



Australian Government

SHBXIND004 Develop skin therapy workplace policies and procedures

Release: 1

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Modification History

No equivalent unit.

Application

This unit describes the performance outcomes, skills and knowledge required to research and develop workplace policies and procedures that define organisational requirements and standards for the delivery of skin treatments. Policies and procedures reflect relevant legislative and licensing requirements and safety standards and guidelines and are developed according to organisational templates.

This unit applies to individuals working in a diverse range of beauty industry sectors and businesses where skin treatments are provided.

The unit reflects the safety guidelines, for a broad range of skin therapies and treatments, expressed in the Australian and New Zealand safety standards, current at the time of publication:

- AS/NZS4173:2004 Guide to the safe use of lasers in health care
- AS/NZS IEC 60825.1:2014 Safety of laser products equipment classifications and requirements
- AS/NZS 1336:2014 Eye and face protection Guidelines

The skills in this unit must be applied in accordance with Commonwealth and State or Territory legislation, Australian standards and industry codes of practice.

The use of intense pulsed light and laser is subject to legislation, regulation and licensing in some Australian states and territories.

Pre-requisite Unit

Nil

Competency Field

Working in Industry

Unit Sector

Cross-sector

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Determine policy needs.

- 1.1. Identify and review relevant legislative, regulatory, compliance and licensing requirements related to skin therapy policy and procedure development.
- 1.2. Review existing workplace policies and procedures and determine required changes.
- 1.3. Identify and review industry standards and guidelines to be reflected in policies and procedures.
- 1.4. Determine work health and safety and risk management requirements and control measures to be reflected in policies and procedures.
- 1.5. Determine client consent and consultation requirements to be reflected in policies and procedures.
- 1.6. Determine qualification, training and induction requirements for practitioners performing skin treatments.
- 1.7. Identify relevant personnel to be consulted during policy and procedure development.

2. Draft policies and procedures.

- 2.1. Develop draft policies according to identified needs and relevant legislation and compliance requirements.
- 2.2. Develop draft procedures to support policy implementation according to identified needs and relevant legislation.
- 2.3. Develop an implementation and communication plan to support the implementation of policies and procedures.
- 2.4. Develop supporting workplace forms, checklists and reporting documentation.

3. Finalise policies and procedures.

- 3.1. Communicate draft policies and procedures to relevant personnel and seek feedback.
- 3.2. Make amendments to draft policies and procedures based on feedback received.
- 3.3. Ensure compliance with legislative and compliance requirements.
- 3.4. Edit and confirm final documentation.
- 3.5. Communicate finalised policies and procedures.
- 3.6. Store policy and procedure documentation.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	• interpret both familiar and unfamiliar, and potentially complex documents: • workplace policies and procedures • regulations, legislation and standards relating to skin therapy treatments • safety data sheets • instructions and manuals for skin therapy equipment and products.
Writing skills to:	• produce documents in clear, unambiguous language free from errors in spelling, punctuation and grammar • structure policies and procedures in logical sequence using current business formats and templates.
Oral communication skills to:	• consult with and seek feedback from relevant personnel on policies and procedures.
Planning and organising skills to:	• organise information into logical, consistent and accessible structures to enable use by relevant personnel.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=255d312b-db07-48f2-b6d6-1b0b06c42898>