

# SEIR BEAUTY SCHOOL

## The Prospectus (Domestic & International Student Guide)

RTO No: 45812  
CRICOS Provider No: 03988D



NATIONALLY RECOGNISED  
TRAINING

RTO 45812  
CRICOS Provider No: 03988D

# Academy Location

## Mosman, Sydney

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2088**

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**www.seirbeautyschool.com**



SEIR Beauty School is located in the heart of the stunning, up-market leafy suburb of Mosman. Only 5-7 mins from the CBD City by car, you will be able to study in comfortable, quiet and gorgeous surrounds away from the noise of the city! There is also plenty of public transport including the B1 Bus from Wynyard, 172X, 173 Routes that drop you right to our doorstep! Plenty of Parking near our campus on Heydon Rd, directly behind our building for all students.









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# About SEIR Beauty School

## Introduction

SEIR Beauty School (which will be referred to as 'The Academy' in this document only) is a Registered Training Organisation (RTO), ID Number INTVET0002950, which meets administrative, delivery, staffing, facility, marketing, financial, quality assurance and assessment standards regulated by the Australian Skills Quality Authority (ASQA).

SEIR Beauty School is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) which is a register of Australian education providers that recruit, enrol and teach overseas students. (CRICOS number INTCRI0001029). Registration on CRICOS allows providers to offer courses to overseas students studying in Australia on student visas.

SEIR Beauty School is responsible for the quality of the training and assessment you will receive in compliance with Standards for RTOs 2015, and for the issuance of the Australian Qualifications Framework (AQF) certification documentation. The Standards set out the requirements that an organisation must meet in order to be an RTO and ensure the integrity of nationally recognised training provided by registered training organisations.

SEIR Beauty School offers the following training programs to students:

- SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction
- SHB50121 Diploma of Beauty Therapy
- SHB50216 Diploma of salon management
- SHB30321 Certificate III in Nail Technology

## Who are we?

SEIR Beauty School (The Academy) has been respected by industry as one of Australia's finest beauty training institutions for over 12 years. Founded by CEO Samantha Elliott (pictured below), we are a boutique style Academy specialising in Education in the Beauty Industry. Providing National and internationally recognised qualifications, giving quality training priding ourselves in a student focused environment, with industry leading educators and Facilities.



# Why Study at SEIR Beauty School?

1. **Small class sizes / Tailored Training** ~ There are so many reasons to choose SEIR Beauty School however let's start with our small intimate class sizes. Small class sizes (4-6 students per class) allows our trainers to provide individual attention to students and mentor them more diligently so students can really master their skills and have the most tailored and personalised training.
2. **Face to Face Training with our Industry Leading Trainers**, sharing their wealth of experience for you to succeed.
3. **All our Theory, Practical and Assessments all in the One location!** You need not go elsewhere, complete your full qualification and training under one roof.
4. **Varied & flexible course dates and times to suit you** - We provide Day, Evening and Weekend classes available, and we tailor our courses to suit your lifestyle and availability.
5. We have a **beautiful Boutique campus and Facilities** which allows you to learn comfortably in a lush, intimate and welcoming setting.
6. **Our Lifetime Guarantee** - Brush up your skills at anytime after you graduate with our lifetime guarantee. Come in for your Complimentary Refresher Class and do the course again, anytime - free of charge.
7. We have **Competitive Pricing** and we also offer **On-going Support and Beauty Advice** to offer you the most value.
8. **We are here to be your Support Structure**, like a cushion to lean on for Beauty professionals in this industry. It is our job to look after you, to help you then do your job, to look after your clients. We are here to nurture and help you grow into achieving your goals and dreams, our goal is to give you the tools and support you need to succeed.
9. **Industry Experience** ~We provide on-campus clinic experience at our wonderful SEIR Aesthetics Professional Clinic which means you do not need to find your own work experience. Our simulated clinics and nail lounges provides all the practice you need on paying clients ensuring you enter the workplace confident on graduation.





# Why Study at SEIR Beauty School?

10. **Our cutting edge Laser, IPL and Dermal Therapy training** using leading technology is stand out amongst our competitors.

11. We provide **top quality Resources and Industry Leading Products.** We have a huge SEIR Supplies store for everything you need to get your career started and thriving and we offer all our students 10% off all equipment and kits.

12. **We listen to the Industry's Needs.** We ensure our training programs are industry-lead and relevant to ensure success in the workplace post graduation.

13. **Career opportunities** – Due to our industry contacts, we can provide our students with a foot in the door with key players in the industry. We can recommend career pathways and provide valuable introductions to help get your career moving.

14. **We have a Convenient Location!** We are the 2<sup>nd</sup> stop on the B-Line, and then just a 1 minute walk to campus (5-7 minutes from the city centre)

15. **We have Press and Media Presence.** The Australian Media industry has noticed our excellence and we have been featured in magazines such as Spa + Clinic, Beauty Biz, Beaute Industrie and more! We are also sponsored by Nova FM.

16. **Exceptional Trainers** ~ We are Educators of the Year 3 times at the Australian Beauty Industry Awards, our Educators are not only caring and nurturing, but also have the latest industry knowledge and qualifications to ensure every student's journey is the best year of their life.

17. **Flexible learning** – Life happens, we have different study options including full time day, part time evening and distance education so you can study anywhere at any time. We endeavour to have flexibility in our training calendar to allow attendance on alternative days should “life happen”.







# SHB50121 Diploma of Beauty Therapy

# SHB50121 Diploma of Beauty Therapy

## Fee and Duration



### **About the Qualification:**

This qualification provides the skills and knowledge for an individual to be competent in a broad range of beauty treatments and work as a skilled therapist involving self-directed application of knowledge and personal responsibility in performing complex technical operations. It is the most sought after, highly recognised beauty qualification in the industry.

**Duration: Available 3 days a week (Tuesday - Thursday) for 46 weeks** or by Online/Distance learning (46 weeks) with practical workshops.

**Class Time: Day is 9am - 4pm.**

**Enrolment Fee: \$16995 (+GST)**

\*Enrolment Fees includes all examination fees, all learning materials, workbooks and training manuals.

# SHB50121 Diploma of Beauty Therapy

## Core Units:

SHBBB0S002 Provide Body Massage

SHBBBOS003 Provide Body Treatments

SHBBFAS001 Provide Lash and Brow Services

SHBBFAS002 Provide Facial Treatments and Skincare Recommendations

SHBBFAS003 Provide Specialised Facial Treatment

SHBBHRS001 Provide Manicure and Pedicure Services

SHBBRES001 Research and Apply Beauty Industry Information

SHBXCCS001 Conduct Salon Financial Transactions

SHBXCC002 Provide Salon Services to Clients

SHBXIND001 Comply with Organisational Requirements within a Personal Services Environment

SHBXWHS001 Apply Safe Hygiene, Health and Work Practises

## Elective Units:

SHBBINF001 Maintain infection control standards

SHBBBOS005 Use reflexology relaxation techniques in beauty treatments

SHBBSPA003 Provide stone therapy massages

SHBBSPA004 Provide Indian head massages for relaxation

SHBBHRS002 Provide female intimate waxing services

SHBBMUP003. Design and apply make-up for photography

SHBBSKS005. Provide micro-dermabrasion treatments

BSBSMB405 Monitor and manage small business operations

SHBBBOS006 Provide superficial lymph massage treatments

SHBBSKS003 Design and provide cosmetic tattooing

NINS. BSBSMB403 Market the small business

BSBSMB404 Undertake small business planning



# SHB50121 Diploma of Beauty Therapy



## Study Pathways

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

- SHB60118 Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction
- SHB50216 Diploma of Salon Management
- Level 2 Diploma in Hair, Photographic and Media Make-up
- Level 3 Diploma in Body Treatments
  - Level 3 Diploma in Fashion, Theatre and Media Make-up
- Level 3 Award in Micro-pigmentation Treatment
- Level 4 Certificate in Skin Peeling
- Level 4 Certificate in Skin needling
- Level 4 Certificate in Radio Frequency
- Level 4 Certificate in Ultrasound
- Level 4 Diploma and IPL

# SHB50121 Diploma of Beauty Therapy



## Employment Pathways

The following employment pathways are available to students who complete this qualification:

- Beauty Therapists
- Spa, Salon or Business Owner
- Hotel Beauty Consultant
- Cruise Liners
- Health Clubs
- Luxury Spa
- Beauty Consultant
- Cosmetic Retail Consultant
- Freelance Beauty Worker
- Waxing Specialist
- Department Store/ Pharmacy Cosmetic Consultant
- Cosmetic or Beauty Equipment Sales Representative
- Spray Tan Specialist

# SHB50121 Diploma of Beauty Therapy

## Training Delivery



### Full-Time Day Class

Our training and assessment practices, including the amount of training we provide, are consistent with the requirements of training packages, VET accredited courses and recommended current industry best practice. These practices enable each learner to meet the requirements of each unit of competency and industry, taking into account the initial level of skills, knowledge and experience of each student. Delivery modes include full- time day, part-time evening, and distance learning to accomodate student needs.

#### **Face to Face**

**Day classes are held three days a week from 9am – 4pm on Tuesday-Thursday weekly.** When you progress into clinic, your days will be the same as your class days were. Course is completed within 46 weeks.

Additional hours are required for home study, research and underpinning knowledge assessment. These hours will vary according to students requirements.

The rest of the 6 months are spent in the classroom environment, completing all theory and classroom practical requirements of the course. Students are prepared for their clinic practical by being able to bring family and friends to certain practical workshop days as their models.

At the end of 24 weeks, the same 3 days per week are spent in our own professional SEIR Aesthetics & Beauty Clinic for a further 22 weeks to ensure what you have learnt in the classroom is applied to industry standards in the real work environment (structured workplace learning).

During this time several units pertaining to on-the-job skills, e.g. communicate with customers, are delivered and a formal lesson is held each day to revise other units and their performance at workplace level.

NOTE: Structured workplace learning is not paid and is part of a student's training requirements. Students are permitted to obtain work experience in other salons but only in addition to The Academy clinic requirements. 400 hours of clinic time at The Academy must be completed before graduation.



# SHB50121 Diploma of Beauty Therapy

## Training Delivery



### Distance / Combination Learning

It is possible to study SHB50115 Diploma of Beauty Therapy by distance learning.

Our distance learning program is particularly suitable for those students living out of state, in other country areas or need the flexibility of studying remotely rather than attending college.

The course is studied over 46 weeks with a combination of:

- ~ Scheduled zoom sessions and webinars
- ~ Face to face workshops (4 times a year)
- ~ Individual practicals and course work completed via distance

Our student learning portal provides students with an interactive approach to blended learning. Students can access the theory components and learning materials online which include videos and PowerPoints.

You access your assignments online, and your Trainer will mark them electronically. You can view your records and grades easily at any time.

You will receive personal attention and one on one support from your Trainer who will guide you through all aspects of the course and be in constant contact.

You attend workshops (5 days, 4 times a year) that are held at the end of February, May, August and November each year to learn the practical aspects of the course.

