

	<p align="center">Australian Education and Training Institute (AETI) Pty Ltd T/as Alpha Education House ABN : 58 164 980 027 ACN: 164 980 027 RTO Code : 46419 Email : info@alphaeducationhouse.edu.au Website:alphaeducationhouse.edu.au Address: PO Box 46, Austral NSW 2179 Tel : 0415 467 684</p>
<p align="center">SHB50216 Diploma of Salon Management (Management) (Release 1)</p>	



The SHB50216 Diploma of Salon management (Management) (Release 1) is a nationally recognised qualification. This qualification reflects the role of senior managers and small business owners of personal services businesses. They are responsible for coordinating the day-to-day operation of the business and for planning, monitoring, and evaluating the work of the team. Salon managers also operate with significant autonomy to make strategic business management decisions.

This qualification provides a pathway to work as a salon manager in any type of personal service business including hairdressing or beauty salons, barber shops and spas.

Employment Pathway

The SHB50216 Diploma of Salon Management (Management) (Release 1) is intended to prepare students or recognise and develop existing workers who are performing a range of administrative based roles in a business environment. Graduates at this level will have theoretical and practical knowledge and skills for specialised and/or skilled work and/or further learning.

Individuals in these roles carry out moderately complex tasks in a field of expertise that requires business operations skills. They may possess substantial experience in a salon range but seek to further develop their skills across a wide range of salon Management. functions.

This qualification is transferrable across many industries, as it teaches transferrable business skills.

Employment outcomes targeted by this qualification include:

- Salon Manager

Learning Outcome:

The SHB50216 Diploma of Salon Management (Management) (Release 1) is designed to equip students with the knowledge and skills required to manage a salon or beauty-related business. The learning outcomes of this diploma typically include:

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- **Manage Finance:** Develop financial management skills to oversee budgeting, financial reporting, and monitoring of financial performance within a salon environment.
- **Lead and Manage People:** Learn how to lead and manage a team effectively, including managing recruitment, performance, and professional development.
- **Develop and Implement Marketing Strategies:** Understand marketing principles and strategies to develop and implement effective marketing plans for a salon business.
- **Manage Business Operations:** Gain skills in managing day-to-day salon operations, including customer service, inventory management, and compliance with industry regulations.
- **Monitor and Manage Workplace Health and Safety Practices:** Understand and implement workplace health and safety practices relevant to a salon environment.



Overall, the diploma aims to provide students with a comprehensive understanding of salon management principles and practices, preparing them for roles in managing and operating a salon business.

The Course Facts

Delivery mode:

100% self-paced online.

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Course Structure:

The course will be delivered over a one-year period.

Units of Competency

Code	Title	Core/ Elective
BSBHRM404	Review human resource functions	Core
BSBHRM506	Manage recruitment selection and induction processes	Core
BSBSUS501	Develop workplace policy and procedures for sustainability	Core
SHBXPSM001	Lead teams in a personal services environment	Core
SHBXPSM002	Manage treatment services and sales delivery	Core
SHBXPSM003	Promote a personal services business	Core
SHBXWHS002	Provide a safe work environment	Core
BSBMGT502	Manage people performance	Elective
BSBSMB404	Undertake small business planning	Elective
BSBWOR501	Manage personal work priorities and professional development	Elective

Course fees

P.O.A

The students are required to pay the fees in two equal instalments.

There are no entry requirements by training.gov.au however:

- Be over the age of 18.
- Demonstrate good command of written and spoken English.
- Have completed an equivalent secondary schooling level of a High School Certificate or can demonstrate suitable work experience.
- Provide your own Laptop and/or tablet.
- Students enrolling in the SHB50216 Diploma of Salon Management must have access to a suitable personal services environment for the duration of the course. This may include a beauty, hairdressing, or barbering salon that provides services to paying clients and operates

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to the standards of a commercial business. Access to such a workplace is essential to meet the assessment requirements of specific units, such as SHBXPSM001 *Lead teams in a personal services environment*, which requires students to lead a team over six separate three-hour work periods in a real or simulated industry setting. Students must confirm access to an appropriate workplace environment prior to or at the commencement of training. If a student is unable to secure access independently, the AEH may assist in identifying potential options; however, students remain responsible for ensuring this requirement is met.

