



Information Pack

SHB30215

Certificate III in Make-Up



**CENTRAL
COAST
COMMUNITY
COLLEGE**

Central Coast Community College

Shirley Street (PO Box 156),

Ourimbah NSW 2258

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SHB30215 Certificate III in Make-Up

SHB30215 Certificate III in Make-Up is a part of the Australian Qualifications Framework and is nationally recognised. The Central Coast Community College (RTO ID 90304) is registered by the Australian Skills Quality Authority (ASQA) to deliver this qualification.

Course description

The Certificate III in Make-Up is designed for students who want to pursue a career as a professional make-up artist. You will learn how to colour match foundation, apply the perfect contour, techniques to master eye make-up application and colour harmonies.

This course covers all aspects of make-up and aims to equip students with the skills, knowledge and outlook necessary for success in the industry.

Career opportunities

- Makeup artist
- Makeup consultant for beauty, fashion, media and entertainment industries

Course duration

Nine months, one day per week

How is the course delivered?

This course will be delivered face-to-face in a classroom and in the work place. This means that you will be able to put into practice the knowledge that you gain in class, and master your skills through practical experience

Entry requirements

Students must have successfully completed year 10 (or equivalent), turned 16 or have relevant experience and/or qualifications that indicate likely success in completing the course

How do I get a Unique Student Identifier (USI)?

The Unique Student Identifier or USI is a reference number that all students are now required to have in order to undertake accredited training in Australia. If you do not have a USI you will not receive your qualification or Statement of Attainment. In order to apply, please visit the website <https://www.usi.gov.au/>.

Education pathways

The further study pathways available to learners who undertake this qualification may include:

- Certificate IV in Beauty Therapy

What learning materials are included in this course?

Workbooks, learner guides and access to specialised equipment in a workplace environment .

What will I need to purchase?

In order to successfully complete this course, you will need to purchase a professional make-up kit, brush set and uniform tunic for \$290 (valued at \$878) from the College. These will be yours to keep at the conclusion of the course and the kit will contain:

- 1 x 12 piece 'Neutral' eyeshadow palette - A mix of both matte and shimmer shades in a magnetic refillable 37mm palette
- 1 x 12 piece 'Brights' eyeshadow palette - A mix of both matte and shimmer shades in a magnetic refillable 37mm palette
- 1 x 6 piece palette comprising of 2 x lipsticks 2 x cream blush and 2 x powder blush in a magnetic refillable 37mm palette
- 1 x 4 piece palette comprising of 2 x cream foundations and x1 mint cream colour corrective in a magnetic refillable 37mm palette
- 3 x 30 ml liquid Foundations – Sunny Beige, Warm Beige and Ivory
- 3 x lip pencils – Ruby, Treat and Coyote
- 2 x eye pencils – Black and Brown
- 2 x mascara – Black and Brown
- 1 x pressed translucent powder
- 1 x liquid concealer – Ivory
- 1 x clear lip-gloss
- 16 piece brush set
- College Beauty Tunic

You will also be required to wear long black pants (not jeans or leggings) and closed-toe black shoes in class.

How will I be assessed?

Assessment is the ongoing process of gathering evidence of your skills and knowledge, and using that evidence to determine if you have met the required standards in order for your trainer to determine your competence in the unit or units you are studying.

We will use a range of activities to assess the competencies within your qualification. The following assessment activities are examples of the type of assessments that we may conduct:

- Observing you as you perform real work/real time activities at your workplace, on work experience or in a simulated workplace environment.
- Simulation exercises/role-plays, projects, assignments, presentations and activity sheets.
- Questioning, such as written questions, interviews, self-assessment and verbal questioning.
- Portfolios, such as collections of your work samples, a product with supporting documentation, historical evidence, a journal/log book and information about your life experiences.
- Third party feedback such as testimonials/reports from employers/supervisors, evidence of workplace training, authenticated prior achievements and interviews with employer, supervisor, and peers.

Your trainer will provide details of the assessment activities for each unit of competency at the beginning of your training. We may integrate a number of units of competency into one or more assessment activities to achieve a holistic approach to your learning.