At the completion of each workshop you will practice what you have learnt in a previously approved salon where you will build on the practical skills you have learnt to become a successful and highly regarded Beauty Therapist.

# SHB50121 Diploma of Beauty Therapy

## FAQs



## DISTANCE LEARNING

### **Are my qualifications the same as coming to full time study?**

You will have your final practical assessments with our college assessors and will graduate with the same qualifications as our full time students. Average time-frame to complete the course by distance learning is 46 weeks.

### **When Can I Start?**

You can start this course anytime.

SEIR Beauty School has a full range of education support, learning services and resources to meet student needs. Items such as Prospectus, Student Handbook, assessments, unit resources are all stored on SEIR HQ for easy access at all times.

At enrolment and during the course student needs are evaluated and advice or help is provided when necessary. This may include advice on where to go for English language assistance or LLN needs, help with computer issues or medical and health issues that may affect study.

SEIR Beauty School has state-of-the-art facilities and equipment at our location including laser training rooms, student spa, practical classrooms, theory rooms etc. Additional support includes a weekly webinar where your theory assessment is reviewed, questions answered and support provided, a fortnightly phone meeting with your trainer, again making sure you have no problems or issues. You can email your trainer at any time and we will respond to you as soon as practicable. If in an external workplace your employer will receive a monthly call from your trainer ensuring everything is running smoothly and they understand their responsibilities.

# SHB50121 Diploma of Beauty Therapy

## Entry Requirements



### **Special entry requirements to Enrol:**

- ~ LLN Assessment required
- ~ Minimum age of 16
- ~ Tidy and professional grooming
- ~ Possess a strong desire to enter this industry
- ~ All prospective students have a one on one interview with the CEO, Careers Advisor or Head Senior Educator. This is to ensure prospective students display a strong desire to enter this industry, have a caring and nurturing personality and understand the course commitments
- ~ There is no pre-requisite qualification or work experience required to enrol in this Diploma of Beauty Therapy.

### **Students to supply:**

- ~ Please bring your own iPad or Laptop to class. If you do not have one, you can bring along a notepad if necessary.
- ~ Computer and internet required at home for research and theory assessments will be required.
- ~ Dress code is as follows (students to wear all black, tidy but comfortable clothing, closed in shoes and no jewellery or untidy makeup. Hair to be pulled back and tidy.

All learning materials and resources are supplied for your training and you will not need to purchase any additional items before you start your training.



## **SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction**

# SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction



## **About the Qualification:**

The Graduate Certificate in Intense Pulsed Light and Laser Hair Reduction is one of the most in-demand qualifications in the beauty industry today. SEIR Beauty School have state of the art IPL and Laser training facilities and we are also teamed up with some highly recognised laser clinics Australia which you can be referred to after graduation to help provide you with invaluable industry contacts. We have a simulated clinic which you can access to give yourself the best experience and prepare you for the industry. With our contacts in the industry and exceptional training, we can support you with a career pathway into some leading Dermal and Laser clinics in Australia. Our educators are highly experienced and skilled to guide you through your qualification and see you go on to having amazing careers and recognition in the industry - you will be in very good hands to ensure you have the best foot forward in the IPL and Laser industry.

**Duration: 24 weeks (you must attend 3 day per week).**

**Class Time: 9am - 4pm**

**Fee: \$9800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction



## **Core Units:**

SIBBHRS707A Provide intense pulsed light and laser hair reduction treatments

SIBBRES702A Investigate developments in cosmetic treatments using light or laser systems

SIBBHRS706A Design intense pulsed light and laser hair reduction treatment programs

SIBBHRS705A Apply intense pulsed light and laser safety protocols

HLTIN402B Maintain infection control standards in office practice settings



# SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction



## **Employment Pathways**

The following employment pathways are available to students who complete this qualification:

- Laser clinician
- Laser Safety Officer
- Laser Specialist
- Cosmetic laser therapist
- Salon or Business Owner

# SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction



## **Employability Skills / Foundation Skills**

**Communication** - Communication skills are used to consult with clients, advise the suitability and the physical effects of intense pulsed light and laser hair reduction treatments on skin and hair. This is done through questioning and observation and by providing clear information on products used and services or treatments proposed or performed. Clients may also need reassurance or have questions be answered throughout a treatment. Equipment information is also read and interpreted to make safe and appropriate recommendations to clients, and treatment plans are developed and/or amended as required.

## **Problem solving**

Problem-solving skills are used when developing and/or amending treatment plans and throughout the provision of services and treatments by applying knowledge of contraindications, anatomy and physiology, and skin biology, for example, to anticipate and mitigate problems by advising clients of alternative options and/or referring them to alternative practitioners when performing treatments. Problem solving is supported in the treatment environment by referral to relevant legislation and regulations on safe use of lasers and health and hygiene.

## **Initiative and enterprise**

The therapist uses complex equipment to provide treatments and is required to make decisions regarding the strength, frequency and length of treatments. These decisions are guided by thorough client consultation, diagnoses, treatment planning, thorough knowledge of the physical action of treatments on human skin and hair, and the requirements of environmental, operator and client safety and health and hygiene legislation and regulations. Opportunities to use initiative and enterprise occur within the identification and provision of the most appropriate treatment to meet identified and future needs of clients, within the boundaries of any contraindications which may be present. The therapist also needs to recognise changes in the client's condition during a treatment and take corrective action.

## **Teamwork**

Teamwork is used to create a collective responsibility for innovation and changes in practice to respond to advances in technology; and by cultivating collaborative relationships through referral to other professionals.

## **Planning and organising**

Information, time and resources must be planned and organised to deliver safe and effective services. The safe use of application of IPL and laser safety protocols must be planned and organised to meet legislative requirements and achieve optimum client treatment outcomes.

## **Self-management**

At this level the therapist acts as a professional practice role model by complying with legislative requirements and organisational policies and procedures, maintaining professional standards and demonstrating safe practice in all aspects of treatment services.

## **Technology**

Using intense pulsed light and laser technology for hair reduction; and analysing technological trends and clinical practice developments in light therapies to inform own practice.

# SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction



## Entry Requirements

### Special entry requirements or Pre-requisites:

- ~ LLN Assessment required
- ~ Pre-Requisites required is the Diploma of Beauty Therapy or in Medical Health
- ~ Including the study of human biology, anatomy and physiology; and significant and relevant vocational experience as a Beauty Therapist with a primary focus on providing facial services, skin services and hair reduction services; OR evidence of significant and relevant vocational experience relating to the application of human biology, anatomy and physiology knowledge in their respective field.
- ~ Minimum age of 16
- ~ Tidy and professional grooming

### Students to supply

- ~ Please bring your own iPad or Laptop to class. If you do not have one, you can bring along a notepad if necessary.
- ~ Computer and internet required at home for research and theory assessments
- ~ Please dress in black, comfortable but neat clothing, closed in shoes and no jewellery or untidy makeup. Hair to be pulled back and tidy.



# SHB30321 - CERTIFICATE III IN NAIL TECHNOLOGY

# SHB30321 - Certificate III in Nail Technology



## **About the Qualification:**

The SHB30321 Certificate III in Nail Technology is your gateway to success as a Professional Nail Technician in the beauty industry. Unmatched with its units that are industry relevant and expansive, you will graduate with the strong skill set to offer nail services at a top quality, masterful standard.

**Duration: Available 3 days a week for 46 weeks. Evening and weekend classes also available.**

**Class Time: 9am - 4pm**

**Fee: \$12960 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# SHB30321 - Certificate III in Nail Technology



## Core Units:

SHBXCCS001 Conduct salon financial transactions

SHBBNLS003 Apply acrylic nail enhancements

SHBBNLS002 Apply gel nail enhancements

SHBXCCS002 Provide salon services to clients

SHBBNLS004 Apply nail art

SHBXWHS001 - Apply safe hygiene, health and work practices

SHBBRES001 Research and apply beauty industry information

SHBBCCS001 Advise on beauty products and services

SHBBNLS001 Provide manicure and pedicure services

SHBBNLS005 Use electric file equipment for nail service

SHBXIND001 Comply with organisational requirements within a personal services environment

## Elective Units:

SHBBNLS006 Apply Advanced Nail Art

BSBSMB403 Market the small business

BSBSMB405 Monitor and manage small business operations

BSBSMB404 Undertake small business planning



# SHB30321 - Certificate III in Nail Technology

## Entry Requirements



### **Special entry requirements:**

- ~ LLN Assessment required for English proficiency level
- ~ Minimum age of 16
- ~ No other pre-requisites of qualification or work experience is required

### **Students to supply**

- ~ Please bring your own iPad or Laptop to class. If you do not have one, you can bring along a notepad if necessary.
- ~ Computer and internet required at home for research and theory assessments
- ~ Dress code required is all black, comfortable but neat clothing, closed in shoes and no jewellery or untidy makeup. Hair to be pulled back and tidy.

A woman with long brown hair, wearing a black short-sleeved top, is smiling at the camera. In the background, another woman with dark hair, also in a black top, is performing a facial treatment on a client lying on a table. A bright, adjustable salon lamp is visible above the treatment area. The setting appears to be a professional beauty salon.

# **SHB50216 - DIPLOMA OF SALON MANAGEMENT**

# SHB50216 Diploma of Salon Management



## **About the Qualification:**

The SHB50216 Diploma of Salon Management is designed for salon beauty industry professionals and recent graduates of beauty courses who want to stand out and build a successful career in management and emerging industry services.

This program will elevate any beauty therapy candidate in the eyes of employers, fast track their beauty career and largely expand their job opportunities. This qualification is your passport to work as a Salon Manager or successfully own a beauty franchise.

**Duration: 36 weeks, 3 days per week**

**Class Time:** 9am - 4pm or evening class 6pm - 9pm (Saturday also available)

**Fee: \$10995 +GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# SHB50216 Diploma of Salon Management



## **Core Units:**

BSBHRM404 - Review Human Resource Functions

BSBHRM506 - Manage recruitment selection and induction processes

BSBSUS501 - Develop workplace policy and procedures for sustainability

SHBXPSM001 - Lead teams in a personal services environment

SHBXPSM002 - Manage treatment services and sales delivery

SHBXPSM003 - Promote a personal services business

SHBXWHS002 - Provide a safe work environment

## **Elective Units:**

BSBSMB406 - Manage small business finances

BSBSMB404 - Undertake small business planning

SHBINF001 - Infection Control

# SHB50216 Diploma of Salon Management

## Entry Requirements



### **Special entry requirements:**

- ~ LLN Assessment required for English proficiency level
- ~ Minimum age of 16
- ~ No other pre-requisites of qualification or work experience is required

### **Students to supply**

- ~ Please bring your own iPad or Laptop to class. If you do not have one, you can bring along a notepad if necessary.
- ~ Computer and internet required at home for research and theory assessments
- ~ Dress code required is all black, comfortable but neat clothing, closed in shoes and no jewellery or untidy makeup. Hair to be pulled back and tidy.





