

SHB20121

Certificate II in Retail Cosmetics

www.larsharcollege.com

RTO31845



HIGH SCHOOL LEARNER

Certificate II in Retail Cosmetic reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures and work under direct supervision.

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

This qualification is offered one (1) day a week for the duration of 12 months (1) years, your timetable will determine which day you attend

There are no pre-requisites for this qualification

Blended delivery of theory and practical elements all delivered at LarShar College

UNITS

Core Units

SHBBMUP009	Design and apply make-up
SHBBCCS005	Advise on beauty products and services
SHBXCCS007	Conduct salon financial transactions
SHBXIND003	Comply with organisational requirements within a personal services environment
SHBXWHS003	Apply safe hygiene, health and work practices
SHBBCCS004	Demonstrate retail skin care products
SHBXIND005	Communicate as part of a salon team
SIRXIND003	Organise personal work requirements
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms

Elective Units

SHBBINF002	Maintain infection control standards
SHBBRES003	Research and apply beauty industry information
SHBXCCS009	Greet and Prepare clients for salon services
BSBSUS211	Participate in environmentally sustainable work practices
SIRRINV001	Receive and handle stock
SIRRMER001	Produce visual merchandising displays

OVERVIEW

Study Options

- One (1) day per week
- Uniform Shirt required
- Class hours 9.00am to 3.00pm
- Classes capped at 16 students
- Classes Monday to Thursday

Costs

- VETis Funding (No cost)
- \$3288.95 (if no VETis)
Admin Fee \$75.00
Admin fee is non refundable

Payment Options

- Per term \$822.25
- Per week \$82.22

Induction Manual,
and

Enrolment forms can be
downloaded at
www.larsharcollege.com



LCBH

LARSHAR COLLEGE OF BEAUTÉ & HAIR

♦ HAIRDRESSING ♦ NAIL TECHNOLOGY ♦ MAKE-UP SERVICES ♦ BEAUTY SERVICES



QUALIFICATION REQUIREMENTS

To achieve Certificate II in Retail Cosmetics a total of 15 units must be completed

9 Core units

6 units

DURATION & DELIVERY

This course for high school students is delivered as a 12 months (1) year program, one day a week, broken down into terms and is as a competency based flexible learning program, the theory elements are classroom based, the practical elements are delivered in a simulated salon environment at LarShar College. It combines face to face teaching with small group training, with units being completed in a specific time frame.

RECOGNISED QUALIFICATIONS

Certificate II in Retail Cosmetics (SHB20121) is a nationally recognised qualification. The program is structured in line with the National Hairdressing and Beauty Training Package (SHB15).

CAREER PATHWAYS

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

FEES

If using VETis funding the program is full funded.

If no funding fees are broken down into terms. The programs are structured so that no kits are required for the relevant competencies being taught. All competencies include learner guides and relevant recourse.

So please contact the College for further information. Refer to point 12 fees and Charges in Induction Manual

PAYMENT OPTIONS (If not VETis)

- Admin fee is required at time of enrolment, to hold placement
- Payment plan can be set up weekly, fortnightly or per term
- Payment plan will only be conducted through EZidebit

If you do not attend, you are still liable for your payment until enrolled unit has been paid for

Uniform

- Shirt (pink from Everything Uniform) Refer to Induction Manual point 6
- Long black pants (no jeans, work out pants or shorts)
- Closed in shoes

Eligibility and Special conditions

- A check has been conducted by the high school to confirm that you are eligible for VETis funding
- If VETis funding has been utilised, you acknowledge that you will be responsible for paying the fee for service.