The collection of quality evidence requires that

- Assessments must address the scope of each unit and reflect all components of the unit, including the elements, performance criteria, range statement, evidence requirements and critical aspects of evidence.
- A range of appropriate assessment methods and evidence gathering techniques is used to determine competency.
- Evidence is gathered in the workplace and in a simulated work environment.
- Evidence collected relates to a number of performances assessed at different points in time, and in a learning and assessment pathway these must be separated by further learning and practice. Assessment evidence collected satisfies the rules of evidence.
- Judgement of competency is only to be made when the assessor is confident that the required outcomes of the unit have been achieved and that consistent performance has been demonstrated.

What will I obtain on completion of this course?

Upon successful completion of this course you will receive a nationally recognised qualification in SHB30215 Certificate III in Make-Up awarded by the Central Coast Community College.

What are my options if I don't complete my training and assessment program?

You will be given at least two attempts to demonstrate that you have developed the knowledge and skills in each unit that you are studying. Depending on the circumstances, and the level and type of qualification you are studying, your trainer may allow further attempts.

On a case-by-case basis, we may also offer you opportunities for remedial study, additional coursework, mentoring or coaching. If you have completed your training and assessment program and you have not been able to demonstrate that you have developed the knowledge and skills to meet the unit requirements, you may enrol in that unit of study again. You will need to pay the applicable course fee.

Learning support

If you feel that you might need some additional support to overcome learning barriers, please speak with us before you enrol (see contact details below). We may be able to provide you with suitable support, such as:

- Adjusting the learning space to overcome barriers such as physical disabilities;
- Language, literacy and/or numeracy support;
- Making reasonable adjustments to your learning and/or assessment activities; and/or
- Providing additional time for you to complete your studies.

Quality assurance

The College is committed to ensuring a quality learning experience for all our learners. To ensure this quality, we will ask you to provide feedback on your learning experience at the completion of your course. This enables us to ensure continuous improvement of our programs and the way they are delivered. Your assessments may also be reviewed by more than one trainer. This is to ensure consistency and to validate assessment items.

Units of competency

UNIT CODE	UNIT NAME
SHBBMUP002	Design and apply make-up
SHBBMUP003	Design and apply make-up for photography
SHBBMUP004	Design and apply remedial camouflage make-up
SHBBMUP005	Apply airbrushed make-up
SHBBMUP006	Design and apply creative make-up
SHBRESRES001	Research and apply beauty industry information
SHBXCCS002	Provide salon services to clients
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXWHS001	Apply safe hygiene, health and work practices
SHBBCCS001	Advise on beauty products and services
SHBBFAS001	Provide lash and brow services
SHBBMUP001	Apply eyelash extensions
BSBSMB406	Manage small business operations
BSBSMB405	Monitor and manage small business operations
BSBSMB403	Market the small business

Course Fees

Your investment for SHB30215 Certificate III in Make-Up includes all tuition, learner guides and assessments. There are payment plans available, which will enable you to spread your investment over the duration of your study program.

Fee protection measures

The College is required to protect fees paid in advance for nationally recognised training. To meet this regulation, the College may accept payment of no more than \$1,500 from individuals prior to the commencement of their course. Students have two options for fee payments, self-managed instalments or automatic direct debit payments.

What does my course fee include?

There are some important things to know about your fee investment and payment options, so please read the following information carefully:

ITEM	AMOUNT
Non-refundable administration fee:	\$240
Tuition and assessment :	\$2760
Resources, including: <ul style="list-style-type: none"> • Workbooks • Use of products and equipment 	\$500
Total (no GST applies):	\$3500

Are there any other fees or charges?

ITEM	FEE	EXPLANATION
Document re-issue:	\$50 (no GST applies)	<p>This fee applies if you request a re-issue of a document that we have already provided to you. Document re-issue fees apply to:</p> <ul style="list-style-type: none"> • Statement(s) of Attainment • Certificates and Diplomas • Record of Results
Recognition of Prior Learning (RPL) Assessment:	50% of current course or unit fee	<ul style="list-style-type: none"> • The RPL Assessment fee applies for each unit of competency you wish to seek recognition for. • If the total RPL fee exceeds \$1,000 it must be paid in installments. Please contact us for an individual quote and payment schedule. • If you are not successful in your RPL application you may enrol in the course at the current course fee, less any fees you have paid for your RPL application.
Credit transfer:	No fee applies	<p>Where you request credit transfer for a unit of competency issued by another training organisation, no fee applies if the unit code and name match exactly. Units with the same name, but different unit codes are treated as RPL applications, and the RPL fee applies to these units.</p>

