



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

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

SHB30416 Certificate III in Hairdressing

Release number	1
Required number of units for course completion	28
Duration	18 months
Location	Central Regional TAFE Kalgoorlie Campus
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 doing hair and helping people?

If you're into styling, colouring, and all things hair 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 hairdressing, 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?

Hairdressing 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 world changes fast, 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.

Information you need to know about the course

This course requires the ability to stand for long periods of time whilst completing physically repetitive movements and tasks. Hairdressers spend most of the day on their feet and require manual dexterity, making physical endurance important for the role.

This course also requires working in close physical contact with a diverse range of clients from all ages, cultures, backgrounds and genders, discussing their haircare needs, assessing hair and scalp conditions, recommending a range of suitable hair services and performing various technical skills efficiently in a fast-paced environment.

Interpersonal skills are essential as excellent communication, active listening and empathy are required when consulting with clients. Clients may include those with additional needs - both physical and mental, challenging behaviours and clients with complex care needs which may require sensitivity and understanding.

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. This qualification reflects the role of hairdressers who use a range of well-developed sales, consultation and technical skills and knowledge to provide a broad range of hairdressing services to clients. They use discretion and judgement to provide client services and take responsibility for the outcomes of their own work.

This qualification provides a pathway to work as a hairdresser in any industry environment, usually a salon.

After achieving SHB30416 Certificate III in Hairdressing, individuals may undertake the following qualifications dependent on experience:

- SHB30516 Certificate III in Barbering
- SHB40216 Certificate IV in Hairdressing (entry requirement – at least one-year post-qualification full time employment experience as a hairdresser in a salon environment)
- SHB50216 Diploma of Salon Management

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 LLND review will be based on an interview with a staff member and an online LLN Assessment.

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 provided by CRTAFE:

- Printed materials (learner guides, fact sheets, handouts)
- Customised Power Points
- Web links
- Internet access
- Workplace documents including policies and procedures, Safety Data Sheets and product manuals

It is vital that the environment for assessment is realistic as possible. CRTAFE Goldfields Hair and Beauty Salon provides the following:

- A fully equipped commercial salon, including a fully functional reception area with a client booking and record system
- Sufficient up-to-date equipment and technology currently used in modern Hair salons for each learner at their individual time of training and assessment
- Consumable resources or salon stock – professional range of salon products
- Workplace documents which are currently used in industry including items such as policies, procedures, product manuals, job specifications and regulatory information
- Others with whom the individual can interact, team members, supervisors, managers and clients.

Online learning materials

You will have access to all units via the Skin-Deep Learning Management System (LMS), allowing you to view online tutorials and resources on demand throughout your training.

Resources and equipment you need to bring

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

- Clean, comfortable clothes (preferably black pants/bottoms and top with sleeves)
- Stationery including pens and pencils
- Bag or file to store learning materials
- Optional personal equipment including scissors and thermal tools, however these resources are provided

CR TAFE online library resources

Our online library has a wide range of electronic resources useful to your course. You can find our online library on the CR TAFE website [here](#). Library staff are available to assist you as required.

Work Experience

Work experience is a valuable part of this course. Although there are no mandatory work placement hours, your lecturer has recommended a suitable amount of work experience to help you develop practical skills and complete some assessment tasks in a real-world setting. Your lecturer will help identify and organise a suitable workplace for you.

Students completing this qualification are recommended to complete at least one term of work experience, one day per week or 75hrs equivalent, in an appropriate hairdressing salon, in addition to attending delivery at the Central Regional TAFE Goldfields Hair Training Salon.

Work experience is advised to take place in either semester 2 or semester 3, once you have learnt some basic skills to put to good use in the workplace. Work experience can usually take place one day per week over ten days, alternatively arrangements can be made with the host salon to complete the experience in a block.

CRT lecturers will prepare and support you during your placement and monitor your progress in conjunction with the host salon.

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: Emma Ritchie

Phone number: (08) 9088 6811

Email: Emma.Ritchie@crtafe.wa.edu.au

Building: CRTAFE Goldfields Hair & Beauty Training Salon, located in Building Q on Macdonald Street, Kalgoorlie Campus.

Availability: Mon-Fri weekly 9am – 4pm

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.

Training is delivered three days per week, Monday-Wednesday across 18-months. All classes are conducted in the Hairdressing section of the CRTAFE Goldfields Hair & Beauty Training Salon, located in Building Q on Macdonald Street, Kalgoorlie Campus. Lunch is usually scheduled between 12-1pm, however this can vary depending on client bookings and services being performed.

Stage 1: 20/07/2026 - 9/12/2026

Mondays, Tuesdays & Wednesdays, 9:00 am – 3:00 pm across one semester.

Stage 2: 8/02/2027 - 2/07/2027

Mondays, Tuesdays & Wednesdays, 9:00 am – 3:00 pm across one semester.

Stage 3: 19/07/2027 - 8/12/2027

Mondays, Tuesdays & Wednesdays, 9:00 am – 3:00 pm across one semester.