**SHBBKS009**

**LVL 3 DIPLOMA OF MICRODERMABRASION**



# SHBBKS009 Lvl 3 Diploma of Microdermabrasion



## About the Qualification:

This course includes Consultation and Treatment Planning, Prepare for the treatment, Cleansing and Skin Preparation procedures, Methods of Application, Head and Intensity selection, Diamond and Crystal Technology training, Machine Maintenance, Review treatment and provide post-treatment advice, Understand skin conditions, Acne Scar Treatment, Pigmentation Treatment, Anti-ageing treatment, Contra-Indications, Contra-actions, Home care, Beauty Business Planning

## Duration: 2 days

**Class Time:** 9am - 4pm (or 4 evenings, 6pm - 9pm)

**Fee: \$3000 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.



# **SHBBMU009 LVL 2 DIPLOMA OF MAKEUP**

# SHBBMU009 LVL 2 DIPLOMA OF MAKEUP



## About the Qualification:

Our Level 2 Makeup course is designed to give you plenty of hands on, practical training so that once you qualify you have the confidence to work on different clients and be able to offer a range of makeup looks. We teach you the current trends & skills that are essential for working in the makeup industry. This course is aimed at beginners and is perfect if you have no experience but have an interest in makeup. The classes are small in size to ensure the tutors are able to give every individual the quality of training they need.

Application of all make-up products – to include skin analysis, preparation of the skin, recognition of face, nose, eye and lip shapes, corrective make-up, airbrush make-up and day, evening, special occasion and bridal make-up. You will also develop knowledge about related health and safety and client care and communication which is essential to work and be successful in the make-up industry.

Career pathways includes: Self Employed Professional Makeup Artist, Weddings, Makeup counters, Film and TV, Fashion and Catwalks, Commercials/ Editorial, Corporate Film and Music Videos.

**Duration: 8 weeks, 2 evenings per week**

**Class Time:** 6pm - 9pm

**Fee: \$2800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.



# LVL 2 DIPLOMA BEAUTY SPECIALIST



# Lvl 2 Diploma Beauty Specialist



## **About the Qualification:**

Great for the full time worker wanting to change their career and take a leap into this exciting ever evolving Beauty Industry, concentrating in eye treatments such as tinting shaping lash lifting Skin and facial treatments giving you the perfect foundation and career pathway into, advanced non-medical skin treatments. Includes Unit 9: Skincare and Eye Treatments, Unit 10: Make-up, Unit 11: Manicure and Pedicure, Unit 12: Waxing, Unit 22: Professional Conduct and Business Awareness, Cosmetic Science, Professional Conduct & Business Awareness

**Duration: 2 classes per week for 12 weeks**

**Class Time:** 9am - 4pm

**Fee: \$8860 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.



# **SPECIALISED SHORT COURSES**

RTO 45812  
CRICOS Provider No: 03988D



# Specialised Short Courses

## Intensive Training



SEIR Beauty School offers specialised short courses that are intensive and short in duration to get you fast tracked in your training.

Short courses are often 1-5 days in duration, so it is super convenient and flexible to your schedule and lifestyle.

You may select a variety of courses and graduate with multiple qualifications in the shortest amount of time!

We offer short courses from everything from Lash & Brow Treatments, Dermal Therapy, Nail Courses, Massage, Hair Removal, Business Skills and more.

We offer day, evening and Saturday classes.

# Specialised Short Courses

## Eyes

### SHBBFA004 Lash & Brow Combination Course



#### About the Qualification:

Includes everything from HD Brows, Eleebana Lash Lift, 4 hair removal methods to give your clients a flawless finish, Create the perfect Brow Shape, Re-design and Re-Shape a miss-shaped Brow, Facial Contour analysis, Brow Shape Sculpt and Design, Threading, Colour analysis, Contraindications (identifying contagious and non-contagious medical conditions), Anatomy and Physiology hair and skin structure, Lash tinting, Brow tinting procedure using two different methods, Lash Lifting with Elleebana procedure, Waxing, Hot wax, Strip Wax, Sculpting, Design a treatment program plan and much more.

#### Duration: 2 days

**Class Time:** 9am - 4pm (Evening class 6pm -9pm also available, 4 evening classes required).

**Fee:** \$1560 + GST

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

## Microblading Course

#### About the Qualification:

Includes Microblading VS Cosmetic Tattooing, Pigments, Pigment Blending, Pain method management, Brow Shaping, Brow reshaping, Scar correction Techniques, Methods of feather application, Colour boosting, How to follow WH&S & Skin Penetration for safe Application of procedure, How to work with sterile equipment maintaining their sterilisation, How to prepare clean, sanitise and dispose equipment safely, Equipment. Set Up, Seamless Sterile application procedure, Business Training, Cross selling and upselling, Design a treatment program plan, Contraindications.

#### Duration: 3 days

**Class Time:** 9am - 4pm (Or 6 evenings, 6pm - 9pm)

**Fee:** \$3800 + GST

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses

## Eyes

### Brow Lamination Course



#### About the Qualification:

Eyebrow Lamination is a NEW treatment and we are proud to be one of the first training academies to offer this. Eyebrow Lamination will give you a uniform, full eyebrow shape. This is the ultimate solution for eyebrows that do not have symmetry where the hairs follow a different pattern, with lamination we can realign the brows in such a way to give them the desired shape you want and a fuller look. Brow Lamination course you will learn: Health and Safety, Products and equipment required, Patch testing, Consultation procedures, Contraindications to treatment, Different brow Designs, Correct brow lamination procedure, PreCare & Aftercare.

**Duration: 3 hours**

**Class Time:** Morning or afternoon class (9am - 12pm OR 1pm - 4pm)

**Fee: \$399 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### HD Brow Course

#### About the Qualification:

In this Training course you will learn 4 hair removal methods to give your clients a flawless finish, Create the perfect Brow Shape, Re-design and Re-Shape a miss-shaped Brow, Facial Contour analysis, Brow Shape Sculpt and Design, Threading, Colour analysis, Contraindications (identifying contagious and non-contagious medical conditions), Anatomy and Physiology hair and skin structure, Product knowledge, 2 Tinting application methods, Brow shaping procedure, Tweezing, Highly defining and contouring brows to finish using make-up and highlighters, Trouble shooting.

**Duration: 1 day**

**Class Time:** 9am - 4pm (Or 2 x Evening classes, 6pm - 9pm)

**Fee: \$880 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Eyes

### Lash Lift Course

#### About the Qualification:

This course includes: How to perfect the Elleebana Lash Lift, How to create Length and Volume with your lifting Application, Silicon Pad Selection, Lash, Eye shape and Balance analysis, Lash straightening procedure, Curl correcting and balancing procedure, Build up your Lash lift business, Design a treatment program plan, History of Lash Lift, Chemical Processes, Curl analysis, Length analysis, Difference between perming and lifting, The difference between rods and silicon pads, Contraindications, Anatomy and physiology, Product knowledge, Lash lift procedure, Trouble shooting.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$780 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### SHBBMUP015 Lash Extensions Course

#### About the Qualification:

Application of a full set of lash extensions, Isolation Techniques, re-balancing, infills & removal, Lash types; Silk Mink and Synthetic, Lash diameters, curl analysis and selection, Length analysis and selection, 7 methods of lash application & 2D-7D options, Eye mapping & lash styling, Capping & stacking, How to build your lash business with online platforms and social media outlets, Design a treatment program plan, History of lash extensions, Contraindication, Anatomy & physiology, Product knowledge, Trouble shooting, Business opening and development tips.

**Duration: 2 days**

**Class Time:** 9am - 4pm (or 4 evenings, 6pm - 9pm)

**Fee: \$1400 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses

## Eyes



### Henna Brows Course

#### About the Qualification:

This training includes Henna Brow Application procedure, Brow shaping procedure, Sculpting, Design a treatment program plan, Colour analysis, Pigment analysis and blending, How to build your client base and Henna Business, Eye cleanse procedure, Henna Prep, Contraindications (Understanding contagious and non-contagious disorders that can occur during the procedure), Trouble shooting, How to retain clients for this service with rebooking/cross selling, Contra-actions and Aftercare.

**Duration: 1 day**

**Class Time:** 9am. 4pm

**Fee: \$640 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Face

### Skin Needling Course

#### About the Qualification:

You will be able to re-wind the hand of time, and re-educate your clients skin to be a more active fully functioning skin. This delivery is a face to face delivery of a balance of Theory and Practical in a hands on setting! You will Learn: How to follow WH&S & Skin Penetration for safe Application of procedure, How to work with sterile equipment maintaining their sterilisation, How to prepare clean, sanitise and dispose equipment safely, Unique Needling Techniques, Seamless professional Treatments procedures, Pre-care & After-care, Consultation and Treatment Planning, Complimentary Treatment recommendations, Assessing advanced skin conditions, Unique infusing techniques and how they benefit the Skin Business development training, Cross sell and upsell training.

**Duration: 3 hours**

**Class Time:** Morning class 9am - 12pm OR Afternoon Class 1 - 4pm

**Fee: \$995 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Advanced Skin Knowledge Course

#### About the Qualification:

This training includes Lifestyle Skin changes, DNA Skin faults, Skin functions, Cell functions, Skin matrix, Unusual Skin responses to treatments, Cell cycle, Highlighting this difference between Cosmeceutical and Pharmaceutical grade skin care, DNA skin defaults, Lifestyle effects on the skin, Prevention and solution of advanced skin conditions, Advance skin analysis, How to identify skin conditions, Advance skin analysis, How to identify skin conditions, How are they caused? How do we prevent them? How do we treat them?

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$495 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.



# Specialised Short Courses

## Face



### SHBBFAS005 Skin Specialist & Facials Course

#### About the Qualification:

This course includes: How to perform the ultimate facial with the best products on the market today, Tailored Treatment plans and product regimes, Identify and treat clients skin conditions and Client concerns, Cell matrix, Cell cycle, Skin matrix, Cell functions Skin functions, DNA Skin faults, Life style effects on the skin, Prevention and solution of advance skin conditions, Advance skin analysis, How skin conditions are caused, How do we prevent problematic skin conditions, How do we treat different skin types and conditions, The difference between Cosmeceutical and pharmaceutical products, Key product ingredients and their effects on the skin, Chiral correction, Skin biology, and Prescription writing.

**Duration: 3 days**

**Class Time:** 9am - 4pm (Or 6 x evenings, 6pm - 9pm)

**Fee: \$2800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Dermaplane Course

#### About the Qualification:

This course includes Biology of the Skin ( refresher), Cell Cycles (refresher), Who Dermaplaning is suitable for Pre-care, After-care, Contra-indications, Treatments that compliment Dermaplaning, Contra-actions, Dermaplaning Tips, Unique Dermaplaning Techniques, Dermaplaning Treatment Protocol, Consultation & Skin Analysis, Trouble shooting & Solutions, Business Advice in introducing and cross selling.

