



**Central
Regional**



Course

Pre-Enrolment Guide

Training Area:

Beauty

Training Product:

SHB40121

**Certificate IV in
Beauty Therapy**



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

Release number	1
Required number of units for course completion	23 units must be completed
Duration	3 years
Location	Geraldton
Delivery mode	Traineeship

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.

Looking to build your career in the beauty industry while earning a nationally recognized qualification?

This certificate is completed as part of a formal traineeship in a beauty salon or spa. As a trainee, you'll gain hands-on experience in a real workplace while learning essential skills and knowledge to become a qualified beauty professional.

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

Skin Deep Learner Guides will be provided by CR TAFE as you begin each unit of the course. The cost of these is 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](#).

Resources and equipment you need to bring

Uniform

If you have a uniform in your workplace, you must wear this to TAFE as you are representing your workplace while at TAFE. If you don't have a uniform, you are required to wear:

- Professional attire pants and cap sleeve top
- Closed in shoes

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 Placement

As a trainee, you will be monitored in the workplace to ensure you are gaining the required workplace experience.

During the traineeship, your progress will be monitored by your workplace and CR TAFE assessors to ensure you meet all practical requirements for each unit of competency. There are no onsite classes, you will work independently with support from your workplace and CR TAFE.

If your employer cannot provide opportunities for certain practical assessments, you will be required to enrol for on-campus delivery to complete the practical skills outlined in your units of competency.

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

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.

Assessment Methods

For this course, assessments may include the following:

- Knowledge questions: This involves answering questions, either orally or in writing relating to the unit of competency.
- Observations: This involves your assessor or a third party (workplace supervisor) observing you perform tasks in the workplace and/or simulated workplace to check that you have the knowledge and skills required for the unit of competency.
- Project: This involves completing tasks or activities in the workplace and/or simulated workplace to show that you can apply the knowledge and skills required for the unit of competency.
- Portfolio: This is a collection of evidence you put together, such as documents, examples of your work, or completed activities, to show that you have the knowledge and skills required for the unit of competency.

Note: The specific assessments required for each unit of competency will be outlined in the Training and Assessment Plan (TAP) for that unit. You will receive a copy of the TAP for each unit when you enrol.

Overview of Training Hours


The table below outlines the units you need to complete. It shows the types of training you are required to do and approximately how much time they should take. 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	SHBBNLS007	Provide manicure and pedicure services [ODR21]				43.00		43.00	15.00	Work Placement	Core	SHBBNLS011
	SHBBNLS011	Use electric file equipment for nail services [ODR18]				21.00		21.00	3.00	Work Placement	Core	
	SHBBRES003	Research and apply beauty industry information [ODR24]				25.00		25.00	3.00	Work Placement	Core	
Stage 1 and 2	SHBBSSC002	Incorporate knowledge of body structures and functions into beauty therapy [ODR23]				48.00		48.00	7.00	Work Placement	Core	
	SHBXCCS006	Promote healthy nutritional options in a beauty therapy context [ODR04]				32.00		32.00	3.00	Work Placement	Core	
	SHBXWHS003	Apply safe hygiene, health and work practices [ODQ96]				30.00		30.00	18.00	Work Placement	Core	
	SHBBINF002	Maintain infection control standards [ODR42]				48.00		48.00	10.00	Work Placement	Elective	
Stage 1-4 year long	SHBXCCS007	Conduct salon financial transactions [ODQ87]				19.00		19.00	3.00	Work Placement	Core	
	SHBXCCS008	Provide salon services to clients [ODR03]				11.00		11.00	18.00	Work Placement	Core	
Stage 2	SHBBMUP009	Design and apply make-up [ODR27]				34.00		34.00	8.00	Work Placement	Core	
	SHBXIND003	Comply with organisational requirements within a personal services environment [ODR01]				30.00		30.00	12.00	Work Placement	Core	
Stage 2 and 3	SHBBFAS005	Provide facial treatments and skin care recommendations [ODR15]				50.00		50.00	38.00	Work Placement	Core	SHBBSSC002, SHBBSSC001
	SHBBSSC001	Incorporate knowledge of skin structure and functions into beauty therapy [ODR19]				48.00		48.00	7.00	Work Placement	Core	
	SIRXSLS001	Sell to the retail customer [AWW95]				27.00		27.00	4.00	Work Placement	Core	
	SHBBFAS006	Provide specialised facial treatments [ODR44]				80.00		80.00	10.00	Work Placement	Elective	SHBBSSC001

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 2,3 and 4	SHBBHRS010	Provide waxing services [ODR08]				63.00		63.00	38.00	Work Placement	Core	
Stage 3	SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms [OBG11]				36.00		36.00	5.00	Work Placement	Core	
	SHBBMUP010	Design and apply make-up for photography [ODR34]				20.00		20.00	9.00	Work Placement	Elective	
Stage 3 and 4	SHBBBOS008	Provide body massages [ODR57]				50.00		50.00	38.00	Work Placement	Core	SHBXCCS006, SHBBSSC002, SHBBSSC001
	SHBBFAS004	Provide lash and brow services [ODQ95]				19.00		19.00	8.00	Work Placement	Core	
	SHBXCCS005	Maintain health and wellbeing in a personal services setting [ODR07]				25.00		25.00	5.00	Work Placement	Elective	
Stage 4	SHBBBOS007	Apply cosmetic tanning products [ODR41]				20.00		20.00	2.00	Work Placement	Core	
	SHBBBOS009	Provide aromatherapy massages [ODR47]				60.00		60.00	10.00	Work Placement	Elective	SHBXCCS006, SHBBSSC002, SHBBSSC001
		Total	0.00	0.00	0.00	839.00	0.00	839.00	274.00			



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