Plan of Training

Hairstylist

Government of Newfoundland and Labrador
Department of Advanced Education and Skills
Apprenticeship and Trades Certification Division

December 2012
PLAN OF TRAINING

Hairstylist

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Newfoundland Labrador

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Approved by:

[Signature]

Chairperson, Provincial Apprenticeship and Certification Board

Date: December 11, 2012
Preface

This Apprenticeship Standard is based on the 2011 edition of the National Occupational Analysis for the Hairstylist trade.

This document describes the curriculum content for the Hairstylist apprenticeship training program and outlines each of the technical training units necessary for the completion of apprenticeship.

Acknowledgements

Advisory committees, industry representatives, instructors and apprenticeship staff provided valuable input to the development of this Apprenticeship Curriculum Standard. Without their dedication to quality apprenticeship training, this document could not have been produced.

We offer you a sincere thank you.

Contact Information

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Apprenticeship and Trades Certification Division
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Email: app@gov.nl.ca
Web: www.gov.nl.ca/app

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| Updated: December 2012 |                     |                              | - Updated Related courses
- Updated Technical courses
- Addition of Block 2 Training
- Updated tasks and subtasks to reflect 2011 NOA |
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C. Program Structure

For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

The order of course delivery within each block can be determined by the educational agency, as long as pre-requisite conditions are satisfied.

Upon completion of an entry level program, individuals may be required to complete other certifications (employer or job site specific) in order to gain employment.

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### Block I

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<th>Course Name</th>
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<td>CM2160</td>
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</table>

**Total Hours** 1130

A student who can meet the mathematics requirement through an ACUPLACER® test may be exempted from AM1100 - Math Essentials. Please check with your training institution.

### Required Work Experience

### Block II

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<th>NL Course No.</th>
<th>Course Name</th>
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<td>HT2320</td>
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<td>Block I</td>
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<td>HT2510</td>
<td>Advanced Colouring</td>
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<td>Block I</td>
</tr>
<tr>
<td>HT2410</td>
<td>Advanced Perming</td>
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<td>Block I</td>
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**Total Hours** 210

**Total Course Credit Hours** 1340
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TS1510 Occupational Health and Safety

Learning Outcomes:

- Demonstrate knowledge of interpreting the Occupational Health and Safety Act, laws and regulations.
- Demonstrate knowledge of understanding the designated responsibilities within the laws and regulations such as the right to refuse dangerous work; and the importance of reporting accidents.
- Demonstrate knowledge of how to prevent accidents and illnesses.
- Demonstrate knowledge of how to improve health and safety conditions in the workplace.

Duration: 6 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Interpret the Occupational Health and Safety Act laws and regulations.
   i. explain the scope of the act
      ▪ application of the act
      ▪ Federal/Provincial jurisdictions
      ▪ Canada Labour Code
      ▪ rules and regulations
      ▪ private home application
      ▪ conformity of the Crown by the Act

2. Explain responsibilities under the Act and Regulations.
   i. duties of employer, owner, contractors, sub-contractors, employees, and suppliers
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3. Explain the purpose of joint health and safety committees.
   i. formation of committee
   ii. functions of committee
   iii. legislated rights
   iv. health and safety representation
   v. reporting endangerment to health
   vi. appropriate remedial action
   vii. investigation of endangerment
   viii. committee recommendation
   ix. employer’s responsibility in taking remedial action

4. Examine right to refuse dangerous work.
   i. reasonable grounds for refusal
   ii. reporting endangerment to health
   iii. appropriate remedial action
   iv. investigation of endangerment
   v. committee recommendation
   vi. employer’s responsibility to take appropriate remedial action
   vii. action taken when employee does not have reasonable grounds for refusing dangerous work
   viii. employee’s rights
   ix. assigning another employee to perform duties
   x. temporary reassignment of employee to perform other duties
   xi. collective agreement influences
   xii. wages and benefits

5. State examples of work situations where one might refuse work.

6. Describe discriminatory action.
   i. definition
   ii. filing a complaint procedure
   iii. allocated period of time a complaint can be filed with the Commission
   iv. duties of an arbitrator under the Labour Relations Act
   v. order in writing inclusion
   vi. report to commission Allocated period of time to request Arbitrator to deal with the matter of the request
   vii. notice of application
   viii. failure to comply with the terms of an order
   ix. order filed in the court
7. Explain duties of commission officers.
   i. powers and duties of officers
   ii. procedure for examinations and inspections
   iii. orders given by officers orally or in writing
   iv. specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
   v. service of an order
   vi. prohibition of persons towards an officer in the exercise of his/her power or duties
   vii. rescinding of an order
   viii. posting a copy of the order
   ix. illegal removal of an order

8. Interpret appeals of others.
   i. allocated period of time for appeal of an order
   ii. person who may appeal order
   iii. action taken by Commission when person involved does not comply with the order
   iv. enforcement of the order
   v. notice of application
   vi. rules of court

9. Explain the process for reporting of accidents.
   i. application of act
   ii. report procedure
   iii. reporting notification of injury
   iv. reporting accidental explosion or exposure
   v. posting of act and regulations

**Practical Requirements:**

1. Conduct an interview with someone in your occupation on two or more aspects of the act and report results.

2. Conduct a safety inspection of shop area.
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TS1520 Workplace Hazardous Materials Information System (WHMIS)

Learning Outcomes:


Duration: 6 Hours

Pre-requisite(s): None

Objectives and Content:

1. Define WHMIS safety.
   i. rational and key elements
   ii. history and development of WHIMIS
   iii. WHMIS legislation
   iv. WHMIS implementation program
   v. definitions of legal and technical terms

2. Examine hazard identification and ingredient disclosure.
   i. prohibited, restricted and controlled products
   ii. classification and the application of WHMIS information requirements
   iii. responsibilities for classification
      ▪ the supplier
      ▪ the employer
      ▪ the worker - Classification: rules and criteria
      ▪ information on classification
      ▪ classes, divisions and subdivision in WHMIS
      ▪ general rules for classification
      ▪ class A - compressed gases
      ▪ class B - flammable and combustible materials
      ▪ class C - oxidizing material
      ▪ class D - poisonous and infectious material
      ▪ class E - corrosive material
      ▪ class F - dangerously reactive material
iv. products excluded from the application of WHMIS legislation
   ▪ consumer products
   ▪ explosives
   ▪ cosmetics, drugs, foods and devices
   ▪ pest control products
   ▪ radioactive prescribed substances
   ▪ wood or products made of wood
   ▪ manufactured articles
   ▪ tobacco or products of tobacco
   ▪ hazardous wastes
   ▪ products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act

v. comparison of classification systems – WHMIS and TDG

vi. general comparison of classification categories

vii. detailed comparison of classified criteria

3. Explain labeling and other forms of warning.
   i. definition of a WHMIS label
      ▪ supplier label
      ▪ workplace label
      ▪ other means of identification
   ii. responsibility for labels
      ▪ supplier responsibility
      ▪ employer responsibility
      ▪ worker responsibility
   iii. introduce label content, design and location
      ▪ supplier labels
      ▪ workplace labels
      ▪ other means of identification

4. Introduce material safety data sheets (MSDS).
   i. definition of a material safety data sheet
   ii. purpose of the data sheet
   iii. responsibility for the production and availability of data sheets
      ▪ supplier responsibility
      ▪ employer responsibility
      ▪ workers responsibility
Practical Requirements:

1. Locate WHMIS label and interpret the information displayed.

2. Locate a MSDS sheet for a product used in the workplace and determine what personal protective equipment and other precautions are required when handling this product.
TS1530 Standard First Aid

Learning Outcomes:

- Demonstrate knowledge of recognizing situations requiring emergency action
- Demonstrate knowledge of making appropriate decisions concerning first aid

Duration: 14 Hours

Pre-requisite(s): None

Objectives and Content:

1. Complete a St. John Ambulance or Canadian Red Cross Standard First Aid Certificate course.
Plan of Training - Hairstylist

HT1120  Salon Fundamentals

Description:

This course in salon management requires the use of basic tools and equipment, and materials and supplies. It involves sanitizing tools and equipment, doing laundry, receiving clients, interpersonal communication, preparing clients for services, keeping record cards, adhering to work schedules and practicing safety. It includes information on salon management techniques and requirements, interpersonal relations, and equipment quality.