**Duration: 3 hours**

**Class Time:** Morning class 9am - 12pm or Afternoon class 1pm - 4pm or Evening Class 6pm - 9pm

**Fee: \$880 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses

## Face



## Makeup Artistry Course

### About the Qualification:

This course includes Cut Crease Application, Contour, Halo Eye shadow Application, Smokey Eye Application, Design a Make-Up look for Day/Evening, Bridal, Fashion and editorial, Social Media vs Reality, Make up artistry in the real world, Airbrush make-up with TEMPTU the number 1 make-up brand, Color analysis, Lighting analysis, Eye shapes and make-up applications, Eye brow proportions, False lash application, Lips, Seasonal analysis, Contraindications, Skin analysis, Make-up primers and Bases, Application techniques Photography, Product knowledge, Face shape analysis, Make-up application procedure, Trouble shooting, How to retain clients for this service with rebooking/cross selling, Contra-actions, Aftercare.

**Duration: 3 days**

**Class Time:** 9am - 4pm

**Fee: \$1800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Nails

### SHBBNLS007 Manicure & Pedicure Course

#### About the Qualification:

Course includes: Post training log book, Designing a treatment program plan, Skin analysis, Nail matrix, Nail analysis, Nail shapes, Add on treatments paraffin, glycolic, masks, Contraindications, Product knowledge, Massage techniques, Manicure procedure, Pedicure procedure, Cuticle work and removal, Nail Shaping, Exfoliation, Mask Application, Maintenance, Aftercare and Trouble shooting.

**Duration: 3 days**

**Class Time:** 9am - 4pm (or 6 evenings, 6pm - 9pm)

**Fee: \$1800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Acrylics Nail Technology Course

#### About the Qualification:

Course includes: Hand sculpt tailor made Acrylics no need for electric files, Chemical components, Industry competitors, Different methods of acrylic applications, Working with chemicals NSW safety standards, Correct tip selection and placement, How to blend to make perfect acrylic consistency, Importance and how to build your C-curve, Pigments and forms, Design a treatment program plan, Skin analysis, Nail matrix, Nail analysis, Nail shapes, Nail extension industry/competitors, Contraindications, Product knowledge, Nail application procedure, Nail infill procedure, and Maintenance.

**Duration: 3 days**

**Class Time:** 9am -4pm (or 6 evenings, 6pm- 9pm)

**Fee: \$1800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Nails

### SHBBNLS011 E File Course

#### About the Qualification:

E-filing is an electronic file, used properly will help reduce stress and strain on the body taken on by Nail techs world wide, it will reduce your time and lifting for longer lasting applications. This method can be used on Acrylic OR Gel systems use in the following situations, removing non-living tissue, refining the shape of an overlay, preparing nails for maintenance. An e-file can quickly de-baulk a nail, reduce length and cut a new smile line. They can also be used for cleaning under the free edge of an artificial nail, buffing an overlay to a shine.

**Duration: 4 hours**

**Class Time:** 9am - 1pm or 1pm - 4pm

**Fee: \$399 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

## Nail Art Course

#### About the Qualification:

Nail Art course is a very unique course SEIR Beauty School offer the latest trends in “fast art” We will teach you unique designs, upto 7 methods of applications, Gel, Crystals, Stamping, Blends of pigment and glitters, Inks, Marbling.

**Duration: 4 hours**

**Class Time:** 9am - 1pm or 1pm - 4pm

**Fee: \$399 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.



# Specialised Short Courses



## Nails

### Gel Polish (Shellac) Course

#### About the Qualification:

Gel Polish course includes designing of a treatment program plan, skin analysis, nail matrix, nail analysis, nail shapes, nail extensions industry/competitors, contraindications, product knowledge, nail shaping, gel application, gel removal, maintenance, aftercare, trouble shooting and cross selling.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$860 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Acrylic Powder Dipping System (SNS) Course

#### About the Qualification:

This SNS Course includes designing of a treatment program plan, skin analysis, nail matrix, nail analysis, nail shapes, nail extensions industry/competitors, contraindications, product knowledge, nail shaping, nail preparation, N.S application, N.S Removal, Maintenance, Aftercare, Trouble Shooting, and Cross Selling.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$860 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Nails

### Advanced Acrylic Artist Course

#### About the Qualification:

This course includes Acrylic Pigment encapsulation, form application, glitters application and gems, Encapsulation pattern application, French acrylic application with pink and white polymer, ombre French application with pink and white polymer, 3D Design using Acrylic, Product Knowledge, Nail Application Procedure, Maintenance, Aftercare, Troubleshooting, Shooting, How to retain clients, Contra-actions, infection control, work health and safety.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$895 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Gel (Polygel) Nail Technician Course

#### About the Qualification:

This course includes IBD Control Gel, History of Nail Extensions, Nail Extension types currently on the market, Nail Matrix, Nail Keratin, Nail growth, Design a treatment program plan, consultation, infection control, nail prep, nail tips, gel application around the cuticle, filing techniques and control gel application.

**Duration: 3 days**

**Class Time:** 9am - 4pm

**Fee: \$1800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Hair Removal

### Threading Course

#### About the Qualification:

This course includes Design a treatment program plan, skin analysis, cell cycle, hair matrix, hair cycle, hair removal industry/competitors, contraindication, threading prep, product knowledge, hair analysis, hand to hand threading technique, trouble shooting, how to retain clients, aftercare and more.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$520 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

## SHBBHRS011 Waxing Specialist Course

#### About the Qualification:

This course includes difference between wax type and techniques, hot wax, strip wax, design a treatment program plan, skin analysis, cell cycle, hair matrix, hair cycle, contraindications, waxing prep, waxing techniques, product knowledge, trouble shooting, aftercare, infection control and more.

**Duration: 3 days**

**Class Time:** 9am - 4pm

**Fee: \$1800 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses

## Hair Removal



### SHBBHRS011 Intimate Waxing Course

#### About the Qualification:

This course includes working with different hair growth directions, vajazzle, intimate hair dye, intimate waxing procedure, angling for application and removal, trouble shooting, hair analysis, difference between wax types and techniques, Brazilians, waxing procedure, virtually painless techniques, trouble shooting, how to retain clients, aftercare and infection control.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$350 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# Specialised Short Courses



## Body

### Hot Stone Massage Course

#### About the Qualification:

This course includes History and benefits of hot stone therapy, anatomy and physiology, lymphatic drainage, about the stones, types of stones and equipment, how to prepare the stones, setting the room, massage techniques using the stones, how to use different sized and shaped stones, the use of oils, the benefits of hot stone massage, reflexology pressure points, insurance issues, crossing selling and more.

**Duration: 3 days**

**Class Time:** 9am - 4pm

**Fee: \$1200 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Deep Tissue Massage Course

#### About the Qualification:

This course includes history and benefits of deep tissue massage, anatomy and physiology, lymphatic drainage, how to treat tennis elbow, remove muscle aches and pains, treat shoulder and neck tension, treat lactic acid build up, setting the room, massage techniques for all body areas, body types and conditions, how to incorporate different massage movements, the benefits of deep tissue massage, therapeutic applications, marketing techniques for deep tissue massage and more.

**Duration: 3 days**

**Class Time:** 9am - 4pm

**Fee: \$1200 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.



# Specialised Short Courses

## Additional Courses



### Selling Solutions Course

#### About the Qualification:

This course includes beauty salons and clinics looking to increase revenue productivity, clinic moral and profits, analysis of clients personality types, 4 key points of selling, identifying clients concerns, how to retain clients interests, how to turn a NO client into a YES client, product retail tips and techniques, the art of selling packages, how to succeed in every client leading with something, educating goals and target breakdowns, and how to fill gaps in the calendar.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$280 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

### Front of House & Customer Service Course

#### About the Qualification:

This course includes beauty salons and clinics looking to increase productivity and morale, analyse and cater to personality types, the BIG NO NOs of customer service, complaint handling, refund prevention, how to build a relationship with every personality, approaching clients with confidence, first point of contact absolute must dos, client retention, phone and face to face customer service tips and tricks.

**Duration: 1 day**

**Class Time:** 9am - 4pm

**Fee: \$200 + GST**

\*All course fees include full enrolment fees, examination fees, all learning materials, workbooks and training manuals.

# SHB50121 Diploma of Beauty Therapy

## Products and Tools for Online Students Only

**Subject Kit:** WAX KIT

Price: \$175 + GST , **Student Price with 10% off Discount:** \$157.50 + GST

**Inclusions:**

Duo Wax Heater 2 x 800ml with insert

Hybrid Hot Wax 2 x 500g

SoBerry Delicious Strip Wax 800ml Waxing Strips 250pc

Precision Tweezers

Lycotane 125ml

Pre Waxing Oil 125ml

Tea-Tree Soothe 125ml

Tea-Tree Perfect 125ml

Wax Solvent 125ml

Body Tongue Depressors 100pk ingrown-X-it Solution 15ml

**Subject Kit:** MANICURE/PEDICURE KIT

Price: \$150 + GST , **Student Price with 10% off discount:** \$135 + GST

**Inclusions:**

Nail file for natural nails 240g Nail clippers

Cuticle pusher

Orange sticks

3 side Buff & Shine Block White block

Cuticle remover lotion Cuticle oil

Hand Exfoliator Hand Mask Foot soak Hand Soak

Pedi Bowl

Mani Bowl

Large spatulas

Massage cream hand and feet

Base coat

top coat Polish



# SHB50121 Diploma of Beauty Therapy

## Products and Tools for Online Students Only



### **Subject Kit:** LASH KIT

Full Price: \$178 + GST, Student Price with 10% off: \$160.20 + GST

### **Inclusions**

Solution 1

solution 2

Resin

Keratin Serum

Brow Comb

Microwands

Disposables

Rods 3x sizes L,M,S

Enough for 30 sets of Lashes

### **Subject Kit,:** HD Brow Kit

Full Price: \$189.95 + GST , Student Price with 10% off: \$170.96 + GST

Baby Heater

Eyebrow Hot Wax 500g, Lycotane 20ml

Pre-Waxing Oil 20ml

Tea-Tree Soothe 20ml

Precise Shaping Spatulas 100pk Tint Black 15g

Tint Blue/Black 15g

Tint Brown 15g

Tint Light Brown 15g

Tint Grey 15g

Protective Gel 100ml

Crème Peroxide 100ml

Tint Remover 100ml

Protective Papers 96pc

Small Glass Tinting Bowl

Tinting Brush

# SHB50121 Diploma of Beauty Therapy

## Products and Tools for Online Students Only



**Subject Kit:** FACIAL KIT (SEIR Mineral Complex Full Range)

Price: \$663 + GST, Student Price with 10% discount \$596.70 + GST

Calming Cleansing Balm 125ml, Anti-Bac Cleansing Gel 125ml, Anti-Pollution Milk Cleanser 125ml , Calming Hydration Mist 125ml , Glow Toning Mist 125ml ,Brightening Toning Mist 125ml, Nourishing Moisturiser 60 ml Brightening Moisturiser 60ml Hydrating Moisturiser 60ml Vitamin Exfoliating Crystals 60ml Drenching Gel Mask 60ml Calming Clay Mask 60ml Breakout Busting Serum 30ml Anti-Ageing Elixir 30ml Hyaluronic Acid Serum 97% 30ml Vitamin A Serum 30ml, Vitamin B Serum 30ml Vitamin C serum 30ml Anti-Wrinkle Eye Serum 30ml Anti- Ageing Eye Serum 30ml.