LCBH

LARSHAR COLLEGE OF BEAUTÉ & HAIR

• HAIRDRESSING • NAIL TECHNOLOGY • MAKE-UP SERVICES • BEAUTY SERVICES



Name of
Program:

Certificate II in Retail Cosmetics

Program Code **SHB20121**

CORE UNITS	COMPETENCIES	Hours	Unit Cost
SHBBMUP009	Design and apply make-up	49	326.75
SHBBCCS005	Advise on beauty products and services	42	229.59
SHBXCCS007	Conduct salon financial transactions	42	229.59
SHBXIND003	Comply with organisational requirements within a personal services environment	42	229.59
SHBBCCS004	Demonstrate retail skin care products	42	269.66
SIRXOSM002	Maintain ethical & professional standards when using social media	42	229.59
SHBXIND005	Communicate as part of a salon team	21	147.30
SIRRMER001	Produce visual merchandising displays	21	147.30
SIRXIND003	Organise personal work requirements	21	147.30
SHBBINF002	Maintain infection control standards	63	311.89
SHBBRES003	Research and apply beauty industry information	28	174.45
SHBXCCS003	Greet and prepare clients for salon services	21	147.30
BSBSUS211	Participate in environmentally sustainable work practices	21	147.30
SIRRINV001	Receive and handle stock	21	147.30
SHBXWHS003	Apply safe hygiene, health and work practices	49	256.75
Total			\$3288.95



LCBH

LARSHAR COLLEGE OF BEAUTÉ & HAIR

♦ HAIRDRESSING ♦ NAIL TECHNOLOGY ♦ MAKE-UP SERVICES ♦ BEAUTY SERVICES



APPLICATION ENROLMENT

PLEASE NOTE: ALL SECTIONS ARE MANDATORY and must be completed. If not completed correctly, forms will be returned for amendment
All learners commencing study are required to complete a pre-enrolment literacy and numeracy & Digital assessment.
When your enrolment form is received you will be emailed the Literacy and Numeracy & Digital assessment.
Your enrolment will not commence until the Literacy and Numeracy & Digital assessment has been completed.
Enrolment forms can also be filled in online at www.larsharcollege.com

PROGRAM DETAILS

Please select the program you would like to study

SHB20216	Certificate II in Salon Assistant	☐
SHB30416	Certificate III in Hairdressing	☐
SHB30516	Certificate III in Barbering	☐
SHB20121	Certificate II in Retail Cosmetics	☐
SHB30121	Certificate III in Beauty Services	☐
SHB30221	Certificate III in Make-Up	☐
SHB30321	Certificate III in nail Technology	☐
SHB40121	Certificate IV in Beauty Therapy	☐
SHB50121	Diploma of Beauty Therapy	☐

LEARNERS PERSONAL DETAILS

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____

1. Enter your full name *

Family name (surname)

Maiden name

Given names

Other known names

* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.

2. Enter your birth date

Day/month/year

3. Gender (Tick ONE box only)

Male ☐

Female ☐

Other ☐

4. Enter your contact details

Home phone

Mobile

Work phone

Email address

Alternative email address

Office use only:

FUNDING TYPE	FULL	CON	NON CON
OPEN			
HIGH SCHOOL			
VETIS			
CERTIFICATE 3 GUARANTEE			
APPRENTICE /TRAINEE			
YEAR 12 FEE FREE			

ATTACH STUDENT NUMBER

☐ QB ☐ SLIMS ☐ ASS REC ☐ TED ☐ USI ☐ LLN
☐ AISS

5. What is the address of your usual residence?

Please provide the physical address (street number and name **not** post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address.

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

6. What is your postal address (if different from above)?

Building/property name

Flat/unit details

Street or lot number (e.g. 205 or Lot 118)

Street name

Suburb, locality or town

State/territory

Postcode

PARENT/GUARDIAN DETAILS

Title ☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other _____

7. Enter your full name *

Family name (surname)

Given names

8. Enter your contact details

Home phone

Mobile

Work phone

Email address

Alternative email address

☐

I understand that my child/dependant must complete the literacy and numeracy assessment before they can start the program

☐

I agree that my child/dependant's will be undertaking the VETis program or school base program

☐

I declare I have read the program information

☐

I declare to pay any fees for this qualification if the program is not subsidised