Duration: 64 hours

Pre-Requisites: None

Major Topics/Tasks:

Perform general shop cleaning; Sanitize work area, implements and equipment; Perform laundry duties; Select and use furnishings and equipment; Prepare client for services; Adhere to work schedule; Possess valid first aid certificate; Adhere to occupational health and safety regulations; Prepare client record cards and consent forms; Perform reception duties; Perform interpersonal client consultation; WHMIS; Retailing

Purpose / Aims

1. To develop the skills and knowledge required for salon operations with respect to various codes and regulations.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures with concern for the environment.
4. To interact appropriately with clients and co-workers.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.
Course Outline / Learning Objectives:

1. Perform general shop cleaning.
   i. identify areas to be cleaned
   ii. select cleaning materials
   iii. perform cleaning duties
   iv. practice safety and sanitary procedures

2. Sanitize work area, implements and equipment.
   i. describe methods of sanitizing work area, equipment and implements
   ii. describe sanitizing agents
   iii. sanitize work area
   iv. sanitize implements and equipment
   v. Describe methods for disposal of sharps

3. Perform laundry duties.
   i. describe types of towels and capes
   ii. use washer
   iii. use dryer
   iv. store laundry

4. Select and use furnishings and equipment.
   i. describe types of chairs, sinks and work units
   ii. select work unit and equipment such as styling chairs, shampoo unit, hood driers, heat lamps, thermal caps, timers and applicators
   iii. use work unit and equipment

5. Prepare client for services.
   i. select towels and capes
   ii. use towels and capes
   iii. use chairs, sinks and work units
   iv. prepare client for specific services
   v. adjust chairs
   vi. follow sanitary procedures
   vii. ensure clients ease and comfort through the various preparation stages
       ▪ greeting client
       ▪ directing to appropriate area
       ▪ assisting, where necessary
       ▪ assist in the removal and placement of personal items
6. Adhere to work schedule.
   i. participate in all schedule shop, classroom, and related activities
   ii. develop reliable work habits
   iii. use time effectively and efficiently

7. Prepare client record cards and consent forms
   i. create client information card
   ii. record pertinent information on record card
   iii. file client record cards
   iv. create client consent/release form
   v. record pertinent information on consent forms/release forms
   vi. obtain customer's signature
   vii. file form

8. Perform reception duties manually and with salon management software.
   i. explain the importance of client information cards
   ii. explain the importance of receptionist duties
   iii. answer phone calls regarding appointments
   iv. attend to personal requests regarding appointments
   v. record appointments
   vi. cancel appointments
   vii. greet client
   viii. prepare work order
   ix. attend to work order
   x. reconcile work orders with cash receipts
   xi. prepare cash deposit
   i. explain the importance of interpersonal client consultation
   ii. consult with client's service needs
   iii. determine needs based on:
   iv. clients personal appearance prior to service
   v. clients personal preference
   vi. prior difficulties or problems
   vii. lifestyle
   viii. advise client on:
       ▪ recommended service
       ▪ appointment date and time
       ▪ expected length of service
       ▪ cost
Plan of Training - Hairstylist

HT1210 Styling I

Description:

This course in styling requires the use of basic implements and rollers. It involves personal consultation, client preparation, hair analysis, shampooing, treating and styling. It includes information on hair styles.

Duration: 64 hours

Pre-Requisites: HT1120 - Salon Fundamentals (May be done concurrently)

Major Topics/Tasks:

Perform wet shampoo; Apply instant rinses; Style hair using finger/skip waves; Style hair using pin curls; Set and dry hair using rollers; Finish styling.

Purpose / Aims

1. To develop the skills and knowledge required for styling hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Perform wet shampoo.
   i. describe types of shampoos
   ii. drape client
   iii. analyze hair and scalp to be shampooed
   iv. consult client
      ▪ type of home care
      ▪ specific problems
   v. select shampoo
   vi. brush hair
vii. adjust water temperature and pressure  
viii. apply shampoo  
ix. manipulate scalp  
x. rinse hair  
xi. towel dry  

2. Apply instant rinses.  
i. describe types of rinse  
ii. determine appropriate rinse for hair and scalp condition  
iii. follow manufacturers directions for use  
iv. apply rinse  

3. Style hair using finger waves.  
i. prepare client  
ii. select styling lotion, comb and spray bottle  
iii. determine finger wave pattern  
iv. finger wave hair  
v. determine drying procedure  

4. Style hair using pin curls.  
i. prepare client  
ii. determine hairstyle  
iii. select lotions, comb and spray bottle  
iv. place shaping  
v. determine and select base  
vi. slice and direct stem  
vi. form circle  
vii. determine drying procedure  

5. Set and dry hair using rollers.  
i. describe types of rollers  
ii. select rollers with consideration given to:  
   - length of hair  
   - volume  
   - desired outcome  
iii. manipulate and place rollers with consideration given to:  
   - off base  
   - half base  
   - fastening techniques
• full base
• volume base
• indentation
• directional design variations

iv. determine hairstyle with consideration given to
• clients desires and needs
• shape of face and head
• profile
• length and width of neck
• size and position of ears
• size, height and posture of client
• accessories, such as, eyeglasses, hearing aids, etc.
• irregular features

v. use styling product

vi. follow patterns as required to achieve desired outcome

vii. dry hair, following manufacturers direction

viii. check hair for dryness

ix. maintain rollers and fasteners

6. Finish styling.
   i. select appropriate brushes, combs and styling products for styling wet
   hair using appropriate equipment such as lamps and hood dryers
   iii. mould wet hair using required tool such as
   • pick
   • brush
   • comb
   • fingers
   iv. select appropriate brushes, combs and styling products for dry combed out styling
   v. brush and mould hair
   vi. backcomb and/or backbrush
   vii. accentuate and develop lines
   viii. perform finishing details
HT1211  Styling II

Description:

This course in styling requires the use of curling irons and hot rollers, brushes and combs, blow dryers and applicators. It involves personal consultation, client preparation, hair analysis, shampooing, treating and styling hair. It includes information on types of scalp and hair analysis and treatment.

Pre-Requisites:  HT1210 - Styling I

Duration:  90 Hours

Major Topics/Tasks:

Style hair with blow dryer; Style hair with curling iron/hot rollers; Style long hair; Finish styling; Perform scalp and hair analysis for treatment; Perform scalp and hair treatment

Purpose / Aims:

1. To develop the skills and knowledge required for styling hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures with concern for the environment.
4. To interact appropriately with clients.