**Subject Kit: MASSAGE KIT**

**Price: \$1400 + GST, Student Price with 10% discount: \$1260 + GST**

Luxury Professional Massage bed, Body Oil, Body brush, Hand sanitiser , Hair net, Body cream , Body exfoliant , Hot stones



# Structured Workplace Learning

## **Part of Your Training in a Real Salon**

One of the problems often facing newly qualified Beauty and Laser Therapists is that Employers ask for “experience”.

For this reason SEIR Beauty School has a beautiful state-of-the-art Aesthetic & Beauty Clinic and Laser Clinic where all treatments are performed by students and the students run the salon under the guidance of their teacher and workplace trainer and assessor.

Students gain valuable experience not only in treatments, but all aspects of salon operations. In addition to spa treatments, students also gain experience managing the spa and become proficient at reception duties, balancing money, planning therapists work for the day, stock ordering, stock control, marketing, merchandise display etc.

The clinic is run by a qualified Trainer and Assessor who records students’ progress on a daily basis.

A student may also apply for a reduction in clinic hours for Recognition of Prior Learning in various units.

Recognition of Prior Learning (RPL) means skills obtained in a number of areas, through life experience, non-accredited courses etc. e.g. Someone working in a hairdressing salon, medspa, or as a receptionist for a beauty salon may have the practical experience in Provide Salon Services to clients and Conduct Financial Services.

Applications for reduction in hours due to RPL must be submitted in writing at the time of enrolment and must be accompanied by all required supporting documentation.



# Structured Workplace Learning

## Attendance

### **Structured Workplace Learning**

Structured workplace learning is an essential and very important part of our training program as it prepares students to enter workplace situations confidently and professionally with a sound knowledge of what is required of them in a busy work environment.

Students gain not only valuable experience performing treatments on clients, but also gain experience in all aspects of salon management, including appointment taking, work planning, money balancing and stock control.

Students are not paid on their structured work placement days and it must be remembered that these days are part of their learning.

Students must remember at all times that work experience days are days when they are expected to behave as staff members.

### **SHB50121 Diploma of Beauty Therapy**

#### **Full-Time Day Students**

The Diploma of Beauty Therapy program involves structured workplace learning in the student spa after 24 weeks of training which commences after the first 6 months

#### **Distance students**

Distance learning students are required to complete 150 hours in an agreed workplace and approximately 250 hours practicing at home. All hours can be done in our day spas if at all possible. Students not attending our clinic are to organise their own work experience but SEIR needs to verify credentials and experience of supervisor before commencing.

### **SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction**

The Advanced Diploma in Intense Pulsed Light and Laser Hair Reduction program involves structured learning in our simulated Laser clinic after 10 weeks of training.

**Students are required to record all workplace learning in their Student GHL logbook which is available on SEIR HQ (which will be explored in more detail later).**

# Training Environment

## Resources

SEIRs facilities meet all requirements to be a Registered Training Organisation delivering SHB Hairdressing and Beauty Services Training Package and industry requirements.

### **Training resources**

All face-to-face students are provided with training material and resources relevant to their course. This material includes:

- ~ Student Handbook
- ~ Student Log book (available on SEIR HQ)
- ~ All learner training manuals, guides, theory work and assessments
- ~ SEIR Beauty School specific additional notes on the relevant course
- ~ At home lesson revision via access to classroom Microsoft PowerPoint learning material
- ~ All products, equipment and materials required
- ~ You will be required to submit all your assessments through our SEIR HQ learner management system and are required to have a computer to access Word and PowerPoint presentations.
- ~ To access SEIR HQ, you will need access to a computer. This is also required to receive communications and notices from SEIR.

### **SEIR HQ Learner Management System**

SEIR HQ (also known as SEIR Headquarters) is the management system for our students to access all learning materials, training manuals, practical videos, theory work and assignments during their training. You will receive your username and password when you enrol to be able to access your entire course online 24/7.

Access to SEIR HQ is via the homepage at [www.seirbeautyschool.com](http://www.seirbeautyschool.com), button is located halfway down the page and is named “SEIR HQ”. (Do not use the top right log in on the webpage).

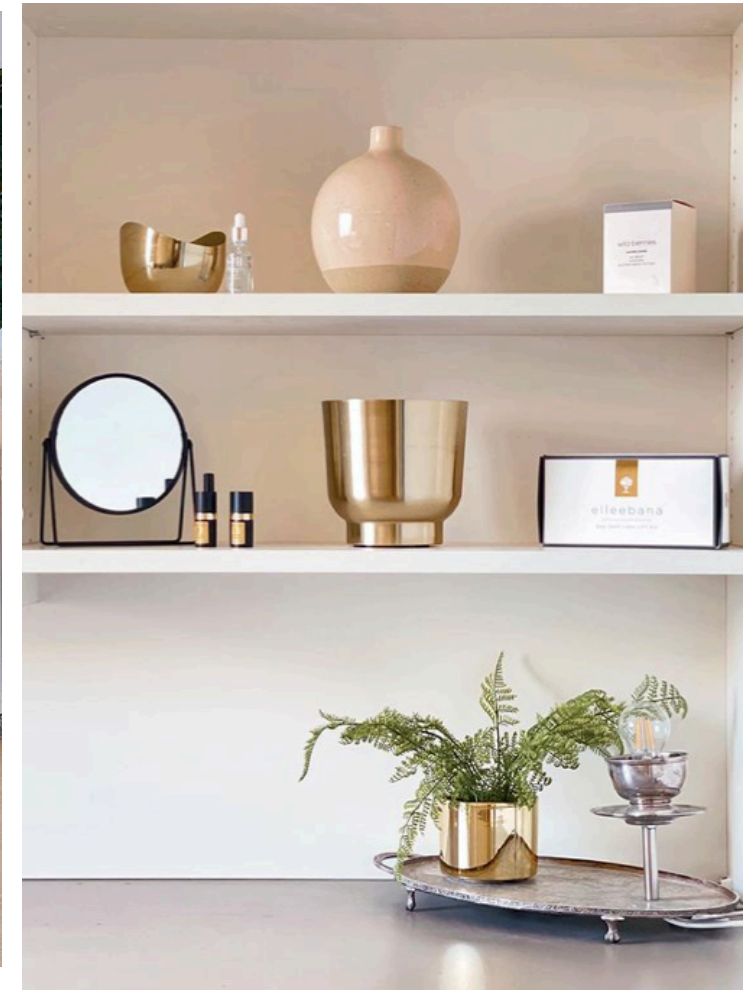
Each student will have a personalised page with access to their courses, please watch the Introduction Video when you first log in as it will explain how to navigate the system and how to submit your theory and assessment work.

# Training Environment

## The Facilities

SEIR Beauty School has a stunning boutique campus and state of the art facilities and equipment at our campus including dedicated IPL and Laser training rooms, Professional Treatment Rooms, 15 beauty beds, a Nail Lounge, Professional Aesthetics and Beauty Clinic, Student Spa, practical classrooms, theory rooms, student courtyard and more.

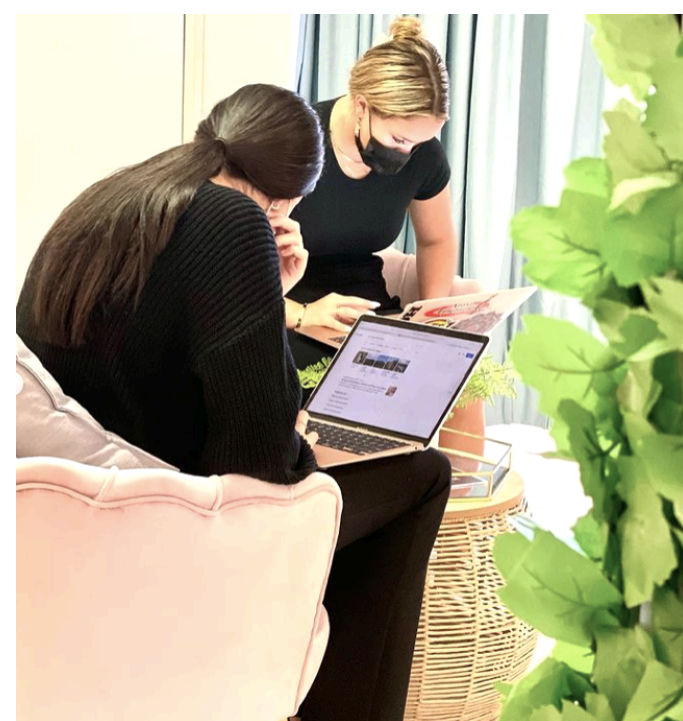
SEIR Beauty School's facilities meet all requirements to be a Registered Training Organisation delivering SHB Hairdressing and Beauty Services Training Package and industry requirements.





# Training Environment

## The Facilities





# Assessment Procedures

As a Registered Training Organisation our training and assessment policies are developed to meet training package requirements and industry needs.

## **Your assessments must demonstrate:**

- ~ That you can do the tasks
- ~ That you can handle unexpected issues
- ~ That you can work with others
- ~ That you can follow workplace policies, health and safety requirements, and legislation requirements at all times

SEIR Beauty School's assessment strategies including RPL comply with the assessment requirements of SHB Hairdressing and Beauty Services training package and are conducted in accordance with the Principals of assessment and Rules of evidence. Assessment criteria and their associated conditions are clearly stated in assessment plans and on the actual assessment tool. Trainers and assessors are required to discuss these with students prior to, and during training. It is the trainers and assessors responsibility to ensure that all students are fully aware of the assessment requirements needed to achieve competency. Discussions of specific assessment needs for students with a disability or any other relevant condition are undertaken to ensure that no student is disadvantaged. There are no hidden agendas in the assessment procedures.

All assessments are carried out by fully qualified assessors and are designed to ensure that each student's performance is assessed against the competencies set out in the SHB Hairdressing and Beauty Services Training Package. Students are provided with full details of these competencies in the assessment plan in their SEIR HQ student portal.

Assessments lead to the issuing of accredited qualifications and/or statements of attainment where the student is assessed as competent against nationally endorsed units of competency.

## **Variety of assessment strategies used**

A variety of assessment strategies are used to cater for individual needs including:

- ~ Practical demonstration of tasks
- ~ Written questioning to test underpinning knowledge
- ~ Projects and tasks



# Assessment Procedures

## **Additional evidence**

- ~ Short quizzes to assess underpinning knowledge
- ~ Observation of processes and procedures
- ~ Role play and simulation
- ~ On-the-job tasks where applicable
- ~ Case studies
- ~ Critical incidents
- ~ Documents, portfolios, log books
- ~ Third party reports
- ~ Presentations
- ~ RPL and credit transfer

## **Rules of Assessment and Principals of Assessment**

Students are advised exactly how each unit will be assessed, an assessment plan is available in their student portal SEIR HQ, and must be acknowledged.

