

Course Guide 2007-2008

**Illusions Beauty & Other Things
Salon & Academy**

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**NATIONALLY RECOGNISED
TRAINING**

WRH20106

Certificate II in Hairdressing

This qualification has been designed for those persons wishing to provide general assistance in a hairdressing salon.

For those who achieve this qualification, will include providing assistance to other operators, hairdressing tasks, interacting with clients, providing customer service, following workplace safety procedures, demonstrating effective hairdressing environment work practices, developing hairdressing industry knowledge.

To achieve Certificate II in Hairdressing, 13 units must be completed.

Course Delivery— Flexible—Part-time / full- time Day.

Entry Advice— There are no pre-requisites for entry into this qualification

Course Cost— P.O.A

WRH30106

Certificate III in Hairdressing

This qualification has been designed as a standard entry level qualification for the hairdressing industry.

For those who achieve this qualification, will likely involve employment as a hairdresser working as part of a team in a salon, performing processes that require a range of well developed skills, with responsibility for own outputs, responsible for supervision of others, Including apprentices. Functions at this level include, skills & knowledge, selling of products and services, safe working practices, performing a full range of client services.

To achieve Certificate III in Hairdressing, 29 units must be completed.

Course Delivery— Flexible—Part-time / Full-time Day

Entry advice—There are no pre-requisites for entry into this qualification

Course cost—P.O.A

WRH40106

Certificate IV in Hairdressing

This qualification has been designed for those persons wishing to expand their knowledge & skills of a hair practitioner.

Likely functions will include employment as a highly skilled hairdresser, working as part of a salon team, technical adviser, independent freelance sessions stylist. A hairdresser at this level may provide specialist services, including training and support, hair design, complex colour correction, hair extensions, chemical information etc.

To achieve Certificate IV in Hairdressing, 11 units must be completed.

Course Delivery— Part-time Night.

Entry advice— Open to students who can demonstrate competency in Certificate III Hairdressing.

Course cost—P.O.A

WRB20104
Certificate II in Nail Technology

This qualification has been designed as a standard entry level qualification for the Beauty industry.

For those who achieve this qualification, this course will provide those wishing to develop skills and knowledge to begin a career in Nail technology.

To achieve Certificate II in Nail Technology, 13 units must be completed.

Course delivery—Flexible Part-time Night

Entry Advice— There are no pre-requisites for entry into this qualification.

WRB30204
Certificate III in Nail Technology

This qualification has been designed as a standard entry level qualification for the Beauty industry.

For those who achieve this qualification, this course will provide knowledge to those wishing to establish their own nail technology business as an owner –operator.

To achieve Certificate III in Nail Technology , 21 units must be completed.

Course delivery— Flexible Part-time Night

Entry advice—There are no pre-requisites for entry into this qualification.

WRB30104
Certificate III in Beauty Services

This qualification has been designed as a standard entry level qualification for the Beauty industry.

For those who achieve this qualification, this course will provide those wishing to develop skills and knowledge to become a beauty practioner in a salon. Providing treatments with limited supervision.

To achieve Certificate III in Beauty Services, 21 units must be completed.

Course delivery—Flexible Part-time Night

Entry Advice—There are no pre-requisites for entry into this qualification.

WRB40105
Certificate IV in Beauty Therapy

This qualification has been designed to develop the first line management skills of those working in the Beauty Industry.

For those who achieve this qualification, this course will provide co-ordinating and managing services within a small beauty salon, or a section or department within a larger store. It incorporates self directed application of knowledge and skills. The beauty specialist at this level would provide services including lash & brow treatments, facial treatments and make-up application.

To achieve Certificate IV in Beauty Therapy, 25 units must be completed, comprising of 21 core units and 4 elective units.

Course delivery—Flexible Part-time Night

Entry Advice—There are no pre-requisites for entry into this qualification.