Evaluation:  Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Style hair with blow dryer.
   i. describe types of blow dryers
   ii. hold, manipulate and adjust using
       ▪ finger techniques
       ▪ brush techniques
       ▪ comb techniques
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- diffuser techniques
  iii. section hair (if necessary)
  iv. apply thermal styling product
  v. blow dry hair with consideration given to
     • preliminary drying (if necessary)
     • direction
     • volume
     • finish
     • specific design (following pattern)
  vi. finish style
  vii. maintain blow dryer

2. Style hair with curling iron/straightening irons/hot rollers.
   i. describe types of curling irons
   ii. describe types of straightening irons
   iii. describe types of hot rollers
   iv. hold, manipulate and adjust with consideration given to
      • length of hair
      • direction
      • design
      • volume
      • indentation
      • spiral winding
   v. use rollers with consideration given to
      • direction
      • volume
      • specific design
   vi. section hair, if necessary
   vii. finish style using finishing products, if necessary
   viii. maintain curling iron/hot rollers

3. Style long hair.
   i. describe long hairstyles including
      • braids
      • up do's
      • down do's
   ii. perform long hairstyles
   iii. utilize hair decorations and add-on's (hairpieces)
   iv. perform finishing details
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   i. describe scalp and hair analysis procedures
   ii. analyze scalp for treatment to determine:
       ▪ scalp condition
   iii. analyze hair to be treated with consideration given to:
       ▪ hair condition
   iv. select product

5. Perform scalp and hair treatment.
   i. describe scalp and hair treatment procedures
   ii. prepare client for scalp treatment
   iii. select scalp treatment
   iv. apply scalp treatment according to manufacturer's directions utilizing the following
       ▪ scalp manipulations
       ▪ thermal heat equipment ie. cap, lamp or hood drier
   v. select hair treatment
   vi. apply hair treatment

6. Retailing.
   i. product knowledge
   ii. determine client needs
   iii. recommend appropriate products for customer needs
Plan of Training - Hairstylist

HT1300  Cutting I - (Hairdressing)

Description:

This course in cutting requires the use of a straight razor, a clipper/edger, a shaper/razor, scissors and shears, and applicators. It involves personal consultation, client preparation, determining type of haircut, cutting and finishing. It includes information on cutting techniques for various types of haircuts.

Duration: 90 Hours

Pre-Requisites: HT1211 - Styling II

Major Topics/Tasks:

Determine haircut; Perform scissors cut; Perform clipper cuts; Perform haircut with shaper/razor.

Purpose / Aims:

1. To develop the skills and knowledge required for cutting hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.
Course Outline / Learning Objectives:

1. Determine haircut.
   i. perform analysis for hair cutting
   ii. analyze hair to be cut
      ▪ condition of hair
      ▪ length
      ▪ texture
      ▪ density
      ▪ growth pattern
   iii. determine
      ▪ clients desires and needs
      ▪ shape for face and head
      ▪ profile
      ▪ length and width of neck
      ▪ size and position of ears
      ▪ size, height, and posture of client
      ▪ accessories, such as eyeglasses, hearing aids, etc.
      ▪ irregular features
   iv. suggest recommended haircut

2. Perform scissors cut.
   i. describe types of scissors
   ii. hold and manipulate scissors using
      ▪ blunt stroke
      ▪ inside and outside bevel
      ▪ slithering
      ▪ tapering/thinning
      ▪ point cutting/notching
      ▪ slicing/slide
      ▪ removing excess hair on neck
   iii. prepare client
   iv. section hair employing one of the following techniques
      ▪ horizontal
      ▪ vertical
      ▪ diagonal
   v. establish cutting guidelines, guidepoints, and guidestrands
   vi. cut hair with consideration given to
Plan of Training - Hairstylist

- degree of elevation
- cutting techniques
- specific design
- operator and client posture
- growth patterns
- hairlines

vii. thin hair, if necessary
viii. check and crosscheck hair
ix. follow safety and sanitary guidelines during entire procedure
x. maintain scissors

3. Perform clipper cuts.
i. describe types of clippers and blades
ii. hold and manipulate clippers using
   - clippers even comb technique
   - freehand
   - arching
iii. prepare client
iv. determine degree of closeness and height of taper
v. perform preliminary scissors cut, if necessary

4. Perform haircut with shaper/razor.
i. describe types of shaper/razors in hairdressing
ii. hold and manipulate shaper/razor using
   - blunt stroke
   - slight taper
   - thinning
iii. section hair
iv. cut hair with consideration given to
   - specific design
   - angle
   - degree of elevation
   - operator and client posture
   - growth patterns
   - hairlines
v. check haircut
vi. maintain shaper/razor
HT1301 Cutting II (Barbering)

Description:

This course in cutting requires the use of lather, straight razors, clipper/edgers, shaper/razors, scissors, shears and mannequins. It involves client consultation and preparation; determining haircut, beard trim and shave; cutting, trimming and shaving; and finishing. It includes information on cutting, trimming and shaving techniques.

Pre-Requisites: HT1300 - Cutting I (Hairdressing)

Duration: 90 Hours

Major Topics/Tasks:

Determine haircut; Perform scissors cut; Perform clipper cuts; Perform haircut with shaper razor; Determine moustache/beard trim; Perform moustache/beard trim; Determine, fit and maintain hair pieces.

Purpose / Aims:

1. To develop the skills and knowledge required for cutting hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Determine haircut.
   i. analyze hair to be cut
      ▪ condition of hair
      ▪ length
      ▪ texture
      ▪ density
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- growth pattern

ii. determine
  - clients desires and needs
  - shape for face and head
  - profile
  - length and width of neck
  - size and position of ears
  - size, height, and posture of client
  - accessories, such as eyeglasses, hearing aids, etc.
  - irregular features

iii. suggest recommended haircut

2. Perform scissors cut.
  i. describe types of scissors/shears
  ii. hold and manipulate scissors/shears using
    - scissors over comb
    - finger and shear techniques
    - inside bevel
    - arching
    - thinning
    - trimming, as it relates to eyebrows, ears, nostrils
    - point cutting/notching
    - slicing/slide
    - shear point tapering
  iii. prepare client
  iv. section hair employing one of the following techniques
    - horizontal
    - vertical
    - diagonal
  v. establish cutting guidelines, guidepoints, and guidestrands
  vi. cut hair with consideration given to
    - degree of elevation
    - cutting technique
    - specific design
    - operator and client posture
    - growth patterns
    - hairlines
    - cutting angles
  vii. thin hair, if necessary
viii. finish perimeter of cut with clippers
ix. remove superfluous hair
   ▪ ears
   ▪ eyebrows
x. maintain scissors
xi. follow safety and sanitary guidelines during entire procedure

3. Perform clipper cuts.
i. describe types of clippers and blades
ii. hold and manipulate clippers using:
   ▪ clippers even comb technique
   ▪ freehand
   ▪ arching
iii. prepare client
iv. determine degree of closeness and height of taper
v. perform preliminary scissors cut, if necessary
vi. perform clipper cut using the following format
   ▪ edging
   ▪ siding
   ▪ top
vii. shave arches

4. Determine, fit and maintain hair pieces (practice expectation on mannequin).
i. describe materials needed to sell and service hair pieces
ii. describe basic categories of hair pieces
   ▪ stock
   ▪ custom made
iii. describe different types of hair pieces within these categories:
   ▪ type of fibre
   ▪ type of base
   ▪ construction method
   ▪ lace front
   ▪ partial/filler
   ▪ full wig
iv. describe different types of attachment methods for hair pieces
   ▪ 2-way tape
   ▪ spirit gum
v. describe price ranges and sources of hair pieces
vi. describe methods of application and removal of hair pieces
vii. perform methods of application and removal of hair pieces
viii. take a pattern for custom made hairpieces
ix. identify special cutting techniques and precautions
x. perform methods of maintaining hair pieces
   ▪ cleaning
   ▪ reconditioning
   ▪ colouring
   ▪ styling, i.e. roller setting or moulding
xi. recognize the sensitive nature of the hair piece client consultation and the need for privacy
xii. analyze the size of bald area, shape of head and remaining hair
xiii. consult with client:
   ▪ to discuss alternatives
   ▪ to determine type of hairpieces based on requirements, preferences and price range
xiv. give preliminary haircut
xv. prepare scalp
xvi. cut hairpiece to fit client
xvii. fit and blend hairpiece
xviii. discuss maintenance with client