- Alpha Education House expect that candidates have basic computer skills such as ability to open and shut down a computer, work with files and folders, basic knowledge in MS Word, and Excel, using the internet, email and search engines to complete learning and research activities. To meet virtual meeting requirements, learners must be able to independently use video conferencing system e.g., Teams (available free). Candidates are also expected to have adequate language, literacy, and numeracy skills to successfully complete the required competencies. Therefore, a pre-training suitability (an LLN Skills Test available on through LLN Robot) is required to determine if a student has sufficient LLN skills to absorb the breadth and depth of the learning outcomes. Foundation skills essential to performance are explicit in the performance criteria of each of unit of competency. Learners are encouraged to visit www.training.gov.au to find more details about the foundation skills applied to this qualification.

Recognition of Prior Learning and Credit Transfers

You can apply for recognition of prior learning, academic credit and work experience towards this qualification. During the course of your life, you will develop a wide range of skills and knowledge. Through work, volunteer roles, family commitments and various tasks undertaken in everyday life, you are building up a bank of knowledge. The evidence of these skills and knowledge accumulated can be used to help you gain a qualification.

Student Support, Welfare, and Guidance

AEH assists all students in their efforts to complete their training program. If a student is experiencing any difficulties with his/her studies the student is to contact the trainer as the first line of support. If the matter requires more attention, then the student will be referred to the Director of Studies to assess the nature of the underlying problem and they will develop an appropriate action plan. At this point, an analysis of the nature of the problem will be undertaken to identify the key issue(s) such as language problems, time management problems, conceptual understanding etc.

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Once a mutually agreed upon plan of action has been set out, this will be documented in the student file with feedback to the trainer including timelines for the actions to be undertaken and assessed for success or re-evaluation. AEH will make available its full resources to ensure the student achieves the required level of competency in the qualification.

Where the student is experiencing any personal difficulties s/he should be referred to the Director of Studies who will seek to assist. If the student's needs exceed AEH's support capacity, it will refer the student to an appropriate external agency. There are no fees charged for referral, although fees may apply for the accessed service.

Delivery Arrangements

The course will be delivered online on a Learning Management System and with the support using a video conferencing system, telephone, and via email. Learners will be studying at their own time and pace, following a delivery schedule provided at the commencement of the training, which include tentative duration for each unit of competency to complete and timeframe to submit the associated assessments.

After enrolment, the learner will be supported by providing a step-by-step guideline (via video conferencing) to navigate through the AEH LMS and explain the different sections and assessment tasks. The trainer and assessor will be provided with an Online Training to explain how they will work with the learners at different times of their training.

Candidates may choose to begin assessments in individual unit according to the delivery schedule when they have studied all the chapters and have sufficiently practiced relevant skills and therefore, feel confident about their learning. The training materials provide step-by-step instructions on work processes as well as case studies for learners to understand the real-life situations. Candidates may choose to consult with the assigned trainer/assessor before attempting the assessments.

Video conferencing and recordings may be used to collect evidence of competency if required

The Trainer/assessor will keep track of progress and assist by regularly communicating with the learners by email or by responding to any of their inquiries via email., which keeps records of learner activities when studying online including any tasks they have completed so far. In case of significant gap in such activities where the trainer/assessor has reasonable ground to establish that the student is not making steady progress, the student will be contacted by the trainer/assessor to discuss any challenges they are

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facing. The trainer will initiate support session if needs arise

Should any part of the course require practical application Alpha Education House can arrange practical sessions in our salon or your workplace.

Application Process

To enrol into a course at Alpha Education House, applicants must complete the Student Enrolment Form available from the website. The form should be completed in full and submitted by email to: info@alphaeducationhouse.edu.au

When we receive your application, our Admissions Officer will review it for completeness. When the application for enrolment is complete you will be issued a Letter of Offer (valid 30 days), invoice for initial payment of fees and provided with a Student Agreement for your review.

Once you accept the offer you are required to return the student agreement with the initial payment of fees.

For further information please contact:

Alpha Education House admissions Office on:

E-mail: info@alphaeducationhouse.edu.au

Phone: 0415 467 684

Please refer to the website and the Student Handbook for further details

Students should also visit: alphaeducationhouse.edu.au which gives more information about the study environment, course fees and refund policy and support services.

The website covers the remaining general information that is relevant to all students.

Please refer to the website and the Student Handbook for further details.

**** Please note: electives may vary by state and are subject to change to meet client and industry requirements.**

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