Nationally recognized - Short Courses

Acrylic Nail Enhancements WRBBS203A

This course is designed for persons with no experience in the Nail Industry. Training will be provided in all facets of artificial and natural nails, acrylic application and nail care.

Classes will be no larger than six students.

Units covered will include -

- Manicure & Pedicure services
- Knowledge of nail science to nail services (Nail diseases and disorders)
- Application of acrylic nail enhancements (overlays, tip application, sculptures, repairs & refills)
- Introduction to Nail Art

Delivery—Flexible— Weekends or block (depending upon numbers)

Gel Nail Enhancements WRBBS202A

This course is designed for persons with no experience in the Nail Industry. Training will be provided in all facets of artificial and natural nails, Gel application and nail care.

Classes will be no larger than six students.

Units covered will include -

- Manicure & Pedicure services
- Knowledge of nail science to nail services (Nail diseases and disorders)
- Application of Gel nail enhancements (overlays, tip application, sculptures, repairs & refills)
- Introduction to Nail Art

Delivery— Flexible— Weekends or block (depending upon numbers)

Temporary epilation & bleaching treatments WRBSS302B

Provide lash & brow treatments

WRBFS305B

This course is designed for persons with no experience in the Beauty Industry. Training will be provided in all facets of waxing, Tinting lash & brow, skin care and safe working practices.

Classes will be no larger than six students.

Units covered will include -

- Provide Temporary Epilation & Bleaching Treatments
- Provide Lash & Brow Treatments
- Apply Knowledge of skin biology to beauty treatments

Delivery— Flexible— Weekends or block (depending upon numbers)

Perform Manicure / Pedicure Services

WRBBS201B

Apply Knowledge of Nail Science to Nail Service

WRBCS204A

This course is designed for persons with no experience in the Nail Industry. Training will be provided in all facets of nail care. Classes will be no larger than six students.

Delivery—Flexible— Nights or Weekends and or block (depending upon numbers.)

Design and Perform Cosmetic tattooing/micropigmentation procedures WRBSS505B

This course is designed for persons with no experience or those wishing to expand their qualifications. Training will be provided in all facets of applications for eyebrows, eyeliner, beauty spots, and Lip line/blend.

Units covered will include -

- Develop a treatment plan for beauty therapy treatments
- Apply knowledge of skin biology to beauty treatments
- Apply knowledge of anatomy and physiology to beauty treatments
- Apply knowledge of skin science to beauty treatments
- Apply knowledge of electricity to beauty treatments
- Apply knowledge of cosmetic chemistry to beauty treatments

Classes no larger than 2 students, Delivery— Block.

Dear Client / Trainee

Illusions Beauty & Otherthings Established in July 2003.

From its inception our Aim has been to offer a full service facility dedicated to consistently provide high customer satisfaction by rendering excellent service, quality products, furnishing an enjoyable atmosphere at an acceptable price/value relationship.

Our latest edition to Illusions is our Academy. A fully operational equipped training room at the rear of our operating Salon.

Our goal is to provide high quality training for the hairdressing & beauty industry. Our qualified educators and assessors are supported by professional administrative personnel with access to the latest technology in office equipment and communications.

Classes are limited to 12 trainees offering a closer relationship between the educator and trainee.

Assessments for Hair & Beauty will be over each unit and is available to each student when they feel competent. Course Activities are available to be conducted off site, if required.

Illusions use state of the Art laser discs and theory guides by Pivot Point Australia & ANTA approved training guides.
As part of their resources.

If you are interested in more information on Course fees and commencement, please contact our Office on 03 6228 7118 to make an appointment, to discuss your individual requirements.