☐

I have provided a copy of my child/dependant's birth certificate

Parent/guardian's
Signature

Date

LANGUAGE AND CULTURAL DIVERSITY

9. In which country were you born?

Australia Yes ☐ No ☐

If not Australia please specify

If not Australia, which year did you arrive

10. Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only ☐

Yes, other – please specify ☐

11. Are you of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes)

No ☐

Yes, Aboriginal ☐

Yes, Torres Strait Islander ☐

12. Citizenship status during the term (tick one box)

Australian citizen (including Australian citizen with dual citizenship) ☐

New Zealand citizen ☐

Permanent resident of Australia ☐

Holder of a Permanent Humanitarian Visa ☐

EMERGENCY CONTACT

Next of Kin

Home Phone

Mobile Phone

DISABILITY

13. Do you consider yourself to have a disability, impairment or long-term condition?

Yes ☐

No ☐ No – Go to question 15

14. If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

(You may indicate more than one area)

Hearing/deaf ☐ Acquired brain impairment ☐

Physical ☐ Vision ☐

Intellectual ☐ Medical condition ☐

Learning ☐ Mental illness ☐

Other ☐

SCHOOLING

15. What is your highest COMPLETED school level? (Tick ONE box only)

If you are currently enrolled in secondary education, the *Highest school level completed* refers to the highest school level you have actually completed and not the level you are currently undertaking. For example, if you are currently in Year 10 the *Highest school level completed* is Year 9.

Year 12 or equivalent	☐	
Year 11 or equivalent	☐	
Year 10 or equivalent	☐	
Year 9 or equivalent	☐	
Year 8 or below	☐	
Never attended school	☐	Never completed any primary or secondary level education

16. Are you still enrolled in secondary or senior secondary education?

Yes	☐	If yes LUI Number :	
No	☐	If no what year did you finish	

17. Do you have a Unique Student Identifier (USI) (if lost use the following link: [USI.gov.au](https://www.usi.gov.au) and follow the prompts)

Yes	☐	If yes USI Number	
No	☐	If no you will need to create one at www.usi.gov.au	

Important: Please note your enrolment cannot be processed without your USI

If not supplied at time of enrolment LarShar college will endeavour to retrieve students USI to proceed with enrolment

SCHOOL DETAILS if still attending high School

Current High School:

Address: Post Code

Name of VET coordinator:

Email

Phone

VET coordinator Signature:

High School Contact Declaration: I declare that I have read the VETis program or high school program information. On behalf of the school, I certify that the student is a year 10, 11, or 12 student and is capable of, and committed to undertake this VETis program or high school program information.

PREVIOUS QUALIFICATIONS ACHIEVED

18. Are you currently undertaking training?

Yes	☐
No	☐

Are you wanting to apply for RPL

Yes	☐	RPL application will be emailed
No	☐	

Have you started or completed any programs?

Yes	☐	If yes go to question 19
No	☐	

19. Tick ANY applicable boxes for any completed certificates obtained

Bachelor degree or higher degree	☐	Certificate III (or trade certificate)	☐
Advanced diploma or associate degree	☐	Certificate II	☐
Diploma (or associate diploma)	☐	Certificate I	☐
Certificate IV (or advanced certificate/technician)	☐	Other education (including certificates or overseas qualifications not listed above)	☐

Tick ANY applicable boxes for any Statement of Attainments obtained.

Bachelor degree or higher degree	☐	Certificate III (or trade certificate)	☐
Advanced diploma or associate degree	☐	Certificate II	☐
Diploma (or associate diploma)	☐	Certificate I	☐
Certificate IV (or advanced certificate/technician)	☐	Other education (including certificates or overseas qualifications not listed above)	☐

EMPLOYMENT

20. Of the following categories, which BEST describes your current employment status? (Tick ONE box only)

Full-time employee	☐	Self employed – employing others	☐
Part-time employee	☐	Employed – unpaid worker in a family business	☐
Self employed – not employing others	☐	Unemployed – seeking full-time work	☐
Unemployed – seeking part-time work	☐	Not employed – not seeking employment	☐

STUDY REASON

21. Of the following categories, select the one which BEST describes the main reason you are undertaking this course/traineeship/apprenticeship (Tick ONE box only)

