DIPLOMA OF SALON MANAGEMENT
SIB50210

“Learn to love your career”
Ivy College offers flexible courses in Salon Management. Gain the skills, knowledge and understanding to manage the overall operations of a spa, hairdressing or beauty salon.

EMPLOYMENT RATE FOR “SPECIALIST MANAGERS” IS EXPECTED TO BE “HIGH” OVER THE NEXT FIVE YEARS.

– joboutlook.gov.au

College of Beauty Therapy

“Make the most of your leadership skills and passion for health and beauty with a rewarding career in salon management”.

Ivy College offers flexible courses in Salon Management. Gain the skills, knowledge and understanding to manage the overall operations of a spa, hairdressing or beauty salon.
Studying online is easy and convenient using myIVY, the College’s purpose-built learning management system. We’ll even provide a tuition session once you’ve enrolled.

For added support, salon management students may attend workshops and receive practical training and support from your trainer and peers.

Courses delivered by Ivy College are all nationally recognised, the same as TAFE courses.

Apply online and begin your course today.

As an online student you can study anywhere! There are no timetables, no semesters and no deadlines. Courses are designed to meet your needs; not the needs of the College.

Our “Study Coach for life” policy means a single academic point of contact is allocated to you for the life of your enrolment. You can ask questions and receive a quick response from the one person throughout your study.

Our job is to help you achieve the career you want; not just the course you need to qualify. Our career services can be tailored to include professional Résumé building, one-on-one career coaching sessions, personal career plan development and LinkedIn profile updates.

We know you have busy periods that prevent you from studying. At Ivy you can freeze your enrolment for up to 3 months, just like you would with your gym membership. If you advise us on or before the relevant census date, no fees will apply.

Provided you meet the minimum entry criteria, you can apply entirely online - no paperwork - and begin your course immediately.

* To find out more, visit: www.ivy.edu.au/get-started/vet-fee-help/

Ivy Institute Pty Ltd trading as Ivy College (RTO Code 40718) proudly delivering on behalf of Study Group Australia Pty Ltd (RTO Code 5806), an approved VET FEE-HELP provider.
DIPLOMA OF SALON MANAGEMENT
SIB50210

Qualification
Diploma of Salon Management

Nationally Recognised
Yes

National Code
SIB50210

VET FEE-HELP available?
Yes, eligible students may apply for VET FEE-HELP*.
Study now, pay later.

Course Duration
6 months - Fast-track
(18.5 study hours/week on average)

12 months - Part-time
(9 study hours/week on average)

Number of Subjects
9

If you dream of managing a business, and have a passion for health and beauty - a career as a salon manager could be ideal.

Our nationally recognised qualification equips you with the essential tools to build a business, create and establish a personal services culture, lead and develop a team and market a business effectively.

Delivery Mode
Online + Workshops and/or Work Placement (10 hours).

Assessment
A variety of assessment methods form part of this course including written assignments, presentations, portfolios of work, Supervisor Observation reports, video demonstration, role plays & projects. Students are responsible for securing and completing a suitable Work placement. There are no formal written exams.

Start dates
Start anytime

Qualification awarded by
Study Group Australia Pty Ltd
RTO Code 5806


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Work Placement and Workshops

Work Placement

To successfully complete this qualification students are responsible for securing and undertaking a work placement of 10 hours at a suitable beauty clinic or salon. Ivy will assist students with finding a suitable work placement, if required.

What if I can’t find a suitable work placement?

If you are unable to access a work placement you will be required to practice, demonstrate and apply the required skills and knowledge at Ivy College workshops, utilising a simulated or real salon environment and supervised by your trainer.

Workshops

Our unique blended learning model offers the ultimate flexibility. Study online at your own pace, supported by your trainer, then attend regular workshops at one of our training locations in Sydney, Brisbane, Melbourne, Perth or Adelaide. At the workshops you will:

- receive practical training on essential components of this course
- develop and demonstrate the skills required of a qualified salon management, and
- access personal support from your trainer.

Whilst the workshops are not mandatory for those students with an approved work placement, it is highly recommended that all students attend. For anyone unable to secure a work placement, workshop attendance is mandatory. Workshop dates and locations are subject to change and minimum numbers. Latest schedule is published online at www.ivy.edu.au/courses/beauty-therapy/diploma-salon-management/
The table below outlines the subjects comprising the Diploma of Salon Management qualification delivered by Ivy College.