BASIC TOOL KIT— STUDENTS TO SUPPLY

Nail & Beauty Students

Pencils, Pens, Scissors, Glue, ruler, Eraser,
Notepad, Pencil sharpener.
2 Towells, 4 Hand towels
Plus Kit required for course undertaking

Hairdressing Students

Pencils, Pens, Scissors, Glue, ruler, eraser,
Notepad, pencil sharpener
Plus Kit required for course undertaking

**Resource /Consumable Kits available for all courses.
All kits and accessories are ordered at Student Request. Prices on application.**

ILLUSIONS ACADEMY RESOURCE LIST

(These resources are provided by the academy for all Student use.)

Laser disc technology
Tool Box 407
Videos
Styling products
Perm rods and papers
Thermal irons/ blowdryers/rollers/ tip caps/ foil
Styling manequins
Tint bowls and tint brushes
Tints
Wax strips
Nail products
Wax and Wax pot
Piercing Tools
Cosmetic Tattoo tools
Theory Assessments

Entry / Enrolment Requirements

Interest within the Hairdressing and Beauty Industries. Ability to meet the learning demands of the qualification. Personal presentation and communication skills required for working effectively in the industry. All courses require an enrolment fee of \$200 to secure your place and attend to Administration Costs. Enrolment fees are non-refundable.

Recognition of current competencies or prior learning

Currently held regardless of how, when or where the learning occurred. Participants may apply for RCC/RPL against any unit provided they can demonstrate the evidence is authentic, valid, current and sufficient. This can include formal and informal training, education, work experience or general life experiences. A fee will be payable upon submission of eligibility.

Units of Study

The Quantity of units vary between the course chosen. Some courses simply rely on the Main Core Units and Others have Electives to be chosen as well.

Course Delivery

Course delivery is flexible, We will endeavour to accommodate most clients for the needs. Apprentices will mostly attend classes 1 day per week, but those fee paying individuals may attend class up to 4 days per week.

Course Fees

Course fees vary from course to course and are structured to suit the nominal hours and the individuals financial needs. **To find out more information on fees related to your course, you must make an appointment with Illusions Training Manager & Or Illusions Co-ordinator.** No fees will be discussed over the Phone or posted out. Apprentices are to pay fees prior to unit commencement. Monthly payment options are available and tailored to individual requirements. Students who are paying fees on an instalment basis must be aware that their fees are due as per their fee structure. If monthly payments are not met by the student, Illusions have the right to forfeit tuition until payments are made and up to date.

If the student requires more time to complete a particular course, they must re-enroll in the units in which they are yet to be deemed competent when their course time has elapsed. Upon re-enrolment a fee will be required for amount of hours required.

Refunds

Illusions will refund all payments made by a student if the course is cancelled or course commencement postponed by more than four weeks, unless they can make alternative arrangements acceptable to the student.

After commencement a student is required to give a maximum of 4 weeks written notice of withdrawal from the course to obtain a refund of payments relating to the remainder of the course after 4 weeks notice, or make payments up to the date of 4 weeks of notice. If a student has commenced all units as per their enrolment and decides that they cannot complete the course to the competency level or simply decides to not attend class, no refund will be due and payments outstanding for the modules will be required to be paid in full. Prior to commencement, a student is required to give up to 4 weeks notice of withdrawal from the course to obtain a refund of tuition payments, minus an administration fee.

Assessment Criteria

With Competency Based training Students are given the opportunity to individually pace their own learning. In Order to obtain the Government accredited level the student must prove their competency in each unit of the course.

The units are tailored to meet the needs of both the student and the skills required in the market place.

Complaints Procedure

All learners will have access to a fair and equitable strategy. Any student with a complaint must communicate this to their educator in the first instance. The Academy provides every student with the protection for welfare and safety. If students seek further help the academy will refer them on to the appropriate person.

Access & Equity

All staff of Illusions Academy have a responsibility to ensure the learning environment is free from discrimination and harassment and we are committed to resolving issues. If you have a special need or disability due to physical, cultural or linguistic needs of learning difficulties please inform Illusions Training Manager so that arrangements can be made to maximize your success as a learner.