To get a job	☐	It was a requirement of my job	☐
To develop my existing business	☐	I wanted extra skills for my job	☐
To start my own business	☐	To get into another course of study	☐
To try for a different career	☐	For personal interest or self-development	☐
To get a better job or promotion	☐	Other reasons	☐

EVIDENCE REQUIRED

To be able to process your enrolment we will need the following evidence

Birth certificate

Provided	Yes ☐	No ☐
----------	------------------------------	-----------------------------

If applicable the following:

Certificates	Provided	Yes ☐	No ☐
Statement of Attainment	Provided	Yes ☐	No ☐
Results of Assessment	Provided	Yes ☐	No ☐

If your program is funded you will have to provide the following to obtain funding

Senior Certificate (Year 12 fee free)	Provided	Yes ☐	No ☐
Health Care Card	Provided	Yes ☐	No ☐
Birth certificate	Provided	Yes ☐	No ☐

PRIVACY STATEMENT & STUDENT DECLARATION

I declare that the information I have provided to the best of my knowledge is true and correct.

I understand that my RTO LarShar College of Beaute & Hair is required to submit data sourced from this enrolment form to the National Centre for Vocational Education Research Ltd (NCVER) as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- NCVER.
- Organisations conducting student surveys.
- Researchers.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. Please note you may opt out of the survey at the time of being contacted.

[STUDENT SIGNATURE] [DATE]

[PARENT/GUARDIAN SIGNATURE*] [DATE]

**Parental/guardian consent is required for all students under the age of 18.*

NCVER will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

LEARNER DECLARATION

☐

I understand that I will have completed the literacy, numeracy and digital assessment.

☐

I agree to follow LarShar College of Beaute & Hair's policy and procedures

☐

I understand that misconduct will be reported and could result in cancelation of enrolment

☐

I understand that any absenteeism will be noted and reported to the appropriate contacts

☐

I understand that incorrect or incomplete information my result in cancellation of enrolment

☐

I understand that I will have to pay any fees that may arise due to undertaking this program.

☐

I understand that I am responsible to provide all necessary evidence of my qualifications, studies and hereby authorise LarShar College of Beaute & Hair to obtain further information to validate my enrolment

☐

I understand LarShar College of Beaute & Hair reserves the right to collect and disclose information of my enrolment and results to the Department of Small Business, Education and Training or other government bodies

Student Signature

Date

I hereby acknowledge that I have reviewed and comprehended the "Eligibility and Special Conditions" section on page 2 of the overview, pertaining to the specific program for which I the learner intends to enrol in.

Student Signature

Date

Parent/Guardian Signature

Date

**Parental/guardian consent is required for all students under the age of 18.*

Induction Manual Acknowledgement

It is a requirement that you have accessed and read the induction manual.

It can be located on the website; [Enrolment Information | LarShar College Of Beaute & Hair](#)
if not received at time of inquiry of enrolment.

Accessing and reading the induction manual indicates that you have read, understood, and value LarShar College of Beaute & Hair's Code of Practice and associated policies which it encompasses.

I hereby acknowledge receiving the LarShar College of Beaute & Hair 's Induction manual.

I have read the Induction manual and am familiar with its contents and agree to abide by all conditions outlined therein

Student Name: _____

Signature: _____ Date: _____

Parent/Guardian Signature (if student is under 18)

Parent/Guardian Name: _____

Signature: _____

Date: _____

Prior to submitting enrolment forms, all parties must ensure they understand the policies and procedures outlined in the LarShar College of Beaute & Hair Induction Manual. All required evidence should be provided at the time of enrolment; failure to do so may result in a delay in the commencement of training.

If you are attending face-to-face training at LarShar College, please indicate which days you wish to participate.

SELECT DAY/S WISHING TO ATTEND

☐ Mon ☐ Tues ☐ Wed ☐ Thurs

Part time 1 or 2 days

Full time 3 days

**Please note; We will contact you with availability of your selected day/s
High School students will be given a day that suits their timetable**