Welcome to the SIB20210 Certificate II in Nail Technology

Congratulations on taking this important step towards a rewarding career in the beauty industry. We hope that the Certificate II in Nail Technology will be a rich and valuable learning experience for you.

The Certificate II in Nail Technology course provides the knowledge and skills required to undertake a variety of roles including:

- Providing manicure and pedicure services
- Applying ultraviolet gel and acrylic nail enhancements
- Working in a nail services framework
- Conducting financial transactions
- Providing service to clients
- Organising and maintaining work areas
- Communicating in the work place and working effectively in a retail environment
- Applying safe working practises

The Certificate II in Nail Technology is a nationally recognised qualification. It is widely considered within the industry as a valuable foundation for individuals seeking to pursue their interest in Nail Technology, either as a career, a pathway to further studies or for their own personal development.

Vocational outcome:

This course is designed to prepare you for employment as a Nail Technician. Assessments for this course, across 15 units of competency, are a combination of short answer questions, written reports, workplace logbook, workplace portfolio and Learner interview questions. These assessments will assist you to gain the necessary skills and knowledge to work as a Nail Technician. In addition, Learners are required to complete 80 hours in the workplace, undertaking specific tasks and roles that relate to the course, under the guidance of an experienced and appropriately qualified Workplace Supervisor.

I would encourage you to make the most of the support services available to you as you progress through this course. Our expert Trainers and Assessors who have years of experience in the Nail Technology industry are there to guide and support you through the course materials, assessments and structured workplace learning. I also encourage you to actively participate in the online course forum available in OpenSpace. The course forum can assist you in overcoming the isolation of studying online while also enabling you to learn from your fellow Learners.

Karin Rule
Head of Faculty, Health & Wellness

This Course Overview provides some important background information on your course. You should also read the Student Handbook, which contains additional information about studying with Open Colleges.

I wish you all the very best in your studies.
# About the Certificate II in Nail Technology

See the order of studies table below for an overview:

<table>
<thead>
<tr>
<th>ORDER OF STUDIES</th>
<th>UNIT CODE</th>
<th>UNIT TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Study Period 1:</td>
<td>SIRXCOM001A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td></td>
<td>SIRXOHS001A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td></td>
<td>SIBXCCS201A</td>
<td>Conduct financial transactions</td>
</tr>
<tr>
<td>Study Period 2:</td>
<td>SIRXIND001A</td>
<td>Work effectively in a retail environment</td>
</tr>
<tr>
<td></td>
<td>SIBXCCS202A</td>
<td>Provide service to clients</td>
</tr>
<tr>
<td></td>
<td>SIRXSLS001A</td>
<td>Sell products and services</td>
</tr>
<tr>
<td>Study Period 3:</td>
<td>SIBBNLS201A</td>
<td>Work in a nail services framework</td>
</tr>
<tr>
<td></td>
<td>SIBBNLS203A</td>
<td>Apply ultraviolet gel nail enhancement</td>
</tr>
<tr>
<td>Study Period 4:</td>
<td>SIBBNLS204A</td>
<td>Apply acrylic nail enhancement</td>
</tr>
<tr>
<td></td>
<td>SIBBNLS202A</td>
<td>Provide manicure and pedicure services</td>
</tr>
<tr>
<td>Study Period 5:</td>
<td>SIBBRES201A</td>
<td>Research and apply beauty industry information</td>
</tr>
<tr>
<td></td>
<td>SIRXCLM001A</td>
<td>Organise and maintain work areas</td>
</tr>
<tr>
<td></td>
<td>SIRXMER001A</td>
<td>Merchandise products</td>
</tr>
<tr>
<td>Study Period 6:</td>
<td>SIRXMER005A</td>
<td>Create a display</td>
</tr>
<tr>
<td></td>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
</tbody>
</table>

You will need to undertake Work Placement to successfully complete the units of competency in this course. As such, a Statement of Attainment can not be issued for part completion of the qualification unless Work Placement is completed.

For more information on the Units of Competency visit training.gov.au
Course Duration and Time Commitment

The Certificate II in Nail Technology has a maximum duration of 18 months. Our courses are designed to enable you to study at your own pace within this timeframe.

Progression through the course is dependent on your background experience and knowledge, combined with your ability to commit time to complete the course materials, assessments and structured workplace learning.

