

MA INSTITUTE OF HAIR AND BEAUTY OF HAIR & BEAUTY will provide learners access to:

**SHB50121 student kit, which includes:**

- Learner Guides
- Assessment Workbooks
- Templates for projects and other activities

**paying clients, both new and regular, with**

- different body massage requirements, who have the expectation that the services provided reflect those of a commercial business
- different body treatment requirements, who have the expectation that the services provided reflect those of a commercial business
- different lash and brow requirements, who have the expectation that the services provided reflect those of a commercial business
- different facial treatment requirements, who have the expectation that the services provided reflect those of a commercial business
- different waxing requirements, who have the expectation that the services provided reflect those of a commercial business
- or models as part of paid assignments, with different make-up requirements, who have the expectation that the services provided reflect those of a commercial business
- different manicure and pedicure needs, who have the expectation that the services provided reflect those of a commercial business
- different transaction requirements, who have the expectation that the services provided reflect those of a commercial business
- different client service requirements, who have the expectation that the services provided reflect those of a commercial business
- different stone therapy massage requirements, who have the expectation that the services provided reflect those of a commercial business
- different Indian head massage requirements, who have the expectation that the services provided reflect those of a commercial business
- different electrolysis treatment requirements, who have the expectation that the services provided reflect those of a commercial business
- different micro-dermabrasion requirements, who have the expectation that the services provided reflect those of a commercial business
- different treatment requirements using aromatic plant oils, who have the expectation that the services provided reflect those of a commercial business
- different aromatherapy massage requirements, who have the expectation that the services provided reflect those of a commercial business

**hand washing facilities:**

- basin
- hot and cold running water
- liquid soap
- single use towels or hand dryer

**dry treatment area**

**aromatic plant oil preparation and storage area• relevant workplace**

**documentation:**

- blank client records

- blank client cards
- organisational policies and procedures relevant to:
  - providing body massages
  - lash and brow services
  - facial treatments
  - specialised facial treatments
  - waxing services
  - make-up services
  - manicure and pedicure services
  - financial transactions
  - customer service techniques
  - personal presentation
  - complaint resolution
  - stone therapy massage treatments
  - provision of hair reduction treatments
  - microdermabrasion services
  - aromatic plant oil blends for beauty treatments
  - aromatherapy massage
- equipment manufacturer instructions
- safety data sheets for cleaning products and, where applicable, for treatment products
- product manuals listing product ingredients, formulations, labelling and guidelines for use
- aromatic oil product information and safety data sheets

texts or online resources that provide information on nail, hand and foot anatomy and physiology, contraindications and disorders.

- information resources such as charts, electronic resources, texts, three-dimensional models and videos for anatomy and physiology and skin
- full thermal stone set with a range of shapes and sizes for various body areas
- massage oil
- massage mediums
- thermostatically controlled stone heating unit
- a professional range of massage/skincare and home care products
- bowls
- brushes for product application
- cleaning and disinfection products and equipment
- disposable wax applicators, sheeting and strips
- hot and strip wax, pre and aftercare products from comprehensive and professional product range
- hot wax pots
- temperature controlled wax pots
- tweezers
- wax strips
- client gowns and hair protectors
- adjustable make-up chair
- brush sanitiser
- disposable cotton buds, facial wipes, spatulas and tissues
- alcohol disposable single use skin wipes
- false eyelashes
- hand held mirror

- headband or hair clips
- disposable facial wipes, microlances, spatulas and tissues
- disposable needles or probes in sterile packs
- sharps and sharps disposal container
- waste receptacles that comply with Australian Standards
- equipment that provides thermolysis, galvanic, and blend currents for hair reduction
- sterile storage area
- steriliser
- pre-blended aromatherapy oils from a comprehensive and professional product range
- a range of aromatic plant oils
- carrier oils

**aromatic plant oil equipment for measuring, mixing and storing:**

- beakers
- dark glass bottles and closures
- bowls
- labels
- pipettes

**vaporisers**

**material to make compresses and poultices**

**individual work station consisting of:**

- adjustable treatment table with safe working access at both ends and sides
- individual electricity supply
- magnifying lamp
- operator chair
- trolley for products, bowls and equipment
- stable wax pot bench or trolley
- bowl for chilled water

**massage oils or creams or powder**

**treatment towels or linen, or disposable linen**

**micro-dermabrasion consumables:**

- crystals
- diamond tips
- filters

**micro-dermabrasion equipment, products and attachments**

**devices/equipment:**

- direct current (galvanic) machine to infuse products into the epidermis
- direct current for:
  - iontophoresis
  - desincrustation
- high frequency machine
- steamer or infra-red or hydrotherapy or G5 mechanical massager to stimulate circulation
- facial steamer
- high frequency
- micro current
- sonophoresis
- ultrasonic

- hot towel cabinet
- Woods lamp
- cuticle pushers
- disposable pedi paddles
- disposable nail files
- manicure and pedicure bowls
- nail clippers or scissors
- manicure and pedicure products from comprehensive professional range
- manicure table and lamp

**personal protective equipment:**

- disposable gloves; treatment and cleaning
- aprons
- eye protection
- closed footwear
- goggles
- mask

**tints from comprehensive and professional product range**

**treatment products from:**

- two professional body specialist product ranges
- two comprehensive and professional skin care ranges

**treatment towels or linen, or disposable linen.**

**make-up equipment:**

- brushes for foundation, eye make-up and powder
- disposable mascara wands
- lash curler
- pencil sharpeners
- sponges and wedges
- tweezers

**make-up lighting at workstation**

**make-up products from a comprehensive professional range:**

- artificial lashes
- blushers
- concealers
- eye shadows
- eyeliners
- fixative
- foundations – water based, oil based, solid or fluid
- glosses
- lipsticks
- mascaras
- pencilso powders
- pre make-up products

**skin cleansers, toners, moisturisers.**

**beauty industry information sources:**

- trade journals or magazines
- industry contacts, mentors or advisors
- internet
- industry media

**computer with salon software system**

**point-of-sale equipment that can process credit cards and EFTPOS transactions**

**relevant point-of-sale documents:**

- stock, inventory and price lists
- financial transaction dockets and slips
- credit and product return slips
- sample debit and credit card vouchers

**reception desk**

**retail display area**

**telephone**

**computers, keyboards and printers**

**current plain English guidelines issued by regulatory bodies covering:**

- minimum workplace entitlements provided by the National Employment Standards (NES)
- relevant state or territory anti-discrimination or equal employment opportunity law:
  - harassment provisions: types of discrimination and harassment, rights and responsibilities of employees and employers and consequences of non-compliance with the law
  - equal employment opportunity (EEO) provisions; rights of employees and responsibilities of employers to make merit based employment decisions
  - role of relevant state or territory boards in managing complaints

**current plain English regulatory documents and codes of practice distributed by the local work health and safety government regulator**

**plain English information about industrial awards for hairdressing and beauty employees issued by regulatory bodies or unions**

**organisational policies and procedures that relate to general work practices:**

- accepting, declining and amending rostered hours
- personal and carer's leave
- counselling and discipline
- grievances
- equal employment opportunity
- discrimination and harassment

**organisational policies and procedures used for managing work health and safety practices:**

- administering first aid
- consultation
- electrical equipment
- infection control
- managing emergencies
- hazard identification, reporting and risk assessment to dangerous incident and injury reporting
- working safely with beauty tools, equipment and hazardous substances

**template reports for:**

- hazard identification and reporting

- dangerous incident reporting
- injury reporting

**team members with whom the individual can interact**  
**business equipment and resources**  
**software for analysis of data**