5. Perform haircut with shaper razor.
i. describe types of shaper/razors
ii. hold and manipulate razor with consideration to:
   ▪ angle
   ▪ pressure
   ▪ stroke
   ▪ for light, heavy and terminal blending
iii. perform razor and comb coordination technique
iv. determine sectioning pattern
v. cut hair with consideration given to
   ▪ texture
   ▪ specific design
vi. finish perimeters with scissors and/or clippers
6. Determine moustache/beard trim.
   i. describe tools and materials for shaving
   ii. describe beard types and moustache designs
   iii. describe basic shapes
   iv. explain the principles of balancing facial shapes
   v. describe the appropriate tools for moustache/beard trim
   vi. explain techniques for cutting beards
       ▪ scissors over comb
       ▪ clipper over comb
       ▪ comb and razor
   vii. analyze facial shape and size
   viii. determine clients preferences
   ix. identify problems
       ▪ growth patterns
       ▪ sparse areas
   x. determine design based on analysis and facial shape

7. Perform moustache/beard trim.
   i. prepare client
   ii. shape beard with consideration given to:
       ▪ client consultation
       ▪ analysis of face and beard
   iii. determine areas to shave, if necessary
   iv. shave, if necessary
HT1420    Chemically Waving and Relaxing Hair

Description:

This course requires the use of relaxers, perms, tools, applicators, materials and supplies. It involves client consultation and preparation, hair analysis, product and tool selection, winding, processing, neutralizing, rinsing and finishing. It includes information on hair analysis, types of tools, processing techniques, and neutralization.

Duration: 135 Hours

Pre-Requisites: HT1300 - Cutting I (Hairdressing)

Major Topics/Tasks:

Perform analysis for perming or chemical relaxing; Select perm or relaxer products; Select tools that will meet the client’s requirements; Perming and chemically relaxing hair; Process hair; Neutralize hair; clean up.

Purpose / Aims:

1. To develop the skills and knowledge required for perming and relaxing hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%

Course Outline / Learning Objectives:

1. Perform analysis for perming or chemical relaxing.
   i. explain analysis procedures for perming or chemical relaxing
   ii. perform analytical test
   iii. determine client’s desires
   iv. recommend service to the client
2. Select perm or relaxer products.
   i. describe types of products
   ii. explain effects of products on the hair
   iii. read manufacturers directions before proceeding

3. Select tools (rods, sticks, benders, etc.) that will meet the client’s requirements.
   i. describe types of tools and explain their uses
   ii. explain purpose and effect of different tools

4. Perming hair.
   i. describe the various types of winding patterns
   ii. determine winding patterns
   iii. select winding tools - comb
   iv. section hair
   v. sub-section hair
   vi. comb hair in preparation for winding
   vii. apply end papers
   viii. demonstrate holding and winding of hair
   ix. place winding tools in position
   x. demonstrate fastening of tools

5. Chemically relaxing hair / soft curl placement (ethnic hair).
   i. describe the various wave patterns
   ii. determine relaxing movements
   iii. select tools – comb
   iv. section hair
   v. sub-section hair
   vi. comb hair in preparation for relaxing
   vii. apply end papers (soft curl)
   viii. demonstrate holding and winding of hair (soft curl)
   ix. place tools in position (soft curl)
   x. demonstrate fastening of tools (soft curl)
   i. prepare client
   ii. apply protective cream and cotton coil around hairline
   iii. apply chemical products
   iv. process hair according to manufacturers guidelines for:
       - neutral solution
       - acid solution
       - alkaline solution
   v. determine processing time

7. Neutralize hair.
   i. prepare client
   ii. select neutralizer and applicator
   iii. rinse hair
   iv. towel-blot hair
   v. apply neutralizer according to manufacturers directions
   vi. time neutralizer
   vii. complete neutralization

8. Clean work area
   i. sink
   ii. station
   iii. tools
HT1510 Colour Fundamentals

Description:

This course in hair colouring requires the use of applicators, implements and supplies. It involves client consultation and preparation, patch testing, strand testing and removal of residue. It includes information on hair analysis, types of colours, mixing, developing and semi-permanent and temporary colouring.

Duration: 90 Hours

Pre-requisites HT1210 - Styling I

Major Topics/Tasks:

Perform analysis for colouring; Select colour category; Use developers; Select colour formula; Mix colour formula; Perform patch test; Perform strand test.

Purpose / Aims:

1. To develop the skills and knowledge required for colouring hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Perform analysis for colouring.
   i. describe types of colour
   ii. explain chemical action of permanent, semi-permanent, demi/midway and temporary colour solutions on hair
   iii. perform analytical tests
   iv. use colour chart
   v. determine clients’ desires
vi. recommend service to client

2. Select colour category.
   i. use colour wheel
   ii. utilize colour charts
   iii. consult with client
   iv. select colour product

3. Use developers.
   i. explain action of developer on hair product
   ii. adjust volume
   iii. select developer

4. Select colour formula.
   i. explain analysis procedures for colour applications
   ii. select product from determined category of temporary semi-permanent perm
   iii. determine colour formula
   iv. select colour formula

5. Mix colour formula.
   i. select application method
   ii. measure products
   iii. mix formula

6. Perform patch test.
   i. explain procedures for performance of patch tests
   ii. prepare client
   iii. identify purpose of patch test
   iv. select materials and product
   v. demonstrate method of application
   vi. identify results

   i. explain procedures for performance of strand test
   ii. identify the need for a strand test
   iii. select area/areas for strand test
   iv. select formula
   v. mix formula
vi. apply formula to selected area/areas
vii. identify results

8. Remove colour residue following manufacturer’s directions.
i. select removal agent
ii. apply removal agent
iii. complete removal process
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HT1511 Hair Colouring

Description:
This course in hair colouring requires the use of applicators, implements and supplies. It involves client consultation and preparation, application of colour solutions and removal of residue. It includes information on hair analysis, types of colours, mixing, developing and permanent colouring.

Duration: 60 Hours

Pre-Requisites: HT150 - Colour Fundamentals

Major Topics/Tasks:
Apply temporary colour; Apply semi-permanent colour; Apply demi/midway colour; Apply permanent colour; Remove colour residue following manufacturers directions.

Purpose / Aims:
1. To develop the skills and knowledge required for colouring hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:
1. Apply temporary colour.
   i. explains types and actions of temporary colours
   ii. prepare client
   iii. apply colour
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2. Apply semi-permanent colour.
   i. explains types and actions of semi-permanent colour
   ii. prepare client
   iii. determine starting point
   iv. apply colour according to manufacturer's directions utilizing the following techniques
      ▪ full head application
      ▪ henna

3. Apply demi/midway colour.
   i. explains types and actions of demi/midway colours
   ii. prepare client
   iii. perform analysis
   iv. apply colour as per manufactures

4. Apply permanent colour.
   i. explains types and actions of permanent colours
   ii. prepare client
   iii. determine starting point
   iv. apply colour according to manufacturer's direction utilizing the following techniques
      ▪ brush
      ▪ applicator
      ▪ cap
      ▪ foil or plastic film
      ▪ other special effects

5. Remove colour according to manufactures directions.

6. Remove colour residue following manufacturer’s directions.
   i. select removal agent
   ii. apply removal agent
   iii. complete removal process
HT2500   Lightening and Toning

Description:
This course in hair colouring requires the use of applicators, implements and supplies. It involves client consultation and preparation, patch testing, strand testing, applying bleaching solutions and removal of residue. It includes information on hair analysis and effects of bleaching and toning.