Payment options

Option 1: Self-Managed Payments:

This option is for students who wish to manage their own fee instalments. Your fee breakdown and timing is shown in the table below. These payments can be made over the phone using a credit card or in the office (cash, cheque, EFTPOS or credit card). Please note that instalments cannot be made prior to the payment timing specified and must be paid on time:

INSTALLMENT	AMOUNT	PAYMENT TIMING
1	\$240	Due on enrolment. This fee is non-refundable and must be paid to secure your place in the course.
2	\$1630	Due on day one of your course
3	\$1630	Due in week six of your course
Total cost:	\$3500	

Option 2: Automatic direct debit payments using PaySmart Direct Billing

PaySmart is a third party facility that enables you to have your course fees directly debited from your bank account in equal, fortnightly instalments.

A \$240 non-refundable deposit is required at the time of enrolment. You will then need to sign a contract with PaySmart. Please note that there are additional fees associated with PaySmart, including a one-off administration fee (\$11) and a small fee (\$1.95) for each debit. These administration fees are paid directly to PaySmart.

INSTALLMENT	AMOUNT	PAYMENT TIMING
1	\$240	Due on enrolment. This fee is non-refundable and must be paid to secure your place in the course.
2	\$184.53	Deducted on 1 st March 2016 Your first PaySmart instalment is made up of the following fees: \$171.58 Course Fee \$11 PaySmart Set Up Fee \$1.95 PaySmart Admin Fee
3-19	\$173.53	Ongoing fortnightly payments start on the 29 th February 2016 for 18 payments . Each payment is made of the following fees: \$171.58 Course Fee \$1.95 PaySmart Admin Fee
Course Fees	\$3500 Plus	
PaySmart Fees	\$49.00	
Total cost:	\$3549.00	

What will happen if I don't pay my fees by the due dates?

If at any time during your studies you encounter financial hardship, please contact the College to discuss the options available.

If you fail to pay fees and charges by the due date we may, until you pay the full amount owing:

- Suspend you from attending or participating in the course.
- Exclude you from assessment activities.
- Withhold your qualification and record of results.
- Withdraw your enrolment.
- Exclude you from any future enrolments at the College.

If your fees remain unpaid after 90 days from the due date we may engage a debt collection agency to recover the amount owing.

Refund policy

When am I entitled to a refund?

You are entitled to a refund of all, or part, of your course fees if:

- You have overpaid the course fee.
- We cancel the course for any reason.
- You re-enrol only to repeat a unit or module for which your tutor has deemed you not yet competent, only if you are deemed competent in that unit or module following a successful appeal against the original decision.
- You have medical, hardship or another extenuating circumstance which prevents your attendance. The Executive Director, Assistant Director or Program Manager will assess applications for these circumstances on a case by case basis.
- In the opinion of the Executive Director, the course and/or its delivery have not met your reasonable expectations.

What is a non-refundable administration fee?

The non-refundable administration fee of \$240 applies if you withdraw your enrolment. The fee covers the costs that the College incurs in processing your application, enrolment and payments. Please refer to our refund policy for more details. This can be accessed on our website at www.cccc.nsw.edu.au or call the College on 02 4348 4300 to request a copy for more information.

Course completion guarantee

We understand that when you enrol in a study program, it is a reasonable expectation that you will be able to complete that program and gain your qualification. Our commitment is that we make every reasonable effort to ensure that if you enrol with us you can complete your study program.

Should circumstances arise beyond our control which affects our ability to continue a course, (such as a trainer falling ill or resigning unexpectedly) and we are unable to source a suitable replacement immediately; or when continuing student numbers fall too low, the College guarantees that we will:

- Refund any fees paid for modules or units we have not delivered.
- Issue Statements of Attainment for all the work successfully completed.
- Assist you to locate an equivalent course with another Registered Training Organisation.

Is this a Centrelink/Human Services approved course?

Yes, you may be eligible for Austudy, Youth Allowance, the Pensioner Education Supplement or ABSTUDY as a student for this course.

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