



## When

This course runs on Wednesdays

## Time

1st Year

8:30 am - 12:30 pm

2nd Year

1:00 pm - 5:00 pm

## Where

Healesville Living and Learning Centre

1 Badger Creek Road, Healesville 3777

## Duration

368 hours delivered over a two year period (8 school terms).  
Includes Supervised Workplace Learning of at least 80 hours.

## Cost

Cost - \$450 per year for materials paid to your school.

Please note that there are no refunds for materials once the program has commenced.



# VET in Schools Program

## Is this course for you?

This course provides skills in demonstrating and selling make-up and retail skin care products.

Students also gain skills in performing routine salon or store functions including make-up consultations and demonstrations. Students will create their own business plan as a pathway to a diploma or to assist in running their own salon.

On successful completion of this course, students are eligible for:

- The award of Certificate II in Retail Cosmetics
- Recognition of up to five VCE VET units at Unit 1 and 2 level.

## Healesville Living and Learning Centre

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# VET in Schools Certificate II in Retail Cosmetics

## SHB20116



Valid for 2019



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# SHB20116 - Certificate II in Retail Cosmetics

## Course Outline

Course consists of 15 units

- 10 core units of competency
- 5 elective units of competency

VCAA recommends 80 hours of Structured Workplace Learning

## Core Units:

### Contribute to health and safety of self and others

- Work safely
- Implement work safety requirements
- Participate in WHS consultative processes

### Advise on beauty products and services

- Develop product knowledge
- Recommend salon services
- Prepare client for product demonstration
- Demonstrate beauty care products

### Design and apply make-up

- Establish make-up requirements
- Design make-up plan
- Apply make-up
- Apply false eyelashes
- Provide post service advice
- Clean service area

### Conduct salon financial transactions

- Operate point-of-sale equipment
- Complete point-of-sale transactions
- Complete refund
- Remove takings from register or terminal
- Reconcile takings

### Recommend products and services

- Develop knowledge of the product and service range
- Recommend products and services

### Comply with organisational requirements within a personal services environment

- Develop knowledge of employment rights and responsibilities
- Work within organisational requirements
- Support work team
- Maintain personal presentation
- Develop effective work habits

### Communicate as part of a salon team

- Communicate with team members
- Actively participate in teams

### Produce visual merchandise displays

- Prepare to produce visual merchandise display
- Display merchandise
- Maintain display

### Organise personal work requirements

- Identify personal work requirements
- Complete personal work requirements
- Respond to changes in personal work requirements

### Sell to the retail customer

- Establish customer needs
- Provide advice on products and services
- Facilitate the sale of products and services

### Greet and prepare clients for salon services

- Welcome arriving clients
- Prepare clients for senior operations

## Elective Units:

### Use social media tools for collaboration and engagement

- Describe the different types of social media tools and applications
- Compare different types of social media tools and applications
- Set up and use popular social media tools and applications

### Research and apply beauty industry information

- Source and use information on beauty industry
- Source and apply information on legal and ethical issues for the beauty industry
- Update knowledge of beauty industry and products

### Receive and handle retail stock

- Maintain stock handling and storage
- Accept stock delivery
- Replenish stock levels

### Design and apply make-up for photography

- Analyse photography context
- Establish make-up requirements
- Design make-up plan
- Apply make-up for photography