Health Safety & Welfare

Illusions Beauty is committed to meeting the provisions of the Occupational Health & Safety and Welfare Act. Its regulations and codes of practice as far as reasonably practicable. Management and Educators have a responsibility to ensure that training is conducted in a safe and healthy working environment. When a student has a problem, he or she may discuss the matter with their educator. The CEO, or training manager or outside agencies may also be involved. Student welfare should work towards the following goals
A caring and supportive environment, A safe working environment, Professional development opportunities, and peer support within and outside training hours. Effective communication between colleagues and educators. Trainee's needing assistance in this can find community assistance inside the telephone directory or contact: Tracey Bellette, Training Manager or Danny Bellette CEO on 62286118.

Language Literacy and Numeracy (LL&N)

Students are required to notify Illusions Training Manager if they have a problem with Language, literacy or Numeracy. Illusions will make every effort to ensure that all students have equal understanding of learning materials and assessment.

General

As an Illusion Student you are entitled to:

- Be treated fairly and with respect
- Pursue your educational goals in a supportive and stimulating environment
- Be informed of assessment procedures
- Have access to various services such as language support or counseling
- Learn in an environment free of discrimination and harassment

As an Illusion Student it is your responsibility to:

- Treat people with fairness and respect
- Be punctual and regular in attendance
- Participate in scheduled assessments and submit written assessments on time
- Behave in a responsible manner, do not litter, harass or offend fellow students or staff. Do not damage property
- Do not engage in plagiarism or cheating in any assessment or test
- Observe normal safety procedures.

All students are requested to attend an induction prior to course commencement. An Induction manual will be given to each student outlining in more detail the rules of the Academy.

Class Timetables

Depending upon which area of study you are enrolled. Time tables will be notified to you upon enrolment. If for any reason your timetable does not suit please report this to the Academy Manager where we will endeavour to help make suitable arrangements.

Legislation

The Tasmanian Qualifications Authority require us Illusions Academy as the RTO provide information to staff and clients about legislation that affects their activities and participation.

Information is required on the following legislation relevant to the training program being delivered.

- **Personal information Act 2004**
“An Act to regulate the collection, maintenance, use & disclosure of personal Information relating to individuals.”
- **Tasmanian Qualifications Act 2003**
“An Act to establish the Tasmanian Qualifications Authority, to provide for the development and management of qualification processes, to abolish certain qualification bodies, to repeal the Universities Registration Act 1995 & related Acts, to amend certain Acts and for related purposes.”
- **Tasmanian Workplace Health & Safety Act 1995**
“An Act to provide for the health & safety of persons employed in, engaged in or affected by industry. And to repeal certain enactments.”
- **Tasmanian Anti-Discrimination Act 1998**
“An Act to prohibit discrimination and other specified conduct and to provide for the investigation and conciliation of and enquiry into, complaints in relation to such discrimination and conduct.”
- **Racial Discrimination Act 1975**
“An Act relating to the elimination of Racial and other discrimination.”
- **Disability Discrimination Act 1992**
“An Act relating to discrimination on the ground of disability.”
- **Sex Discrimination Act 1984**
“An Act relating to discrimination on the ground of Sex, marital status, pregnancy, potential pregnancy or family responsibilities or involving Sexual harassment.”
- **Vocational Educational Training Act 1994**
“An Act to provide for the administration of a vocational education and training system.”
- **Commonwealth Rights & Equal opportunity commission Act 1986**
“An Act to establish the Human rights & equal opportunity commission, to make provision in relation to equal opportunity employment, and for related purposes.”
- **Apprenticeships and Traineeships**

This information will be presented in your Student induction manual. Or for further information please contact Illusions Management.

All acts have been developed to assist both parties being Staff and Students.

Privacy

Illusions will comply with the ten national privacy principles in the handling of personal information of trainees/employees. Illusions will only collect the information needed to for one or more of its functions. Personal information will not be used or disclosed for a secondary purpose unless the individual has consented or prescribed exception applies.