<table>
<thead>
<tr>
<th>Subject*</th>
<th>Alignment with training package competency</th>
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<tbody>
<tr>
<td>Workplace Policy and Sustainability</td>
<td>Develop workplace policy and procedures for sustainability (BSBSUS501A)</td>
</tr>
<tr>
<td>HR Policy</td>
<td>Administer human resources policy (SIRXHRM001A)</td>
</tr>
<tr>
<td>Customer Service Management</td>
<td>Manage quality customer service (BSBCUS501C)</td>
</tr>
<tr>
<td>Salon Services Management</td>
<td>Manage treatment services and sales delivery (SIBXPSM502A)</td>
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<td></td>
<td>Lead teams in a personal services environment (SIBXPSM501A)</td>
</tr>
<tr>
<td>Salon Marketing</td>
<td>Promote a personal services business (SIBXPSM503A)</td>
</tr>
<tr>
<td>Salon Recruitment</td>
<td>Recruit and select personnel (SIRXHRM002A)</td>
</tr>
<tr>
<td>Salon Training and Development</td>
<td>Plan, organise and facilitate learning in the workplace (TAEDEL402A)</td>
</tr>
<tr>
<td>Business Planning for Small Businesses</td>
<td>Undertake small business planning (BSBSMB404A)</td>
</tr>
<tr>
<td>Small Business Financial Management</td>
<td>Manage small business finances (BSBSMB406A)</td>
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*Availability of subjects may change in which case an alternative subject will be offered.
Follow these 6 easy steps to launch your new career in salon management.

1. Apply and commence online study immediately. Study now and pay later with VET FEE-HELP.

2. Complete subjects at your own pace and at a time you choose. Receive support from your dedicated trainer, even outside business hours. If life gets too busy, “freeze” your study for up to 3 months, at no cost (provided you advise us on or before the relevant census date).

3. Interact with other students via online discussion forums. Submit assessments as you go and receive feedback within 72 hours.

4. Attend regular workshops, to: (i) receive practical training (ii) develop and demonstrate your skills, and (iii) get personal support.

5. Complete an approved work placement OR participate in Ivy College workshops in a simulated or real beauty clinic environment, supervised by your trainer.

6. Before you graduate, receive career support to help land your dream job, including career-coaching, Résumé reviews and LinkedIn profile updates.
Entry Requirements

To enrol in any of Ivy’s Diploma-level courses you will need to have one of the following:

- Australian Year 12 or equivalent; or
- a Certificate IV; or
- during the enrolment process be able to demonstrate that you have the skills and capability to succeed in the course.

All students are also required to have a unique email address.

Technology Requirements

Once enrolled, you will gain access to myIVY, your purpose-built learning management system, in order to complete your coursework and assessment tasks. To do this you will need access to a computer satisfying the following minimum systems requirements:

**Operating system:** Windows, Mac OS X, Linux

**Software:** Adobe Acrobat Reader (latest versions available for free download at Adobe website)

**Internet:** Supported browsers include Firefox 3+, Google Chrome 4+, Microsoft Internet Explorer 7 and 8, Opera 9+, Safari 3+ (download latest browser software for free online). You will need a reliable internet connection, preferably Broadband (64 Kbit/sec or faster)

Access to a printer and digital camera/recording device is also required.

RPL & Mutual Recognition

Recognition of Prior Learning (RPL) is the formal acknowledgment of your existing skills and knowledge, gained from work and life experience. It’s based on the premise that you do not need to undertake training for skills you already possess.

The RPL application process requires you to provide evidence of, or demonstrate, your current ability to competently perform the requirements of a unit(s) of competency within your course.

Qualifications and VET Statements of Attainments issued by another Registered Training Organisation will be recognised by Ivy College via our Mutual Recognition process. You will be asked if you would like to apply for RPL or Mutual Recognition on the enrolment form.

Recognition of Prior Learning (RPL) 30% of each unit fee - refer to www.ivy.edu.au/get-started/recognition-of-prior-learning/ for detail

Additional Fees

<table>
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<tr>
<th>Mutual Recognition</th>
<th>No Charge</th>
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<tr>
<td>Incidental Fees</td>
<td>Refer to ivy.edu.au/get-started/faqs/</td>
</tr>
</tbody>
</table>
If you’re ready to take the step towards a more satisfying career, there’s nothing stopping you.

Our courses have no semester intakes so you can literally begin whenever you like, and if eligible you can defer payment by applying for VET FEE-HELP.

Enrol online anytime today by visiting [ivy.edu.au](http://ivy.edu.au) or call 1300 659 157

**Contact Ivy**

- Phone: 1300 659 157
- Address: Lifestyle Working Building Suites 1-5, 117 Old Pittwater Rd Brookvale, NSW 2100
- Email: info@ivy.edu.au
- Website: [ivy.edu.au](http://ivy.edu.au)