.

For help with all things career, training and employment, contact our Jobs and Skills Centres at either our Geraldton, Kalgoorlie or Northam campuses, or call 13 64 64 or go to www.jobsandskills.wa.gov.au.

Award

Upon successful completion of this course, you are entitled to an Award and a Record of Achievement. Should you not have successfully completed all the units of competency required for the Award, you are entitled to a Statement of Attainment for the individual units for which you have been assessed as competent.

Further Resources and Information

More information can be found in our Student Handbook, available for download off our website [here](#).

Notification of Changes to the Course

You will be informed in writing by your lecturer of any changes that affect your course after enrolment. You will be supported throughout the change to ensure there is minimal disruption to your learning journey.

Timetable and Training Hours

The timetable provided helps you plan your week and understand your study commitments. The timetable shows which days and times you need to attend training. It helps you plan ahead and manage your participation.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am-12:00 pm	Evolution Salon (Room: B-105)	Evolution Salon (Room: B-035)	Evolution Salon (Room: B-035)	No class	No class
12:00pm - 12:45pm LUNCH BREAK					
12:45pm-3:00pm	Evolution Salon (Room: B-105)	Evolution Salon (Room: B-035)	Evolution Salon (Room: B-035)	No class	No class

AMOUNT OF TRAINING KEY					
A	B	C	D	E	F
Lectures or tutorials	Online activities	Practical activities	Projects for learning	Structured prescribed reading/activities	Other

ASSESSMENT METHOD KEY					
1	2	3	4	5	6
Direct observation	Questioning	Portfolio	Project	Third-party feedback	Other, specify in assessment method below


Stage Block Cluster <i>Please specify actual dates</i>	National code	Unit of competency	Core (C) Elective (E) <i>Identify imported electives (IE)</i>	Pre-requisite/s National code/s	Amount of Training (Hours)							Assessment Methods
					A	B	C	D	E	F	Total	Enter method numbers from key

SEMESTER												
Sem 1	SHBXWHS003	Apply safe hygiene, health and work practices	C		16		10		10		36	1 & 2
Sem 1	SIRXIND003	Organise personal work requirements	C		3		5		12		20	1 & 2
Sem 2	SHBBMUP009	Design and apply make-up	C		8		20		4		32	1 & 2
Sem 1	SHBXIND003	Comply with organisational requirements within a personal services environment	C		10		10		2		22	1 & 2
Sem 1&2	SHBXCCS007	Conduct salon financial transactions	C		5		15		2		22	1 & 2
Sem1	SHBXIND005	Communicate as part of a salon team	C		4		5		2		11	1 & 2
Sem 2	SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	C		20		4		5		29	1 & 2

Sem 1	SHBBCCS004	Demonstrate retail skin care products	C		6		7		3		16	1 & 2
Sem 1	SHBBCCS001	Advise on beauty products and services	C		6		7		3		16	1 & 2
Sem 2	SIRRMER001	Produce visual merchandise displays	E		8		5		2		14	1 & 2
Sem 1&2	SHBBINF002	Maintain infection control standards	E		12		10		8		30	1 & 2
Sem 2	BSBSUS211	Participate in sustainable work practices	E		10		5		5		20	1 & 2
Sem 1	SHBBRES003	Research and apply beauty industry information	E		15		2		2		19	1 & 2
Sem 2	SHBBSKS006	Pierce ear lobes	E		8		6		4		18	1 & 2
Sem 1	SHBXCCS009	Greet and prepare clients for salon services	I E		10		5		2		17	1 & 2
Sem 1	BSBWHS201	Contribute to health and safety of self and others	C		10		11		4		25	1,2,3,
Sem 1&2	SHHBAS001	Provide shampoo and basin services	C		10		10	5	5		30	1,2,3
Sem 1&2	SHBHDES001	Dry hair to shape	C		10		25		5		40	1,2,3
Sem 1	SHBHIND001	Maintain and organise tools, equipment, and work areas	C		10		5		10		25	1,2
Sem 2	SHHBAS002	Provide head, neck and shoulder massage for relaxation	E		10		12		25		47	1,2,3
Sem 2	SHBHCLS001	Apply hair colour products	E		10		30	9	9		49	1,2,3
Sem 1	SHBHDES002	Braid hair	E		15		10		5		30	1,2,3
Total					216		218		129		558	



RTO: 52789

 1800 672 700

 enquiries@crtafe.wa.edu.au

 centralregionaltafe.wa.edu.au



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