In some cases the assessment is holistic in that it may integrate a number of tasks that make up a competency. The student will be made aware of how this will be carried out. As far as possible, verbal feedback will be given immediately. Assessors will upload practical assessments to student portal within a week of assessment. Oral questioning may be used during a practical demonstration to ascertain why a student is doing something in a particular manner or in a particular order.

Assessment also takes into consideration some or all of the following foundation skills.

- ~ Reading
- ~ Oral communication
- ~ Numeracy
- ~ Technology
- ~ Writing
- ~ Problem solving
- ~ Learning
- ~ Initiative and enterprise skills
- ~ Planning and organising skills
- ~ Self management skills

# Assessment Procedures

## **Principles of Natural Justice**

In dealing with any complaint or assessment appeals, SEIR Beauty School believes that the person making the complaint or appeal has the opportunity to be heard by an impartial decision maker which is at the heart of the rules of Natural Justice and procedural fairness. There are three basic principles which we follow in our application of Natural Justice and procedural fairness:

- ~ the hearing rule
- ~ the bias rule
- ~ the no evidence rule

## **Hearing Rule**

We will give an opportunity to the person making the complaint or appeal to be heard. This means they have the opportunity to provide information in the form of oral submissions and documentary evidence. Depending on the nature of the complaint they can choose the person they wish to hear their complaint or appeal.

## **Bias Rule**

This rule means that the decision maker(s) will be impartial and unbiased in the matter to be decided. Justice should be seen to be done so that fair minded people would reasonably believe the decision had not been pre-determined and there had been no bias in the decision making process.

## **No Evidence Rule**

This rule means that the decision that is eventually made must be based on logical evidence (proven on the balance of probabilities).

In making decisions, the decision maker(s):

- ~ take into account relevant considerations;
- ~ do not take into account irrelevant considerations; n act for a proper purpose; and
- ~ that the decision is not unreasonable

In essence whatever decisions are made of a complaint or appeal the procedure used must be transparent and fair and seen to be fair. Decisions taken will be impartial and based on provided relevant information.

# Assessment Procedures

## **Assessment records**

Each unit of competency normally has several assessment methods. Each unit has an assessment plan and its own assessment tools normally an assessment of underpinning knowledge and a practical observation checklist.

Students are asked to read and acknowledge the assessment plan for each unit. These assessment plans are in each unit on SEIR HQ student portal.

If unsure of anything please ask your assessor.

## **Underpinning Knowledge Assessments**

Assessments must be submitted on the due date. If they are late, and you have not applied for an extension of time, you will receive a not yet competent for that unit and additional charges may apply.

You must achieve 100% to be assessed as competent.

You are allowed 2 attempts to achieve 100% competency. Should you not achieve this after 2 attempts your trainer will provide extra training in the areas required, and you will be then required to orally answer the questions. Your grade will then be adjusted accordingly.

Theory assessments are also revised in class.

## **Practical Assessments**

Assessors will complete one or more practical assessments according to training package requirements. These give detailed feedback on each aspect of the assessment. These are uploaded to student portal.

## **Grading**

You will be marked as Competent (C) or Not yet competent (NYC).

## **Resit policy**

If a student is Not Yet Competent, extra training will be provided. The student is able to resit the assessment without extra cost.

## **Students with special needs**

At enrolment interview, the CEO or senior management ascertains the special needs of students both for training and assessment so that The Academy can take appropriate action to assist the student. Records are maintained. At any time during the course a student may require some reasonable adjustment to assessment procedures because of some special need [e.g. accident or injury]. This is discussed with the Head Senior Educator and action is taken. These requests are recorded on the student's file.

# Assessment Procedures

## Recognition of Prior Learning

The Academy has a policy for the Recognition of Prior Learning (RPL) and credit transfer. Information about RPL is included on the website, in various handouts and is offered to all applicants. Further details are also included in the Student Handbook and the Prospectus.

Receipt of RPL applications is acknowledged in writing. Staff assess the evidence provided against the stated national competencies of the particular course and applicants are notified in writing of the results. If the applicant disputes the results he/ she may appeal using The Academy's disputed assessment procedure.

The Academy recognises that competencies can be achieved in a number of ways through:

- ~ Formal and informal training
- ~ Work experience
- ~ General life experience
- ~ Any combination of the above

RPL may be undertaken by:

- ~ Submission of appropriate and authorised documentation which clearly indicates prior qualifications, work, projects and experience
- ~ Submission of work/job experience documents n Challenge tests observed by a qualified assessor
- ~ Products made by the applicant
- ~ Third party reports
- ~ Any other evidence considered appropriate

All assessment pathways must incorporate RPL which allows competencies currently held by individuals to be formally bench-marked against the relevant Training Package competencies. In this process the assessed current competencies should be recognised regardless of how, when or where they were achieved.

Records of the results of RPL are recorded, signed by the assessor and the student and placed on the student's le. Staff are available to assist in these applications and discuss any aspects of RPL.

If you wish to apply for RPL or credit transfer please discuss with the Careers Advisor who will provide appropriate documentation to complete at enrolment.

# Assessment Procedures

## Recognition of Prior Learning

Action to be taken regarding the results of RPL will be discussed with the Director of Studies, the applicant and trainers as to what effect this will have on the student's program.

The overall process for applying for RPL is as follows:

- ~ Applicants view pre-enrolment information on website and in prospectus
  - ~ Candidate approaches RTO to receive guidance on how to proceed
  - ~ Information letter is sent to applicant, together with ow chart of process and self assessment tool to ensure evidence is sufficient, valid, current etc and enrolment form
  - ~ Applicant returns enrolment form to The Academy
  - ~ Full unit RPL assessment tool for the unit is forwarded to applicant
  - ~ Candidate and assessor discuss and agree on ways to gather evidence
  - ~ Candidate completes RPL assessment tool and submits to assessor
  - ~ Assessor reviews evidence, and may ask candidate questions orally or written to ensure underpinning knowledge is current
  - ~ Assessor makes assessment decision and provides feedback to candidate If successful candidate issued with relevant qualifications RPL process recorded in student management system If student not successful assessor advises or additional training required
- RPL applications will attract a fee to cover the work involved in assessment. A quote will be provided based on work to be undertaken.



# Assessment Procedures

## **Recognition of Prior Learning**

The Academy accepts and provides credit to learners for units of competency and/ or modules (unless licensing or regulatory requirements prevent this) where these are evidenced by:

- . a) AQF certification documentation issued by any other RTO or AQF authorised issuing organisation; or
- . b) authenticated VET transcripts issued by the Registrar

The procedure is as below:

Should a learner at time of enrolment state they have previously achieved some units of competency for the course of study enrolled in they will be required to provide original AQF certification documentation issued by any other RTO or an authenticated VET transcript.

A Copy of these documents will be taken and the originals returned. Upon receipt the Registrar will check submitted documentation for currency against the units(s) credit applied for.

If the submitted documentation is not current and does not fully cover the new requirements of a updated unit / module then the Director of Studies will be advised.

She will then determine, in consultation with the learner, the course of action to be taken to cover gap in currency with the units / modules new requirements.

The Academy will verify the authenticity of the submitted documentation by contacting the issuing RTO before granting credit

Provided submitted AQF certification documentation is authentic and covers the unit credit is applied for then credit will be given and recorded by the Registrar in student records..

For recent studies and for students who have activated the USI permission in the USI registry, we may be able to authenticate training undertaken via the USI website.

# Successful Course Completion

## Additional International Student Requirements

There are additional requirements for our international students to successfully complete their studies and also satisfy their student visa requirements. Please refer to points below:~

### Full Time Study

Australian law requires international students to study, a full-time study load. A full-time study load is a minimum of 20 hours per week.

### Attendance

All ELICOS International students must maintain a minimum of 80% attendance rate for their course duration (total scheduled contact hours). If the Academy believes that a student's poor attendance will cause difficulties with their academic progress, the Academy will aid the student to improve their attendance pattern

### Academic Progress

If students do not make satisfactory academic progress they may be reported to DHA which may lead to cancellation of their visa. Unsatisfactory academic progress is defined as failing more than 50% of units in any two consecutive study periods (one study period equals one term). A failure in more than 50% of units in one study period will trigger a review of academic progress by the Academy and the implementation of an intervention strategy. Failing a unit means being assessed as 'Not Yet Competent (NYC)' for a completed unit. To have the best chance of maintaining satisfactory progress you must:

- Attend all classes and pay attention to the work and activities undertaken in class;
- Study the skills that are taught in class;
- Ensure that you are present for all assessment activities scheduled by the teachers;
- Make an appointment with the Careers Advisor & Student Support Officer if you are having any difficulties with your studies. In addition to the above minimum requirement, the Academy will implement counselling procedures and an intervention strategy when your teachers think you may be in danger of not meeting the requirements. Counselling and intervention may be triggered by any of the following events:
- Failing key units in a study period
- Failing two or more core units in any study period

If students fail to meet the requirements of satisfactory course progress, they will be reported to DHA

# Successful Course Completion

1. Students must successfully complete the requirements of all prescribed units of study to obtain their certification in their enrolled course. This includes completing assessment tasks and attending class and clinic. Students may apply for leave for good reason but missed classes must always be caught up by attending classes on another day.

Students are required to attend all classes, including practical clinic days, in order to satisfy requirements for each unit of study which makes up their course. Students not attending scheduled classes or clinics without approval from the Careers Advisor in writing any more than 3 times for that unit of study, will not meet the requirements for that unit of study and a Not Yet Competent grade will be recorded.

Students are also required to complete all assessment tasks in the time-frame provided. Students who do not submit theory assessments on the due date, without permission of the Careers Advisor, will not meet the requirements for that unit of study and a Not Yet Competent grade will be recorded. All practical assessments must be completed with a final competent result.

2. All required practical clinic hours
3. All fees paid in full
4. All assessments must be completed 5 days prior to graduation to allow assessors time to mark, and preparation of relevant testamurs.

# Successful Course Completion

## International Student Requirements

Additional Visa Information:

- **Overseas Student Health Cover**

Overseas Student Health Cover (OSHC) is a health insurance that covers the cost of medical and hospital care, which international students must have while in Australia for the duration of their course of study. OSHC will also pay for most prescription drugs and emergency ambulance transport. The OSHC premium cover must be paid before a student visa is issued. SEIR Beauty School can organise cover for you if you wish. Contact our Careers Advisor at [info@seirbeautyschool.com](mailto:info@seirbeautyschool.com). You can find out more about OSHC at [www.health.gov.au](http://www.health.gov.au)

- **Change of Address**

Upon arriving in Australia, you are required to advise the Academy of your residential address and telephone number and of any subsequent changes to your residential address. It is extremely important that students notify the Academy of a change of address as, under Section 20 of the ESOS Act, the Academy is obliged to serve a notice at your last known address if you breach a student visa condition relating to attendance or academic performance. The Academy may also send warning notices to you which are aimed at helping prevent breaches of your visa conditions. As per Tuition Protection Service (TPS) update, international students are required to update their current address at least every six months. It is your responsibility and in your own interests to details at the Institute to ensure you receive important information about your course, fees and possible breaches of your student visa.

