

# RESOURCES PROVIDED

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

**SHB30416 Certificate III in Hairdressing student kit, which includes:**

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

**Access to a hairdressing or barbering industry workplace, with:**

- Supervising hairdresser or barber from whom to take instructions
- New and regular paying clients with:
  - Whom the learners can interact
  - Different basin services requirements
  - Different hair colour and lightening treatment requirements
  - Different hair highlighting treatment requirements
  - Different colour correction requirements
  - Different bleach treatment requirements
  - Different haircutting requirements
  - Different hair styling requirements
  - Different hair straightening requirements
  - Different hair and scalp treatment requirements
  - Different beard and moustache maintenance requirements
  - Different hair curling or volumising requirements
- Sufficient client traffic to allow prioritisation of tasks so that clients are serviced effectively in a logical sequence
- Activities that require the individual to work with commercial speed, timing, and productivity

**A basin services area with:**

- Shampoo back wash basins with hot and cold running water and adjustable temperature controls
- Shampoo hoses or spray attachments
- Client shampoo chairs or couches
- Clean client gowns or wraps
- Clean client towels
- A diverse professional range of shampoos:
  - For dry hair and scalp
  - For oily hair and scalp
  - For chemically treated hair
- A diverse professional range of conditioning products:
  - For dry hair and scalp
  - For oily hair and scalp
  - For abnormal skin conditions, including psoriasis, seborrhoea, and dry and oily dandruff
  - Post-colour treatments
- A diverse professional range of:
  - Pre-process shampoos and softeners
  - Post-process conditioning products
- A diverse professional range of hair colour and lightening products to include:
  - Semi-permanent colour

- Demi-permanent colour
- Permanent colour
- High lift tints
- Bleach products
- Toners
- A diverse professional range of colour correction products to include:
  - Colour fillers
  - Permanent colour
  - Porosity equalisers
  - Semi-permanent colour
  - Temporary colour
- A diverse professional range of chemical straightening products of various strengths to include:
  - Pre-process fillers
  - Curl relaxers for chemically treated hair
  - Hair straighteners for untreated naturally curly or wavy hair
  - Hair straighteners for strong or resistant natural curls
  - Neutralisers
- A diverse professional range of chemical hair curling and volumising products of various strengths to include:
  - Pre-perm porosity treatment
  - Alkaline perms
  - Acid perms
  - Neutralisers
- A diverse professional range of hair and scalp treatment products:
  - For dry hair and scalp
  - For oily hair and scalp
  - For chemically treated hair
  - For physically damaged hair
  - For highly stressed hair
  - For abnormal skin conditions, including psoriasis, seborrhoea, and dry and oily dandruff Medicated shampoos and treatments
- A diverse professional range of protein straightening products to include:
  - Protein smoothing treatments
  - Booster sprays

**A ventilated product preparation area with:**

- Preparation benches
- Product storage areas including secure storage for hazardous substances
- Washing up sink with hot and cold running water for cleaning equipment
- Operator hand washing facilities:
  - Basin with hot and cold running water
  - Liquid soap
  - Single use towels or hand dryer
  - Alcohol-based hand rub solutions
- Operator personal protective equipment:
  - Apron
  - Disposable safety masks
  - Rubber or disposable gloves
  - Hand care cream

**A hairdressing or barbering service workstation with:**

- One mirror per workstation
- One adjustable client services chair per workstation
- Clean client gowns or wraps
- Clean client towels
- One blow dryer with heat diffuser per workstation
- Hairdressing chisels
- Professional styling and finishing products, which can be:
  - Gels
  - Glazes
  - Lotions
  - Mousses
  - Setting lotions
  - Sprays
  - Waxes
  - Clays
- Heat lamps
- Hair dryers
- Thermal straightening and curling tools

**One operator trolley per workstation stocked with:**

- Client skin stain prevention products
- Liquid measure
- Plastic bowls
- Tint brushes and combs
- Foils
- Sectioning clips
- Tail combso Applicator brushes
- Haircutting scissors
- Texturising and thinning shears
- Disposable blade safety razors
- Disposable razor blades
- Combs:
  - Cutting combs with fine and coarse ends
  - Tapering
  - Flattopper
- Brushes:
  - Denman style
  - Round
  - Vent or paddle
- Neck brushes
- Personal protective equipment
  - Apron
  - Disposable safety masks or safety goggles
  - Rubber or disposable gloves
  - Skin barrier cream
- The following as required in the hairdressing or barbering context:
  - Hair rollers of different sizes
  - Pin curl clips
  - Hairbands, hooks, and pins to secure hair
  - Padding