As a general guide, to complete the course in 18 months you will need to devote approximately 5 hours per week to complete the learning materials and assessments.
OpenSpace

OpenSpace is Open Colleges’ virtual campus. In OpenSpace you will be able to access student workbooks and other learning resources, learning activities and assessments. In addition, you can access:

**Course discussion forum.** This is where you can make contact with fellow Learners and your Trainer and Assessor to share ideas, study tips and information. Your Trainer and Assessor will also use the forum to provide relevant information, relevant newspaper or journal articles and so on.

**Links to relevant websites and resources.** We will post any new or current information required for your studies in your course materials or in the Additional Resources section in OpenSpace.

A section is provided that allows you to **scan and upload your assessments** using OpenSpace. See Getting Started and course progression on the next page.

**A messaging link to message your Trainer** is available in each study period. If you have any questions or need support from your Trainer you should send them a message using this link.

- An email link to message your Trainer. If you have any questions or need support from your Trainer you should send them a message using this link.
- Additional resources including videos, additional readings and weblinks.
Getting Started and Course Progression

The Units of Competency are grouped together into 6 Study Periods. This information is provided in the Order of Studies, which was sent to you together with your Welcome Pack.

Five easy steps to get started:

1. **Familiarise yourself with OpenSpace.** The Student Lounge in OpenSpace includes great resources on how to navigate and use OpenSpace. There is an OpenSpace Training Guide as well as useful videos on how to perform different activities, such as uploading assessments. If you have any questions about OpenSpace or your course, check out the FAQ section in OpenSpace.

2. **Start your first Study Period.** Start by reading the student materials for the first study period and completing the various learning activities. The learning activities are not formally assessed, however they are a useful tool to measure your understanding of the course content.

3. **Complete your assessments.** Once you have completed the learning materials and feel confident with the content covered, you are ready to attempt the first written assessment. See below for more information on assessments for the Certificate II in Nail Technology.

4. **Submit your assessments.** Once you have completed an assessment, you use the upload link in OpenSpace to submit the assessment to the Trainer and Assessor for their review. The Trainer and Assessor will review and mark your assessment and provide you with feedback. Information about the marking process, timeframes and grades is available in the Assessment Policy & Procedure available on the Open Colleges website.

5. **Move on to the next Study Period.** On successful completion of your written assessments, you will then progress to the next Study Period.
Assessments

Each Unit of Competency requires the completion of different assessments. These may include:

- **Short Answers Questions** – where learners complete a range of questions typically using one or two sentences;

- **Written Reports** – where learners undertake research and apply knowledge within a given context. This includes Research Reports and Extended Answer Questions.

The Open Colleges Student Handbook provides important advice and guidance to Learners on plagiarism, referencing, academic appeals and complaint procedures. It also includes information on presenting and submitting assessments. This is available on the Open Colleges website at [opencolleges.edu.au](http://opencolleges.edu.au).
Workplace Assessments

In addition to written assessments, some units of competency also require workplace assessment. Workplace assessment involves evaluating the performance of a range of practical skills within actual workplace situations and conditions, over several occasions. Workplace assessment will also involve the completion of a log book, a portfolio of workplace evidence and interviews that correlate specifically to workplace activities, tasks, roles and services.

Learners that are not currently working in an appropriate workplace will need to undertake a work placement with an appropriate Host Organisation. The work placement involves completing 80 hours in the workplace, undertaking specific tasks and roles that relate to the course, under the guidance of an experienced and appropriately qualified Workplace Supervisor. Learners who are currently employed in an appropriate workplace will complete their assessment requirements in their workplace.

We recommend that you:
- commence your work placement at the end of your course (if you are working in an approved workplace you may commence work placement at the end of Study Period 3)
- complete the work placement in Study Period 6 of your course, and
- undertake work placement in one service or practice.

Assessment in the Workplace

- **Workplace Assessment Logbook** – the logbook contains a list of specified tasks and activities to be undertaken during structured workplace learning. The logbook must be verified and signed-off by the Workplace Supervisor each day you attend the workplace.

- **Workplace Assessment Portfolio** – the portfolio requires you to apply your skills and knowledge to complete a range of practical tasks and then to submit these tasks as evidence of your competence.

- **Workplace Assessment Student and Supervisor Questions** – the document is used by the Workplace Assessor in their discussions and interviews with the Learner and Workplace Supervisor. These discussions occur throughout your structured workplace learning and form an important part of workplace assessment.

- **Skill Development Workshops** – Open Colleges has developed an annual calendar of Skill Development Workshops for the beauty portfolio. These face-to-face workshops, held in major capital cities across Australia, are offered to learners prior to commencing work placement.