Additional information on student visa issues is available on the DHA web site at <https://www.homeaffairs.gov.au/>

- **Working in Australia**

Australian Immigration laws allow students to work for a limited number of hours whilst studying on a student visa in Australia. Students can currently work 40 hours per fortnight during the Academy study periods and full-time during breaks.

# Successful Course Completion

## **International Student Requirements**

### **ESOS Framework**

The Australian Government wants overseas students to have a safe, enjoyable and rewarding place to study. Australia's laws promote quality education and consumer protection for overseas students. These laws are known as the ESOS framework and they include the Education Services for Overseas (ESOS) Act 2000, and the National Code 2018. SEIR Beauty School is governed by the ESOS framework and is committed to fulfil its obligations under the Act. For full description of ESOS Framework please refer to:

<https://internationaleducation.gov.au/Regulatory-Information/Pages/Regulatoryinformation.aspx>



# Fees & Charges

## **Domestic Students**

**Code Course title: SHB50121 Diploma of Beauty Therapy**

**AUD \$16995 + GST**

Fee inclusive of all learning resources equipment and examination fees

Payment Options: Upfront EFT Transfer, Cash Payment, Study Loans (up to \$15,000), Direct Payment Plan with SEIR Beauty School.

**Code Course title: SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction**

**AUD \$9800 + GST**

Fee inclusive of all learning resources equipment and examination fees

Payment Options: Upfront EFT Transfer, Cash Payment, Study Loans (up to \$15,000), Direct Payment Plan with SEIR Beauty School.

**Code Course title: SHB50216 Diploma of salon management**

**AUD \$10995 + GST**

Fee inclusive of all learning resources equipment and examination fees

Payment Options: Upfront EFT Transfer, Cash Payment, Study Loans (up to \$15,000), Direct Payment Plan with SEIR Beauty School.

**Code Course title: SHB30321 - Certificate III in Nail Technology**

**AUD \$12960 + GST**

Fee inclusive of all learning resources equipment and examination fees

Payment Options: Upfront EFT Transfer, Cash Payment, Study Loans (up to \$15,000), Direct Payment Plan with SEIR Beauty School.

# Fees & Charges

## **Additional Costs:**

Re-issuing of testamur or statement of attainment and statement of results      AUD\$ 250

Re-assessment fee      AUD\$500

Missed Assessment Fee      AUD\$250

RPL fee per unit of competency      AUD\$500

Replacement of textbook fee      AUD\$ 130

Fees are subject to change.

# Fees & Charges

## **International Students**

**Code Course title: SHB50121 Diploma of Beauty Therapy**

**AUD \$16995 + GST**

Enrolment Application Fee: AUD\$500 (non-refundable)

Tuition Fee: AUD\$16495

Inclusive of, learning resources equipment and examination fees.

**Code Course title: SHB60118 - Advanced Diploma of Intense Pulsed Light and Laser for Hair Reduction**

**AUD \$9800 + GST**

Enrolment Application Fee: AUD\$500 (non-refundable)

Tuition Fee: AUD\$9300

Inclusive of, learning resources equipment and examination fees

**Code Course title: SHB50216 Diploma of salon management**

**AUD \$10995 + GST**

Enrolment Application Fee: AUD\$500 (non-refundable)

Tuition Fee: AUD\$10495

Inclusive of, learning resources equipment and examination fees

**Code Course title: SHB30321 Certificate III in Nail Technology**

**AUD \$12960 + GST**

Enrolment Application Fee: AUD\$500 (non-refundable)

Tuition Fee: AUD\$12460

Inclusive of, learning resources equipment and examination fees

# Fees & Charges

## International Students

### Other Fees:

Airport Pick Up Fee	AUD \$120
Accommodation Placement Fee	AUD \$360
Re-issuing of testamur or statement of attainment and statement of results	AUD\$ 250
Re-assessment fee	AUD\$500
Missed Assessment Fee	AUD\$250
RPL fee per unit of competency	AUD\$500
Replacement of textbook fee	AUD\$ 130
Bank transfer fee	Percentage dependant upon amount between 0.5%-2.5%



# Fees & Charges

## International Students

### Additional Information

#### Paying Fees

– On accepting the offer students must pay the first payment instalment as listed in the Course Fees Breakdown in the Letter of Offer that includes:

- enrolment fee (non-refundable)
- first instalment - tuition fees, and
- materials fee and

#### • OSHC

– First payment instalment must be paid in order to obtain an eCoE and to secure a place prior to course commencement date.

– The remaining tuition fees are paid in instalments and must be paid by the due date as listed in the Course Fees Breakdown in the Letter of Offer.

– A late fee of 10% will be applied for all payments received after the scheduled due date on the Letter of Offer

– Non-financial students will not be included on the class attendance sheet until outstanding fees have been paid



# Fees & Charges

## International Students

### Cancellation and Refund Conditions – Student Default

Student Default applies in the case where the course starts on the agreed start date but the student does not start on the agreed start date and has not previously withdrawn from the course or advised of visa cancellations in writing within an agreed time period prior to the course start date or the student cancels or withdraws from the course either before or after the agreed starting date. The following refund conditions apply.

- 100% refund of tuition fees paid if the student visa was refused by Department of Home Affairs (DHA).
- 50% refund of paid tuition fees applies if the student cancels 28 or more days before the course starts
- No refund of paid tuition fees applies if the student cancels within 28 days
- No refund of tuition fees applies if the student cancels after course commencement date

The agreed starting date is the date the course was scheduled to start or a later date agreed between SEIR Beauty School and the student. This does not apply to approved deferment and leave of absence when the student applies for refund after the application was approved.

SEIR Beauty School will make a refund only in Australian Dollars within 2 weeks of receiving a written claim by the student in accordance with the Terms and Conditions as outlined in the International Student Written Agreement Form.

The enrolment application fee is not refundable under any circumstances including visa refusal /rejection.

Refer to Fees and Refund Policy for more details.

# Fees & Charges

## International Students

### **Cancellation and Refund Conditions – Provider Default**

If SEIR Beauty School defaults, that is, if the course does not start on the agreed starting date or the course ceases to be provided before it is completed, SEIR Beauty School will make every effort to transfer the students' enrolment to another college or pay a refund of the unused portion of the course money received from the student.

Refunds in situations of Provider Default are covered by the provisions of The Education Services for Overseas Students Legislation Amendment (Tuition Protection Service and Other Measures) Act 2012 and apply if:

- SEIR Beauty School does not offer a course on the advertised start date or
- terminates a course after the course start date or before the course completion date or
- does not provide a course as advertised due to sanctions by any authority or
- does not provide a course in full

In such a case SEIR Beauty School will pay the student a refund which equals the amount of the total tuition fees paid for the remainder of the course not completed at the time of default, if an alternative placement with another provider cannot be found to the student's satisfaction. Such refunds will be made within 2 weeks following the default date with a statement explaining how the refund amount has been calculated.

# Refunds Further Information

## Refunds - Giving notice of enrolment cancellation / withdrawal

- **Prior to commencement.** A student who gives notice in writing of withdrawal with a compelling reason for cancellation 28 days or more prior to the scheduled commencement date of the course will be entitled to a 50% refund of fees paid minus the application fee, compelling evidence must be provided.
- A student who gives notice in writing of withdrawal or cancellation less than 28 days prior to the scheduled commencement date of the course will be not entitled to a refund.
- **After commencement.** A student who gives notice in writing of withdrawal or cancellation after the commencement of the course will not be entitled to a refund of fees paid.
- **courses are non-refundable for change of mind**
- 
- A student who wishes to cancel their enrolment after the course has commenced, must give notice in writing. This may be via email or letter. SEIR Beauty School staff who are approached with initial notice of cancellation are to ensure the student understands their rights with regards to the refunding of tuition fees. The student is also to be advised of other options such as deferral or suspension of the enrolment. For further information on deferral or suspension, please refer to the Deferral, Suspension and Cancellation Policy.
- 
- Students who give written notice to cancel their enrolment and who are eligible for a refund are to be provided with a Refund Request Form. Students who may not be eligible but are requesting a refund should also be provided with a Refund Request Form so the request can be properly considered by the Chief Executive Officer.
- 
- Every effort will be made to negotiate the transfer of training in the event of a prolonged illness or personal hardship. This will be at SEIR Beauty School's convenience and with the approval of the Department of Education.
- 
- **Refunds – Refused student visa**
- 
- A student who is refused a student visa to study in Australia will be entitled to a 100% refund of fees paid less the application fee (\$500). Evidence from the relevant Australian Government Department that the Visa was refused will need to be provided to SEIR Beauty School.
- 
- **Refunds – Misconduct**
- 
- No refund will be granted to a student whose enrolment is terminated for failure to comply with SEIR Beauty School's policies and procedures and the requirements of their visa by Dept. of Home Affairs (DHA)
- 
- Students who commit behavioural misconduct after being formally warned are to have their enrolment cancelled and will not be entitled to a refund. Please refer to the Behaviour Misconduct Policy for further guidance.
- 
- Discretion may be exercised by the Chief Executive Officer in all situations, if the student can demonstrate that extenuating or significant personal circumstance led to the request. The Chief Executive Officer may also authorise a refund of tuition fees if the circumstances warrant it.
- 
- Where refunds are approved, eligible refunds will be made within 4 weeks after receipt of the claim. Monies refunded will be made in Australia Dollars (AUD). Refunds are to be paid via electronic funds transfer using the authorised bank account nominated by the student on the Refund Request Form.

# Fees & Charges

## **International Students**

### **Tuition Protection Service**

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees

In the unlikely event SEIR Beauty School is unable to deliver a course where fees have been paid in advance and it does not meet its obligations to either offer the student an alternative course that is accepted or pay the student a refund of the unspent prepaid tuition fees, the TPS will assist the student in finding an alternative course or offer a refund if a suitable alternative is not found.

# Additional Support for Our International Students

## **Lower Northshore Multicultural Network**

Our students are multilingual and from all walks of backgrounds! We have students from the Middle East, Italian, Greek, South-American, Indian, Chinese, Japanese, Korean, New Zealand, South African and many many more!

We have always believed in anti-discrimination and equal opportunity for all so we welcome all to our school for training to achieve their dreams in the beauty industry.

Because of this, we have partnered with Lower Northshore Multicultural Group and Yes Consultancy to make sure our international students are looked after from the moment they step off the plane onto Australian soil.

The Lower North Shore Multicultural Network is the region's peak representative body for the multicultural communities of Mosman, North Sydney, Willoughby and Lane Cove. It is a member based organisation, founded on the principles of multiculturalism and social justice, that is comprised of the leading multicultural not for profit organisations and government agencies, who come together in partnership to deliver services to improve the health and wellbeing of the local multicultural community and their full participation in community life.

The Lower North Shore Multicultural Network have offered our students the following services of support:

- ~ Accommodation support and advice
- ~ English Language classes
- ~ Translation services
- ~ Mental Health and Counselling
- ~ Multicultural Forums and Events
- ~ Employment opportunities and advice
- ~ Training and skills advice
- ~ Social Networking

You will never feel unsupported because we have made sure they we provide all the additional services to make you feel at home. For more information about Lower Northshore's Services, request an outline from our Careers Advisor.