Duration: 90 Hours

Pre-Requisites: HT1511 - Hair Colouring

Major Topics/Tasks:
Analyze hair; Perform patch test; Perform strand test; Prepare bleach and toner; Apply bleach and toner; Apply high lift colour; Remove colour/bleach residue.

Purpose / Aims:
1. To develop the skills and knowledge required for bleaching and toning hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:
1. Analyze hair.
2. Perform patch test.
   i. explain patch test procedures appropriate for lightening and toning
   ii. prepare client
   iii. identify purpose of patch test
   iv. select materials and product
   v. demonstrate method of application
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vi. identify results

   i. explain strand test procedures appropriate for lightening and toning
   ii. identify the need for a strand test
   iii. select area/areas for strand test
   iv. select formula
   v. mix formula
   vi. apply formula to selected area/areas
   vii. identify results

4. Prepare bleach and toner.
   i. describe the effect of lightening agent on hair
   ii. describe the effect of toner on hair
   iii. identify lightener
   iv. select lightener
   v. prepare formula
   vi. select toner
   vii. prepare formula

5. Apply bleach and toner.
   i. prepare client
   ii. determine starting point
   iii. apply bleach according to manufacturer’s directions utilizing the following techniques
      ▪ shaft application
      ▪ retouch
      ▪ foil or plastic wrap
      ▪ painting
      ▪ cap
      ▪ other special effects
   iv. apply toner, if necessary, with consideration given to
      ▪ level of lightness
      ▪ porosity
      ▪ desired outcome
6. Apply high lift colour.
   i. describe the effects of high lift colour
   ii. select high lift colour
   iii. prepare formula
   iv. apply according to manufacturers directions

7. Remove product according to manufacturer’s specifications.
   i. select removal agent
   ii. apply removal agent
   iii. complete removal process
HT1620    Introduction to Aesthetics

Description:

This course in aesthetics requires the use of applicators, implements and supplies. It involves client consultation and preparation for the aesthetic service and performing the required procedures. It includes information on types of aesthetics products and their uses.

Duration:    60 Hours

Pre-Requisites:    HT1120 - Salon Fundamentals

Major Topics/Tasks:

Shaping eyebrows and waxing facial hair; Apply make-up; Perform manicures; Pierce ears.

Purpose / Aims:

1. To develop the skills and knowledge required for performing aesthetic procedures.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

Evaluation:    Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Shape eyebrows and wax facial hair.
   i. describe the methodology for shaping eyebrows and waxing facial hair
   ii. consult client
   iii. identify growth pattern
   iv. prepare materials
   v. prepare client
vi. follow the methodology for shaping eyebrows and waxing facial hair

2. Apply make-up.
   i. cleanse and moisturize skin
   ii. analyse skin tone and facial shape to determine products required
   iii. describe methods of applying make-up

3. Perform manicures.
   i. describe types of manicuring implements and equipment
   ii. select manicuring implements and equipment
   iii. hold and manipulate manicuring implements and equipment
   iv. prepare for a manicure
   v. perform a manicure
OJ1500    Workplace Exposure

Learning Outcomes:

- Demonstrate knowledge of theory and practical applications of trade skills, safe work practices, appropriate workplace behaviour and time management through exposure to the trade in an authentic work environment.

NOTE: The pre-apprentice must be supervised at the workplace. Supervision staff must be appropriately qualified to undertake that role – preferably a certified Journeyperson for the trade.

Duration: 90 Hours

Pre-Requisite(s): None
AP1101 Introduction to Apprenticeship

Learning Outcomes:

– Demonstrate knowledge of how to become a registered apprentice.
– Demonstrate knowledge of the steps to complete an apprenticeship program.
– Demonstrate knowledge of various stakeholders in the apprenticeship process.
– Demonstrate knowledge of the Red Seal Program.

Duration: 15 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Define the following terms:
   i. apprenticeship
   ii. apprentice vs. registered apprentice
   iii. Journeyperson vs. Certified Journeyperson
   iv. Certificate of Apprenticeship
   v. Certificate of Qualification
   vi. Recognition of Prior Learning
   vii. dual certification

2. Explain the apprenticeship system in Newfoundland and Labrador and the roles and responsibilities of those involved.
   i. registered apprentice
   ii. training institution
   iii. employer
   iv. Journeyperson
   v. Department of Advanced Education and Skills
      • Industrial Training Section
      • Standards and Curriculum Section
   vi. Provincial Trade Advisory Committees
   vii. Provincial Apprenticeship and Certification Board

3. Identify the Conditions Governing Apprenticeship.
4. Describe the training and educational requirements.
   i. pre-employment (entry level) training
   ii. block release
   iii. on-the-job

5. Explain the steps in the registered apprenticeship process.
   i. criteria for eligibility
      ▪ entrance requirements as per Conditions of Apprenticeship
      ▪ employment
   ii. registration process
      ▪ application requirements
   iii. Memorandum of Understanding
      ▪ probation period
      ▪ cancellation
   iv. Record of Occupational Progress (Logbook)
      ▪ signing off skills
      ▪ recording hours
      ▪ updating PDO on progress
   v. class calls
      ▪ schedule
      ▪ EI Eligibility
      ▪ Direct Entry
      ▪ advanced level
   vi. Block Exams
   vii. progression
      ▪ schedule
      ▪ wage rates
   viii. cancellation of apprenticeship
   ix. Practical Examinations
   x. Provincial and Interprovincial examinations
   xi. certification
      ▪ Certification of Apprenticeship
      ▪ Certification of Qualification
      ▪ Provincial certification
      ▪ Interprovincial Red Seal endorsement
6. Explain the Interprovincial Standards Red Seal Program.
   i. designated Red Seal trade
   ii. the National Occupational Analysis (NOA)
   iii. Interprovincial (IP) Red Seal Endorsement Examination
   iv. relationship of NOA to IP Examination
   v. qualification recognition and mobility

7. Identify the current financial incentives available to apprentices.

8. Explain the NL apprenticeship and trades certification division’s out-of-province apprenticeship policy.

**Practical Requirements:**

1. Use the Provincial Apprenticeship and Trades Certification web site at [www.gov.nl.ca/app](http://www.gov.nl.ca/app) to:
   i. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
   ii. locate, download, and complete the Out of Province registration forms
      • Application for Apprenticeship (out of province)
      • Letter of Understanding (LOU)
      • Acceptance of Conditions Letter
   iii. locate, download, and complete the Work Experience Credits form
   iv. identify the locations of all Industrial Training offices
   v. locate and review the following learning resources relevant to the trade:
      • Study Guide
      • Exam Preparation Guide
      • Plan of Training

2. Use a logbook for this trade to:
   i. identify the hours for the trade (in-school and on-the-job)
   ii. identify the number of blocks
   iii. identify the courses in each block
   iv. identify the workplace skills to be completed and verified
   i. identify the following components of the NOA:
      - Trends
      - Scope
      - Key Competencies
      - Blocks
      - Tasks
      - Subtasks
      - Pie Charts
      - Table of Specifications
AM1100 Math Essentials

Note: It is recommended that AM1100 be delivered in the first semester of the Entry Level training program.

Learning Outcomes:

- Demonstrate knowledge of the numeracy skills required to begin the 2\textsuperscript{nd} level math course.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Demonstrate knowledge of mathematical principles in trade problem solving situations.
- Demonstrate the ability to solve simple mathematical word problems.