- **Assessment Centres** – An Assessment Centre is a facility where learners can undertake both their practical training and workplace assessments. A Workplace Assessor will be present at the Assessment Centre to conduct the workplace assessment.

- **Work Placement Centres** – A Work Placement Centre is a facility that has been assessed by Open Colleges as having the necessary facilities, supervision, clients, equipment and resources required to undertake SWL and where the facility has agreed to accept Open Colleges Learners.

The latest list of Assessment Centres and Work Placement Centres is available on the Open Colleges’ website.

Important Note

Learners are required to travel to the Assessment Centre or Work Placement Centre at their own cost. Attending a Centre will incur a fee, which is outlined in the Schedule of Administrative Fees (available on the website and OpenSpace).
The road map to workplace assessment in Open Space

Commencing Workplace Learning

- **Workplace Assessment Guide** – the guide provides information to learners, Workplace Supervisors and Workplace Assessors about the structured workplace learning process.

- **Workplace Introduction Letter** – the template has been developed to assist learners in approaching suitable Host Organisations to undertake their Work Placement.

- **Workplace Assessment Approval Form** – the form captures important information about the proposed organisation where you are seeking to undertake your structured workplace learning experience.

- **Initial Interview Checklist** – the checklist is completed by the Workplace Assessor following the initial interview or discussion with the learner and Workplace Supervisor.

- **Workplace Training and Assessment Plan** – the plan, completed in collaboration with the learner, Workplace Supervisor and Workplace Assessor, outlines the Units of Competency to be assessed and a schedule of activities to be undertaken.
Student Support

The Certificate II in Nail Technology can be both academically and personally challenging. The following people and teams are available to help and support you through the course:

- **Your Trainer and Assessor.** A Trainer and Assessor is allocated to each Study Period. Your Trainer and Assessor is able to answer any questions you have regarding the course content or assessments in that Study Period. You can contact your Trainer and Assessor using the Trainer messaging link in OpenSpace. The Trainer and Assessor will also facilitate forum discussions with Learners and will mark your assessments and provide feedback to you.

- **Your Workplace Assessor.** Before you commence work placement you will be allocated a Workplace Assessor. Their role is to provide you with guidance and support whilst you are in the workplace.

- **Your Course Coordinator.** The Course Coordinator is responsible for the overall management of the Certificate II in Nail Technology. If you are experiencing difficulties within the course that you are not able to discuss with your Trainer or Workplace Assessor, then you are encouraged to contact your Course Coordinator. You can message your Course Coordinator through OpenSpace.

- **Your Work Placement Support Officer.** If you are experiencing difficulty in obtaining an appropriate work placement you can be referred to a Work Placement Support Officer who can provide individualised strategies and resources to assist you.

- **Student Support Team.** The Student Support Team is ready and willing to help you with any administrative queries that you may have regarding your course or enrolment with Open Colleges. The Student Support Team can be contacted by submitting an Online Query in OpenSpace, by email at studentsupport@opencolleges.edu.au or by phone on 1300 650 011.

- **Learning Support Team.** The Learning Support Team can provide you with support by offering assistance with orientation and induction, academic writing and referencing, time management, study plans, general study tips and goal setting. The learning support team is a referral based service and is available by contacting Student Support for more information.
Getting the most out of the course

Two of the biggest challenges that distance learning Learners face are isolation and motivation. Studying online or by distance education can lead Learners to be disconnected from their peers. At the same time, the absence of peer and Trainer and Assessor interaction can lead to lower levels of motivation and commitment to the course, so we would strongly encourage you to:

- **Engage in the Course Forum.** The Course Forum in OpenSpace enables you to engage with your Trainer and Assessor and fellow Learners. It is an important opportunity to share your learning experiences and reflect on the course materials. By actively participating in the Course Forum, you will become part of the virtual community. This acts as an important support network as you progress in your studies.

- **Find a Study Buddy.** OpenSpace includes the ability for you to find a Study Buddy studying the same course near to where you live. A Study Buddy can be important in maintaining motivation and engagement through the course and provides a useful sounding board for ideas and issues that may emerge during the course.

- **Chat Sessions.** Live Chat Sessions are conducted by your Trainer and Assessors, Course Coordinators to assist you in your learning.

- **FAQs.** Frequently asked questions will be within the study periods and course areas.

If you would like more information on study tips, access the Additional Resources available within your course on OpenSpace.

Congratulations on your decision to commence the Certificate II in Nail Technology.

**Open Colleges wish you success in your studies.**