RTO 45812  
CRICOS Provider No: 03988D





# Additional Support for Our International Students

## **YES Education & Consultancy, Victoria**

Yes Consultancy, a thriving International Student Agency based in Victoria, is partnered with SEIR Beauty School in connecting International students with our world class beauty training. Since 2021, we have forge a great relationship with Yes Consultancy as they understand we want only the best for all our students. Seeing more than 400 students coming through their doors, they are excited to recommend SEIR Beauty School to all student visa holders coming to Australia and enrolling them in the Diplomas and courses. Yes Consultancy provides professional advice and service for international students looking for training, skills and employment in Australia. Korean owned, they provide translation services too for Asian clients and also support and advice for navigating the training and employment sphere in Australia. They will also assist our students with their visa queries and questions that may arise during their study with SEIR Beauty School.

Together with Lower Northshore and Yes Consultancy, SEIR Beauty School will make sure your training experience is exceptional and you feel looked after in this new country!

For more information about Yes Consultancy and the services they offer, please request an outline brochure from the Careers Advisor.



# Payment Options

Enrolment Fees may be finalised by Upfront payment (EFT or Cash), Study Loans, Zip Pay, AfterPay or a direct Payment Plan with SEIR Beauty School.

## **Study Loans Australia**

SEIR Beauty School is partnered with Study Loans Australia to help our students start training whilst they pay their course fees slowly and comfortably.

Students currently have access to up to \$15,000. Based on your current wages and your loan calculator, your repayments will be calculated and proposed. If you are approved, you will be sent an agreement with full terms and conditions for you to sign.

To be eligible for a Study Loans, first these primary points need to be satisfied:

- 1) Over 18 years of age (or if under 18, a parent or guardian can submit the application on your behalf)
- 2) Be Australian citizen or permanent resident
- 3) Currently employed

A credit check may be conducted and they will need to see bank statements. Approval is as fast as 24 hours after application is submitted. At the point of Pre-Enrolment, you will be recommended this option and a link to Study Loans will be sent to you via email.

If you would like more information directly from Study Loans, visit [www.studyloans.com.au](http://www.studyloans.com.au) or call customer service team on 1800 324 909.

## **ZIP PAY & AFTERPAY**

Zip and AfterPay is primarily available for students enrolling in short courses. You may have access to up to \$8000 on Zip (paid slowly and as little as \$10-\$20 per week until the course is fully paid off); or up to \$2000 on AfterPay (paid in 4 fortnightly payments).

To Select Zip Pay and AfterPay options, simply click the date you would like to train on the calendar and then click **BOOK NOW** under the course on our website. This will take you to the checkout where you can select AfterPay or Zip Pay. Then simply complete the application form. Once the first instalment is paid, we will receive an email confirmation and your enrolment fees will be considered secured. It is your responsibility to keep up with your payments directly with AfterPay and Zip Pay. There may be interest charged.

# Payment Options

## **Direct Payment Plans with SEIR Beauty School**

In the event that you are not approved for a Study Loans, you may consider a direct Payment Plan with SEIR Beauty School. We are here to help our students get trained so we offer plans directly with our school to help those who may have a faulty credit rating, limited work hours or other circumstances that are not allowing them to take a formal loan.

A Deposit of 30% of the full course fee is normally requested so you can secure your class date. Keep in mind that enrolment is only secure once the FULL enrolment fees have been finalised.

SEIR Beauty School will discuss with you an arrangement of either weekly payments, fortnightly payments, or monthly payments. If you opt for monthly payments, we normally request 25-30% of the remaining balance to be paid every month.

If payments are not made by the agreed due date, you will be sent a reminder email of the outstanding balance. It is your responsibility to inform us if you are experiencing any financial difficulty. SEIR may agree to re-negotiate the agreed repayments if there is financial difficulty however, in the event that payments cease to be made and are more than 2 weeks late, your training may be ceased and you will not be able to rejoin your class until the outstanding amount is finalised or re-negotiated on a new payment plan with the Careers Advisor. We are here to help you so we will have an in-person meeting with you to discuss payment options or deferred training.

We do not charge interest for direct payment plans.

At the point of Pre-Enrolment, the Careers Advisor will discuss this option with you. A deposit is an effective way students can secure their class dates and pay their course fees slowly as they train.

# Recruitment of Students

There are many ways students reach out to SEIR Beauty School about our training programs.

- 1) Website Enquiry
- 2) Social Media contact
- 3) Walk In
- 4) Recommendations / Referrals
- 5) Agency Referrals
- 6) B2B relationships

A student may request a Prospectus on our website which is sent to them to review all our courses and Diplomas.

A student may make a website enquiry and at which point the Careers Advisor will contact the Student for a phone consultation.

Some students prefer email communication, particularly if they are overseas or have English speaking difficulty. Our Careers Advisor will send all relevant information and also suggest a zoom session if needed.

At times we may get referrals or recommendations from previous graduates about our training programs.

We also have B2B relationships with Nail Salons and Beauty Salons such as Laque Nail Bar in Double Bay, Brownyns Beauty Clinic in Manly and BLYS Mobile all whom may refer industry clients who require up-skilling.

We also have relationships with Lower Northsore Multi-cultural and Yes Consultancy whom have newly arrived clients seeking skills and training in Australia.

At all points, we will use all avenues - phone, email, video meetings and in-person meet & greets to make the new prospective student have a solid understanding of what we provide. We offer Campus Tours, we refer them to videos of our campus on our social media too so they get a good understanding of our environment and training.

Our aim is to provide the most information to our prospectus clients for them to make an informed and rounded decision.

# The Pre-Enrolment Process

- 1) Prospectus students contact the school via our website enquiry form, direct email, telephone, social media or by walk in at our campus.
- 2) Careers Advisor will first discuss the prospective student's current experience and any prior training to establish if they meet the pre-requisites requirement for the course they are interested in. The Careers Advisor will also discuss the needs of the new students such as financial support, learning difficulties, flexible course dates if they work heavily or perhaps assistance with translation. The Careers Advisor will then provide information over the phone such as course durations, fees, units, career pathways, recommended course packages, what to expect from training and any other questions the student may have.
- 3) Careers Advisor will send a Pre-enrolment email which outlines everything that was discussed in print. Including dates, and how to enrol with payment options. She will also need a Registration Form for the student to sign which outlines the course/s the student is interested in enrolling into.
- 4) A student may have further questions and may request a Prospectus which we will send, or perhaps coming to campus or further unit information.
- 5) We often refer our prospective students to our Social Media pages to get a better visualisation of our academy and what we offer. There are several videos, tours and photos of our classes in progress and evidence of training procedures to give the prospective student a better understanding of the training we provide.
- 6) Student may request a discussion of a Payment Plan. A deposit and proposed weekly payments may be discussed.
- 7) If the student is applying for a Study Loan, we will be in direct contact to assist the student with the application and inform them of the status of their application which usually takes just 24 hours.
- 8) A Student may have issues of timing or date availability for a course. In this class, the Careers Advisor will endeavour to create a personalised training plan to suit the student.
- 9) When the prospective student is completely satisfied they have enough information about the academy and happy with the terms, they will finalise their fees and upon receiving their remittance (either Study Loan application, EFT transfer receipt, AfterPay confirmation, Zip Confirmation, or deposit paid) then the enrolment is confirmed.

\*Note: We do advise enrolments are not fully secure until full amount for the course has been finalised.

# Enrolment Process

- 1) Once students have received all information and viewed facilities they may enrol by providing Registration Enrolment form and finalising course fees in full or deposit.
- 2) Student is to fulfil all entry and pre-requisites criteria as advised for each course on previous pages of this document
- 3) Once enrolment form and remittance for fees are received, the student receives a welcome and confirmation of enrolment email.
- 4) Student is asked to provide a copy of ID (drivers licence or passport), residential address and mobile number.
- 5) Student receives username and password for SEIR HQ learner portal to have immediate access to the entire course.
- 6) Student will receive an introductory call from the Educator before commencement advising of quiz to complete prior to their training. Also advised on any model information, dress code and answers any questions the student may have.
- 7) Student will receive a separate email with Paid Invoice or Payment Plan as agreed for their own records.
- 8) Student will be invited to an Open Day for their course.
- 9) Student commences training on their start date.



# Orientation Process

- 1) On their first day, all new students will be gathered in the main meeting area of the campus where their Group Orientation Session begins.
- 2) Students will need to complete an Orientation Form as well as Safety Checklist Form and sign.
- 3) Students are advised of our Safety Procedures, points of exit for emergency, first aid kit, Chief Safety Officer and more items. Once all items are explained, students will mark each point off on the Safety Checklist.
- 4) Students will be advised on what to expect of their first day and following weeks of their course. We may discuss arriving on time, Rules and Procedures that are included in the Student Manual.
- 5) We will also discuss our Anti-bullying and Anti-Discrimination policies to ensure a safe and comfortable environment for everyone.
- 6) Students will introduce themselves to one another and discuss what they want to achieve.
- 7) Students will be advised of areas for lunch locally so they can navigate the area. They may also be advised about public transport if they have additional questions.
- 8) Students will be advised where to store belongings on campus and where to find amenities such as bathrooms and common kitchen for students to use.
- 9) Lastly students will be advised that the Careers Advisor is here for support and guidance should they experience any learning difficulties, mental health issues, attendance issues or financial hardships.

# CONTACT US

## SEIR BEAUTY SCHOOL

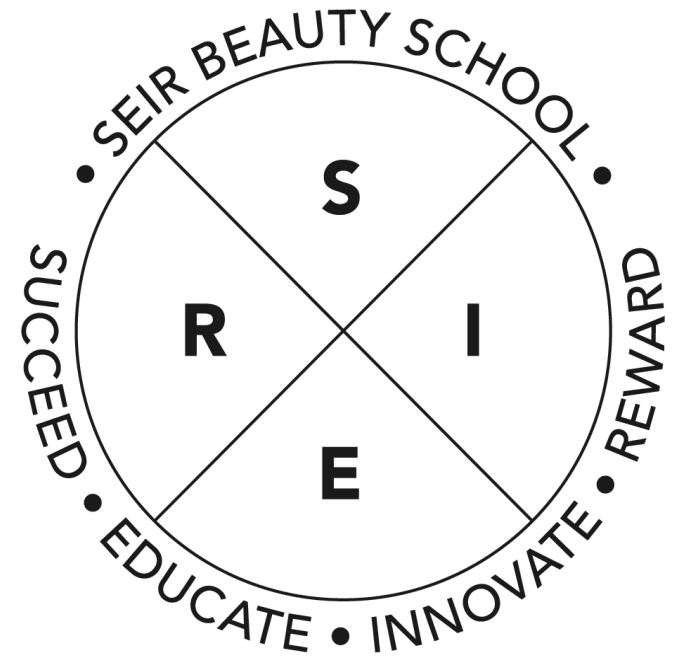
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