



Central  
Regional



Course

# Pre-Enrolment Guide

Training Area:

**Beauty**

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

## SHB40121 Certificate IV in Beauty Therapy

<b>Release number</b>	1
<b>Required number of units for course completion</b>	23 units must be completed
<b>Duration</b>	11 months February-December
<b>Location</b>	Geraldton
<b>Delivery mode</b>	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 beauty and helping people?

If you're into makeup, skincare and all things beauty 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 beauty, 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?

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 beauty 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.

## 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 individuals who work as beauty therapists to provide a range of beauty therapy treatments and services, including lash and brow treatments, nail services, make-up, massage and waxing. They communicate with clients to recommend treatments and services, and sell retail skin care and cosmetic products.

These individuals undertake work independently, with limited guidance from others, to perform routine and non-routine activities and solve non-routine problems. They apply and adapt technical skills and knowledge and use judgment in the provision of beauty treatments and services. These individuals are responsible for their own outputs and provide limited guidance to others.

Work is typically conducted in beauty salons and spas.

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.

## Textbooks and Learning Resources

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 often incorporated in your enrolment fees. Where this is not possible, there will be additional resource fees.

## Resources and equipment you need to bring

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

### Uniforms

Must be ordered from Spring Spa Wear [www.springspawear.com.au](http://www.springspawear.com.au)

**\*Please note that there can be up to a 4 week wait on uniforms, so please order as soon as you have enrolled.**

### TUNIC

Spa Uniform 05 - NAVY \$120

OR

Spa Uniform 12 - NAVY \$120

### PANTS

Womens Long Pants – NAVY \$120

spring  
spa wear



### Footwear

Enclosed navy or black shoes with black socks.

### Optional

Black long sleeve top under tunic or black cardigan.

### Linen Requirements

You will need the following linen:

- 6 Bath Sheet size towels
- 3 king single bed sheet (not fitted)
- 12 white 'towel' nappies

Please note that you will be responsible for washing and drying your own linen off campus (at home), not at Central Regional TAFE.

### Provided and included in your fees:

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

Photographer fee \$100 – Includes a photoshoot and copies of their photos

## 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.

## Study Options

Central Regional TAFE aims to provide varied options for study to suit your needs. Not all courses are available at all campuses in the same way.

The following options are available for this course at this campus. For additional information about self-paced study options at all our campuses please check the courses pages on our website [here](#).

- **Face-to-face (Duration of course: 1-year, full time, 5 days per week)**
- **Face-to-face (Duration of course: 2-3 years, part-time, 2-3 days per week)**
- **Students are expected to allow a minimum of 5-7 hours of home study time per week**

## 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](#).

This is a short-duration course structured around hands-on practical training, with assessments conducted through direct observation of skill demonstrations. In this context, Recognition of Prior Learning (RPL) would not be a suitable option.

## 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](mailto: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](mailto: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](http://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 8:30-4:30	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:00am-12:00 pm	8:30-12:00 Evolution Salon (Room: B-102)	Evolution Salon (Room: B-102)	Evolution Salon (Room: B-102)	Evolution Salon (Room: B-102) Until October	Evolution Salon (Room: B-102) Until October
12:00pm - 12:45pm LUNCH BREAK					
12:45pm-3:45pm	12:45-4:30 Evolution Salon (Room: B-102)	Evolution Salon (Room: B-102)	Evolution Salon (Room: B-102)	Evolution Salon (Room: B-102) Until October	Evolution Salon (Room: B-102) Until October

## 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.

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

SEMESTER												
Sem 1	SHBBSSC001	Incorporate knowledge of skin structure and functions into beauty therapy	C		28	20			20		68	1 & 2
Sem 1	SHBXWHS003	Apply safe hygiene, health and work practices	C		4	8			5		26	1 & 2
Sem 1	SHBBNLS011	Use electric file equipment for nail services	C		5	12			1		18	1 & 2
Sem 1	SHBBNLS007	Provide manicure and pedicure services	C	SHBBNLS011	5	23			6		34	1 & 2
Sem 1	SHBBMUP009	Design and apply make-up	C		8	20			6		34	1 & 2
Sem 1	SHBXCCS006	Promote healthy nutritional options in a beauty therapy context	C		7	20			6		33	1 & 2
Sem 1	SHBBSSC002	Incorporate knowledge of body structures and functions into beauty therapy	C		15	31			10		56	1 & 2

Sem 1	SHBXIND003	Comply with organisational requirements within a personal services environment	C		10	18	2	29	1 & 2
Sem 1 and 2	SHBXCCS008	Provide salon services to clients	C		2	5	3	10	1 & 2
Sem 1 and 2	SHBBFAS006	Provide specialised facial treatments	E	SHBBSSC001	15	56	15	86	1 & 2
Sem 1	SHBBINF002	Maintain infection control standards	E		8	30	5	43	1 & 2
Sem 1	SIRXSLS001	Sell to the retail customer	C		5	15	2	22	1 & 2
Sem 1&2	SHBBFAS005	Provide facial treatments and skin care recommendations	C	SHBBSSC002 SHBBSSC001	8	22	15	46	1 & 2
Sem 1&2	SHBXCCS007	Conduct salon financial transactions	C		7	15	1	23	1 & 2
Sem 1 & 2	SHBBHRS010	Provide waxing services	C		9	44	7	60	1 & 2
Sem 2	SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	C		8	23	5	36	1 & 2
Sem 1&2	SHBBMUP010	Design and apply make-up for photography	E		5	10	2	17	1 & 2
Sem 2	SHBBRES003	Research and apply beauty industry information	C		17	3	3	23	1 & 2
Sem 1&2	SHBBCCS005	Advise on beauty products and services	E	SHBXCCS006 SHBBSSC002 SHBBSSC001	8	11	3	22	1 & 2
Sem 2	SHBBFAS004	Provide lash and brow services	C		5	14	3	20	1 & 2
Sem 2	SHBBBOS008	Provide body massage	C	SHBXCCS006 SHBBSSC002 SHBBSSC001	14	60	5	79	1 & 2
Sem 2	SHBBBOS007	Apply cosmetic tanning products	C		5	13	2	20	1 & 2
Sem 2	SHBBBOS009	Provide aromatherapy massages	E	SHBXCCS006 SHBBSSC002 SHBBSSC001	8	24	12	44	1 & 2
<b>Total</b>					<b>206</b>	<b>508</b>	<b>132</b>	<b>846</b>	1 & 2



RTO: 52789

 1800 672 700

 [enquiries@crtafe.wa.edu.au](mailto:enquiries@crtafe.wa.edu.au)

 [centralregionaltafe.wa.edu.au](http://centralregionaltafe.wa.edu.au)



© 2025 Central Regional TAFE

All rights reserved. Except as permitted under the Copyright Act 1968 (Cth) and subsequent amendments, no part of this publication may be reproduced, adapted, amended, distributed, or transmitted in any form or by any means – including photocopying, recording, or other electronic or mechanical methods – without the prior written permission of Central Regional TAFE.

Central Regional TAFE is committed to developing high-quality resources that meet the needs of our customers. Every effort has been made to ensure this publication is free from errors or omissions. However, Central Regional TAFE accepts no responsibility or liability, whether in negligence or otherwise, for any loss, damage, or injury arising from the information contained within.