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9.00 am-12:00 pm	CRTAFE Goldfields Hair & Beauty Training Salon	CRTAFE Goldfields Hair & Beauty Training Salon	CRTAFE Goldfields Hair & Beauty Training Salon		
12:00 pm – 1.00 pm LUNCH BREAK (subject to change)					
1.00 pm-3:00 pm	CRTAFE Goldfields Hair & Beauty Training Salon	CRTAFE Goldfields Hair & Beauty Training Salon	CRTAFE Goldfields Hair & Beauty Training Salon		

Overview of Training Hours and Assessment Methods

The table below outlines the units you need to complete. It shows the types of training you are required to do, approximately how much time they should take, and how each unit will be assessed. This will help you understand how much time you will need to set aside for each unit you are enrolled in.

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
Stage 1	SHHBAS001	Provide shampoo and basin services [AWY53]	15.00			3.00		18.00	3.00	Face To Face	Core	
	SHBHCLS002	Colour and lighten hair [AWY48]	60.00			3.00		63.00	30.00	Face To Face	Core	
	SHBHCLS003	Provide full and partial head highlighting treatments [AWY47]	60.00			3.00		63.00	30.00	Face To Face	Core	
	SHBHCUT001	Design haircut structures [AWY45]	20.00			3.00		23.00	5.00	Face To Face	Core	
	SHBHCUT002	Create one length or solid haircut structures [AWY42]	20.00			3.00		23.00	10.00	Face To Face	Core	SHBHCUT001
	SHBHCUT004	Create layered haircut structures [AWY40]	20.00			3.00		23.00	10.00	Face To Face	Core	SHBHCUT001
	SHBHCUT005	Cut hair using over-comb techniques [AWY38]	20.00			3.00		23.00	10.00	Face To Face	Core	SHBHCUT001
	SHBHDES003	Create finished hair designs [AWY27]	30.00			3.00		33.00	10.00	Face To Face	Core	
	SHBHIND001	Maintain and organise tools, equipment and work areas [AWY22]	10.00			3.00		13.00	5.00	Face To Face	Core	
	SHBHTRI001	Identify and treat hair and scalp conditions [AWY04]	20.00			3.00		23.00	10.00	Face To Face	Core	
	SHBXIND002	Communicate as part of a salon team [AWX99]	10.00			3.00		13.00	5.00	Face To Face	Core	
	SHBXWHS001	Apply safe hygiene, health and work practices [AVG56]	30.00			3.00		33.00	10.00	Face To Face	Core	
	SHHBAS002	Provide head, neck and shoulder massages for relaxation [AWY52]	20.00			3.00		23.00	7.00	Face To Face	Elective	
Stage 2	BSBSUS201	Participate in environmentally sustainable work practices [AUK77]	10.00			3.00		13.00	8.00	Face To Face	Core	
	SHBHCLS004	Neutralise unwanted colours and tones [AWY46]	40.00			3.00		43.00	20.00	Face To Face	Core	
	SHBHCLS005	Provide on scalp full head and retouch bleach treatments [AWY49]	50.00			3.00		53.00	30.00	Face To Face	Core	

Stage	National ID	Unit Of Competency	Face to Face	Workshops	Work Placement	Structured Out Of Class Activities	Tutorial Study Support	Total	Assessment	Delivery Mode	Core / Elective	Pre-Requisites National Code/s
Stage 2	SHBHCU003	Create graduated haircut structures [AWY41]	20.00			3.00		23.00	10.00	Face To Face	Core	SHBHCU001
	SHBHREF002	Straighten and relax hair with chemical treatments [AWY18]	30.00			3.00		33.00	20.00	Face To Face	Core	
	SHBXCCS001	Conduct salon financial transactions [AVG38]	20.00			3.00		23.00	10.00	Face To Face	Core	
	SHBXCCS002	Provide salon services to clients [AVG54]	20.00			3.00		23.00	40.00	Face To Face	Core	
	SHBXIND001	Comply with organisational requirements within a personal services environment [AVG37]	30.00			3.00		33.00	15.00	Face To Face	Core	
	SHBHDES004	Create classic long hair up-styles [AWY26]	30.00			3.00		33.00	10.00	Face To Face	Elective	
	SHBHREF003	Straighten and relax hair with protein treatments [AWY16]	30.00			3.00		33.00	20.00	Face To Face	Elective	
Stage 3	SHBHIND003	Develop and expand a client base [AWY19]	15.00			3.00		18.00	5.00	Face To Face	Core	
	SHBHCU006	Create combined haircut structures [AWY39]	30.00			3.00		33.00	10.00	Face To Face	Elective	SHBHCU004, SHBHCU003, SHBHCU002
	SHBHCU007	Create combined traditional and classic men's haircut structures [AWY37]	30.00			3.00		33.00	10.00	Face To Face	Elective	SHBHCU005, SHBHCU004, SHBHCU003, SHBHCU002
	SIRRV001	Receive and handle retail stock [AWX48]	15.00			3.00		18.00	10.00	Face To Face	Elective	
	SIRRMER001	Produce visual merchandise displays [AWX46]	15.00			3.00		18.00	10.00	Face To Face	Elective	
		Total	720.00	0.00	0.00	84.00	0.00	804.00	373.00			



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