Duration: 30 Hours

Pre-Requisite(s): None

Objectives and Content:

Wherever possible, the instructor should use trade specific examples to reinforce the course objectives

1. Use multiplication tables from memory.

2. Perform whole number operations.
   i. read, write, count, round off, add, subtract, multiply and divide whole numbers

3. Apply the order of operations in math problems.

4. Perform fraction and mixed number operations.
   i. read, write, add, subtract, multiply and divide fractions
Plan of Training - Hairstylist

5. Perform decimal operations.
   i. read, write, round off, add, subtract, multiply and divide decimals

6. Perform percent/decimal/fraction conversion and comparison.
   i. convert between fractions, decimals and percents

7. Perform percentage operations.
   i. read and write percentages
   ii. calculate base, rates and percentages

8. Perform ratio and proportion operations.
   i. use a ratio comparing two quantities with the same units
   ii. use a proportion comparing two ratios

9. Use the imperial measurement system in math problems.
   i. identify units of measurement for:
      ▪ length
      ▪ mass
      ▪ area
      ▪ volume
      ▪ capacity

10. Use the metric measurement system in math problems.
    i. identify units of measurement for:
       ▪ length
       ▪ mass
       ▪ area
       ▪ volume
       ▪ capacity

Practical Requirements:

1. To emphasize or further develop specific knowledge objectives, students will be asked to complete practical demonstrations which confirm proper application of mathematical theory to job skills.
CM2160 Communication Essentials

Learning Outcomes:

- Demonstrate knowledge of the importance of well-developed writing skills in the workplace and in career development.
- Demonstrate knowledge of the purpose of various types of workplace correspondence.
- Demonstrate knowledge of the principles of effective workplace writing.
- Demonstrate knowledge of standard formats for letters and memos.
- Demonstrate knowledge of principles related to writing effective letters and memos.
- Demonstrate the ability to prepare and deliver an oral presentation.
- Demonstrate knowledge of the importance of effective interpersonal skills in the workplace.

Duration: 45 Hours

Pre-Requisite(s): None

Objectives and Content:

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Identify the principles for writing clear, concise, complete sentences and paragraphs which adhere to the conventions of grammar, punctuation, and mechanics.

2. Identify the principles of effective workplace writing.
   i. describe the value of well-developed writing skills to career success
   ii. discuss the importance of tone, and language or word choice in workplace communication, regardless of the circumstances
   iii. demonstrate an awareness of cultural differences when preparing workplace correspondence
   iv. describe the writing process as it applies to workplace communication planning
Plan of Training - Hairstylist

- writing
- editing/revising

v. identify the parts of a business letter and memo, and when each should be used in the workplace

vi. identify the standard formats for business letters and memos

vii. identify guidelines for writing sample letters and memos which convey:
- acknowledgment
- routine request
- routine response
- complaint
- refusal
- persuasive request
- letters of appeal

3. Identify types of informal workplace documents.
   i. identify types & purposes of reports
   - incident
   - process
   - progress
   ii. identify common trade specific forms
   iii. describe primary and secondary methods used to gather information
   iv. discuss the importance of accuracy and completeness in reports and forms

4. Identify the elements of presentations used in the workplace.
   i. identify presentation types
   - impromptu
   - informative
   - demonstration
   - persuasive
   ii. identify the components of an effective presentation
   - eye contact
   - body language
   - vocal qualities
   - audience analysis
   - multimedia tools
   - keeping on topic
5. Demonstrate an understanding of interpersonal communications in the workplace.
   i. identify listening techniques
   ii. demonstrate an understanding of group dynamics
   iii. describe the importance of contributing information and expertise in the workplace
   iv. describe the importance of respectful and open communication in the workplace
   v. identify methods to accept and provide feedback in a constructive and considerate manner
   vi. explain the role of conflict in a group to reach solutions

6. Identify acceptable workplace uses of communication technologies.
   i. cell / Smart Phone etiquette
   ii. voice mail
   iii. e-mail
   iv. teleconferencing / videoconferencing for meetings and interviews
   v. social networking
   vi. other emerging technologies

**Practical Requirements:**

1. Write well-developed, coherent, unified paragraphs.

2. Write sample letters and memos.

3. Write one short informal report.

4. Complete a selection of at least 3 trade-related forms.

5. Deliver an effective oral presentation.
SD1760  Workplace Essentials

Note:  It is recommended that SD1760 be delivered in the second half of the Entry Level training program.

Learning Outcomes:

- Demonstrate knowledge of workplace essentials in the areas of meetings, unions, workers compensation, workers’ rights, and human rights.
- Demonstrate knowledge of good customer service practices.
- Demonstrate knowledge of effective job search techniques.

Duration:  45 Hours

Pre-Requisite(s):  None

Objectives and Content:

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Identify common practices related to workplace meetings.
   i. identify and discuss meeting format and preparation required for a meeting
   ii. explain the purpose of an agenda
   iii. explain the expected roles, responsibilities, and etiquette of meeting participants

2. Define unions and identify their role in the workplace.
   i. identify the purpose of unions
   ii. identify a common union structure
   iii. identify the function of unions in this trade
3. Demonstrate an understanding of the Worker’s Compensation process.
   i. describe the aims, objectives, regulations and benefits of the Workplace Health, Safety and Compensation Commission
   ii. explain the role of the Workers Advisor
   iii. explain the internal review process

4. Demonstrate an understanding of workers’ rights.
   i. define labour standards
   ii. identify regulations, including:
       ▪ hours of work & overtime
       ▪ termination of employment
       ▪ minimum wages & allowable deductions
       ▪ statutory holidays, vacation time, and vacation pay

5. Demonstrate an understanding of Human Rights issues.
   i. examine the Human Rights Code and explain the role of the Human Rights Commission
   ii. define harassment in various forms and identify strategies for prevention
       ▪ direct
       ▪ systemic
       ▪ adverse effect
   iii. identify gender and stereotyping issues in the workplace
   iv. define basic concepts and terms related to workplace diversity including age, race, culture, religion, socio-economic status, and sexual orientation

6. Demonstrate an understanding of quality customer service.
   i. explain why quality service is important
   ii. identify barriers to quality customer service
   iii. identify customer needs & common methods for meeting them
   iv. identify and discuss the characteristics & importance of a positive attitude
   v. identify the importance of demonstrating good communication skills including body language, listening, questioning, and when using electronic communication devices
   vi. identify techniques for interacting with challenging customers to address complaints and resolve conflict
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7. Demonstrate an understanding of effective job search techniques.
   i. identify and explain employment trends, opportunities, and sources of employment
   ii. identify and discuss essential skills for the trades as outlined by Human Resources and Skills Development Canada
   iii. review job ads and identify the importance of fitting qualifications to job requirements
   iv. identify the characteristics of effective resumes, the types of resumes, and principles of resume formatting
   v. identify the characteristics of an effective cover letter
   vi. identify the components of a portfolio, and discuss the value of establishing and maintaining a personal portfolio
   vii. identify the common characteristics of the job interview process:
       ▪ pre-interview preparation
       ▪ interview conduct
       ▪ post-interview follow up

Practical Requirements:

1. Create a resume.

2. Create a cover letter.

3. Participate in a mock job interview.
MC1060  Computer Essentials

Learning Outcomes:

- Demonstrate knowledge of computer systems and their operation.
- Demonstrate knowledge of popular software packages and their applications.
- Demonstrate knowledge of security issues related to computers.