- Cotton wool
- Medium-toothed combs with even edges
- Straightening boards
- Beard and moustache trimmer
- Shaving brushes
- Bowls
- Shaving lather
- Pre-shave conditioning oil
- After shave products:
  - After shave lotion or conditioning cream
  - Styptic lotion (not pencil)
  - Talcum powder
- Perm papers
- Perm rods of various sizes

**A cleaning and storage area with:**

- Preparation benches
- Secure storage for hazardous substances
- Washing up sink with hot and cold running water for cleaning equipment
- Operator hand washing facilities:
  - Basin with hot and cold running water
  - Liquid soap
  - Single use towels or hand dryers
- Disinfectant products for hairdressing and barbering tools
- Oil for hairdressing and/or clippers
- Lubricants and coolants for electric clippers
- Cleaning and disinfectant products for work surfaces, areas, and floors
- Cleaning equipment:
  - Brooms
  - Mops
  - Buckets
  - Cleaning cloths
- Cleaning and disinfection equipment for mixing and storage
- Disposable spatulas, wipes, sponges, cotton wool, and tissues
- Electrical equipment
- Personal protective equipment:
  - Apron
  - Clothing
  - Eye protection
  - Closed footwear
  - Gloves; treatment and cleaning
  - Masks
- Sharps and sharps disposal container

**A client reception and sales area with:**

- Reception desk
- Computer with booking software currently used by the hairdressing industry
- Telephone system
- Point-of-sale system, including credit card and EFTPOS facilities
- Display of professional products for retail sale, including shelf facings and signage for hair, barbering, beauty, or cosmetic products as relevant to the business type

- A diverse commercial range of hair, barbering, beauty, or cosmetic products, as relevant to the business type
- Information on customer loyalty programs

**Other tools and equipment as relevant to the business type, such as:**

- Clippers and attachments
- Shaving brushes

**Relevant workplace documentation, information, and resources including:**

- Those related to workplace environmental and resource efficiency issues
- Product instructions and Safety Data Sheets (SDS) or plain English workplace documents or diagrams that interpret SDS content
- Manufacturer instructions for equipment cleaning and maintenance
- Product colour charts
- Template of client history records
- A diverse range of hair design illustrations for the following types of haircuts:
  - Solid form
  - Graduated
  - Increased layered
  - Uniform layered
- Analysis sheetso Template of 2-D structural graphic haircut plans
- Current plain English regulatory documents distributed by government regulators for health and hygiene applicable to hairdressing and barbering services
- 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
    - Equal employment opportunity provisions
    - Role of relevant state or territory boards in managing complaints
- Plain English information about industrial awards for hairdressing and beauty employees issued by regulatory bodies or unions
- Current plain English regulatory documents and codes of practice distributed by the local work health and safety government regulator
- Current plain English regulatory documents distributed by government regulators for health, hygiene, skin penetration, and use of razor types.
- Relevant point-of-sale documents:
  - Stock, inventory, and price lists
  - Financial transaction docketts and slips
  - Credit and product return slips
  - Sample debit and credit card vouchers
- Template of reports for:
  - Hazard identification and reporting
  - Dangerous incident reporting
  - Injury reporting

- Product and service information, which can be:
  - Manufacturer support materials (product leaflets, brochures, booklets)
  - Product labels
  - Price lists
  - Product and service manuals

**Relevant organisational policies and procedures for:**

- Client comfort, safety, and hygiene
- Work health, safety, and hygiene for providing a range of salon services
- Waste minimisation
- Water efficiency
- Disposal of hazardous, clinical (infectious), and other waste
- Housekeeping
- Reducing energy use
- Cleaning, disinfecting, and maintaining tools, equipment, and work area
- Client service
- Customer service techniques
- Personal presentation
- Complaint resolution
- General work practices, such as:
  - Accepting, declining, and amending rostered hours
  - Personal and carer's leave
  - Counselling and discipline
  - Grievances
  - Equal employment opportunity
  - Discrimination and harassment
- Managing work health and safety practices:
  - Administering first aid
  - Consultation
  - Electrical equipment
  - Managing emergencies
  - Infection control
  - Hazard identification, reporting, and risk assessment
  - Dangerous incident and injury reporting
  - Working safely with beauty tools, equipment, and hazardous substances

**Opportunities to interact with others, including team members in an industry workplace or people who participate in role plays or simulated activities within a training organisation**