Duration: 15 Hours

Pre-Requisite(s): None

Objectives and Content:

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify the major external components of a microcomputer system.
   i. input devices
   ii. output devices
   iii. central control unit

2. Use operating system software.
   i. start and quit a program
   ii. use the help function
   iii. use the find function
   iv. maximize and minimize a window
   v. use the task bar
   vi. adjust desktop settings such as screen savers, screen resolution, and backgrounds
   vii. shut down a computer
3. Perform file management commands.
   i. create folders
      ▪ copy files and folders
      ▪ move files and folders
      ▪ rename files and folders
      ▪ delete files and folders

4. Use word processing software to create documents.
   i. enter text
   ii. indent and tab text
   iii. change text attributes (bold, underline, font, etc.)
   iv. change layout format (margins, alignment, line spacing)
   v. spell check and proofread
   vi. edit text
   vii. save document
   viii. print document
   ix. close document
   x. retrieve documents

5. Use spreadsheet software to create spreadsheets.
   i. enter data in cells
   ii. create formulas to add, subtract, multiply and divide
   iii. save spreadsheet
   iv. print spreadsheet
   v. close spreadsheet
   vi. retrieve spreadsheet

6. Access the Internet.
   i. access websites using the world wide web(www)
   ii. identify examples of web browsers
   iii. use search engines with common searching techniques
   iv. describe security issues
7. Use electronic mail.
   i. describe e-mail etiquette
      ▪ grammar and punctuation
      ▪ privacy and legal issues when sharing and forwarding e-mail
      ▪ work appropriate content
      ▪ awareness of employer policies
   ii. manage e-mail using the inbox, sent, and deleted folders
   iii. send an e-mail message with attachment(s)
   iv. print e-mail

Practical Requirements:

None.
Block II

HT2320    Advanced Cutting – Female/Male

Description:

This course in advanced cutting requires the use of a variety of tools necessary for current hair styles. The course is specifically aimed at those who have achieved proficiency in the rudimentary aspects of hair cutting with emphasis on the creation of individualistic hair styles. It includes information on communication skills necessary for client consultations, hair analysis, hair cut adjustment and finishing techniques necessary to enhance the design lines of the hair shaping.

Duration:    90 Hours

Pre-Requisites:    Block I

Major Topics/Tasks:

Consult with client; Analyze hair; Create style; Check cut for balance and adjust if necessary; Perform finishing techniques; Advise on home care maintenance

Purpose / Aims:

1. To further develop the professional skills and knowledge required for advanced hair cutting.

Evaluation:    Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Consult with client.

2. Analyze hair.
   i. explain hair analysis using current hair cutting techniques
   ii. check direction of hair growth
Plan of Training - Hairstylist

iii. determine condition of hair
iv. determine hair type

3. Create style.
   i. describe how to create hair styles and use of appropriate tools with consideration to hair length.
   ii. explain hair cutting and thinning using different tools
   iii. utilize appropriate tools for established style
       • freehand
       • asymmetric
       • no-tension
       • point cutting
       • feather razor cutting
   iv. perform directional techniques for hair cutting
       • sectioning
         • horizontal
         • vertical
         • diagonal

4. Check cut for balance and adjust if necessary.
   i. define hair balancing and adjustment techniques

5. Perform finishing techniques.
   i. perform appropriate finishing techniques
   ii. use applicable finishing products and tools

6. Advise on home care maintenance.
   i. advise on hair maintenance products
   ii. suggest reschedule time

7. Describe ethnic hairstyling techniques and procedures.
   i. cutting
   ii. tools
   iii. products
HT2410 Advanced Perming

Description:

This course in advanced perming techniques requires the use of a variety of implements, materials and manufacturer products necessary for waving and straightening of hair. The course is specifically aimed at those who have achieved proficiency in the rudimentary techniques of all aspects of hair perming. It involves client consultation, hair analysis to determine desired effects, use of appropriate tools and equipment, wrapping and winding hair, application of processing solution, rinsing and neutralizing, performing finishing techniques and advising client on home maintenance.

Duration: 60 Hours

Pre-Requisites Block I

Major Topics/Tasks:

Consult with client; Analyze hair for desired effects; Wrap hair on rods; Apply perm solution; Process hair; Perform blotting process; Neutralize hair; Explain finishing techniques; Advise on home care maintenance.

Purpose / Aims:

1. To further develop the professional skills and knowledge required for advanced perming techniques.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Consult with client.
   i. explain techniques for client consultations with considerations of medical history
   ii. and appraising client expectations.
iii. determine client expectations and provide suggestions during consultation
iv. inquire of clients past history and counsel accordingly
   ▪ medication procedure or health of the client
   ▪ allergies chemicals may cause a reaction
   ▪ hair products recently being used which may effect perming results

2. Analyze hair for desired effects.
   i. define hair types
   ii. explain analysis of the hair.
   iii. describe how the selection of products, tools and equipment for different perming methods is determined.
   iv. evaluate hair type
      ▪ density
      ▪ porosity
      ▪ elasticity
      ▪ texture (normal, fine, resistant)
      ▪ length
      ▪ coloured
      ▪ damaged/over processed
      ▪ bleached/highlighted

3. Wrap hair on rods.
   i. define methods of wrapping and winding hair.
   ii. select method of wrap
      ▪ directional
      ▪ root
      ▪ spiral
      ▪ weave
      ▪ roller
      ▪ no rod
      ▪ zone
      ▪ stack
   iii. select size and type of rod
   iv. apply appropriate end wrap
      ▪ porous paper
      ▪ block method
   v. wrap with/without tension according to manufacturers direction
4. Apply perm solution.
   i. characterize the application of processing solution, rinsing and neutralizing.
   ii. determine type of solution to be used based on previous hair analysis
   iii. select solution
       ▪ alkaline
       ▪ acid
       ▪ exothermic

5. Process hair.
   i. apply lotion
   ii. time rinse as per manufacturers direction for required time
   iii. rinse
   iv. blot rinse

6. Perform blotting process.
   i. remove moisture
   ii. perform moisture checks

7. Neutralize hair.
   i. apply neutralizer according to manufacturers directions
      ▪ regular method
      ▪ off neutralizer
   ii. air oxidation
   iii. blotting

8. Explain finishing techniques.

   i. advise on hair maintenance products
   ii. suggest reschedule time
HT2510 Advanced Colouring

Description:

This course in advanced colouring requires the use of a variety of implement and supplies required for the application of hair colouring. The course is specifically aimed at those who have achieved proficiency in the rudimentary techniques of all aspects of hair colouring. It includes information on communication skills necessary for client consultations, hair analysis, colour options, corrective colouring, mixing and the application of colours and advising on home care maintenance.

Pre-Requisites: Block I

Duration: 60 Hours

Major Topics/Tasks:

Consult with client; Analyze Hair; Establish colour option (product); Perform corrective colouring requirements; Mix and apply selected colour following manufacturers direction; Advise on home care maintenance.

Purpose / Aims:

1. To further develop the professional skills and knowledge required for advanced hair colouring.

Evaluation: Theory and Practical Applications Require a Pass Mark of 70%.

Course Outline / Learning Objectives:

1. Consult with client.
   i. describe how to assess hair and scalp condition, results of patch test and advising client of results.
   ii. perform patch test (if required)
   iii. determine through consultation if the client has any allergies that may cause health problems respecting chemicals that will be used in the process
iv. confirm the type and colour to be used

2. Analyze hair.
   i. Explain how to use analysis results for selecting appropriate products, tools and equipment.
   ii. determine the hair type
       - considerations
         • porosity
         • density
         • condition
         • percent of grey
         • colour level
         • previous chemical services

3. Establish colour option (product).
   i. explain colour how to select, shading, blending and the mixing of colours for desired results.
   ii. characterize the application of colour to hair.
   iii. explain various hair colouring types and application specifics (temporary, semi-permanent, demi/midway permanent colours, lighteners and tones).
   iv. define various streaking methods.
   v. advise client on the advantages/disadvantages of the use of different products used in colouring process.
   vi. determine colour type
       - low lighting
       - highlighting
       - reverse highlights
       - demi/midway
       - permanent
   vii. use colour wheel
   viii. conclude colour formula or bleach and toner
   ix. conclude the volume of developer
   x. assess required development time
   xi. follow manufacturer’s direction for product used
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4. Perform corrective colouring requirements.
   i. explain specifics for the removal of artificial hair colours.
   ii. select and apply colour remover
   iii. select and apply colour/conditioner fillers
   iv. select colour

5. Mix and apply selected colour following manufacturers direction.
   i. apply colouring using different methods
      ▪ brush or bowl
      ▪ bottle (applicator)
      ▪ highlight cap
      ▪ foil wrap
      ▪ special (as per manufacturer)
      ▪ weaving
      ▪ tipping

6. Advise on home care maintenance.
   i. advise on hair maintenance products
   ii. suggest reschedule time
D. Conditions Governing Apprenticeship Training

1.0 General

The following general conditions apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board (PACB) in accordance with the Apprenticeship Training and Certification Act (1999). If an occupation requires additional conditions, these will be noted in the specific Plan of Training for the occupation. In no case should there be a conflict between these conditions and the additional requirements specified in a certain Plan of Training. All references to Memorandum of Understanding will also apply to Letter of Understanding (LOU) agreements.

2.0 Entrance Requirements

2.1 Entry into the occupation as an apprentice requires:

Indenturing into the occupation by an employer who agrees to provide the appropriate training and work experiences as outlined in the Plan of Training.

2.2 Notwithstanding the above, each candidate must have successfully completed a high school program or equivalent, and in addition may be required to have completed certain academic subjects as specified in a particular Plan of Training. Mature students, at the discretion of the Director of Apprenticeship and Trades Certification, may be registered. A mature student is defined as one who has reached the age of 19 and who can demonstrate the ability and the interest to complete the requirements for certification.

2.3 At the discretion of the Director of Apprenticeship and Trades Certification, credit toward the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment.

2.4 An Application for Apprenticeship form must be duly completed along with a Memorandum of Understanding as applicable to be indentured into an Apprenticeship. The Memorandum of Understanding must contain signatures of an authorized employer representative, the apprentice and an official representing the Provincial Apprenticeship and Certification Board to be valid.
2.5 A new Memorandum of Understanding must be completed for each change in an employer during the apprenticeship term.

3.0 Probationary Period

The probationary period for each Memorandum of Understanding will be six months or 900 employment credit hours. Within that period the memorandum may be terminated by either party upon giving the other party and the PACB one week notice in writing.

4.0 Termination of a Memorandum of Understanding

After the probationary period referred to in Section 3.0, the Memorandum of Understanding may be terminated by the PACB by mutual consent of the parties involved, or cancelled by the PACB for proper and sufficient cause in the opinion of the PACB, such as that stated in Section 14.

5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria

Progression Schedule, Wage Rate and Advanced Training Criteria are stated in the specific occupational Plan of Training for each designated apprenticeship occupation.
## Progression Schedule

### Hairstylist – 4000 Hours

<table>
<thead>
<tr>
<th>APPRENTICESHIP LEVEL AND WAGES</th>
<th>Requirements for progression to next level of apprenticeship</th>
<th>When requirements are met, the apprentice will progress to…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Duration</td>
<td>Wage Rates</td>
<td>Journeyperson Certification</td>
</tr>
<tr>
<td>4000 Hours</td>
<td>The apprentice shall be paid no less than the minimum wage for hours worked and a commission agreed upon between the apprentice and the employer.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Completion of Block 1 training</td>
<td></td>
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<tr>
<td></td>
<td>- Completion of Block 2 training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Minimum 4000 hours of combined relevant work experience and training</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sign-off of all workplace skills in apprentice logbook</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pass Practical Examination</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Pass certification exam</td>
<td></td>
</tr>
</tbody>
</table>

### Wage Rates
- Rates are percentages of the prevailing journeyperson’s wage rate in the place of employment of the apprentice.
- Rates must not be less than the wage rate established by the Labour Standards Act (1990), as now in force or as hereafter amended, or by other order, as amended from time to time replacing the first mentioned order.
- Rates must not be less than the wage rate established by any collective agreement which may be in force at the apprentice’s workplace.
- Employers are free to pay wage rates above the minimums specified.

### Block Exams
- This program may not currently contain Block Exams, in which case this requirement will be waived until such time as Block Exams are available.
Plan of Training - Hairstylist

<table>
<thead>
<tr>
<th>Call Level</th>
<th>Requirements for Class Call</th>
<th>Hours awarded for In-School Training</th>
</tr>
</thead>
</table>
| Direct Entry Apprentice: PLA & / or Block 1 | ▪ Minimum of 1000 hours of relevant work experience  
▪ Prior Learning Assessment (PLA) at designated college (if applicable) | To be determined by the number of courses completed after each class call |
| Block 2                           | ▪ Minimum of 3790 hours of relevant work experience and training                            | 210                                 |

Direct Entry Apprentice
▪ Must complete Block 1 courses through PLA and / or in-school training.
▪ Block 1 training is to be completed via class calls; up to 16 weeks of training per calendar year.
▪ Must attend in-school training until Block 1 is complete before attending Blocks 2 or higher

Class Calls at Minimum Hours
▪ Class calls may not always occur at the minimum hours indicated. Some variation is permitted to allow for the availability of training resources and apprentices.
6.0 Tools

Apprentices shall be required to obtain their own hand tools applicable for the designated occupation of registration or tools as specified by the PACB.

7.0 Periodic Examinations and Evaluation

7.1 Every apprentice shall submit to such occupational tests and examinations as the PACB shall direct. If after such occupational tests and examinations the apprentice is found to be making unsatisfactory progress, his/her apprenticeship level and rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the Director of Apprenticeship and Trades Certification and his/her date of completion shall be deferred accordingly. Persistent failure to pass required tests shall be a cause for revocation of his/her Memorandum of Understanding.

7.2 Upon receipt of reports of accelerated progress of the apprentice, the PACB may shorten the term of apprenticeship and advance the date of completion accordingly.

7.3 For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

7.4 Course credits may be granted through the use of a PACB approved matrix which identifies course equivalencies between designated trades and between current and historical Plans of Training for the same trade.

8.0 Granting of Certificates of Apprenticeship

Upon the successful completion of apprenticeship, the PACB shall issue a Certificate of Apprenticeship.

9.0 Hours of Work

Any hours employed in the performance of duties related to the designated occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided.
10.0 Copies of the Registration for Apprenticeship

The Director of Apprenticeship and Trades Certification shall provide copies of the Registration for Apprenticeship form to all signatories to the document.

11.0 Ratio of Apprentices to Journeypersons

Under normal practice, the ratio of apprentices to journeypersons shall not exceed two apprentices to every one journeyperson employed. Other ratio arrangements would be determined and approved by the PACB.

12.0 Relationship to a Collective Bargaining Agreement

Where applicable in Section 5 of these conditions, Collective Agreements take precedence.

13.0 Amendments to a Plan of Apprenticeship Training

A Plan of Training may be amended at any time by the PACB.

14.0 Employment, Re-Employment and Training Requirements

14.1 The Plan of Training requires apprentices to regularly attend their place of employment.

14.2 The Plan of Training requires apprentices to attend training for that occupation as prescribed by the PACB.

14.3 Failure to comply with Sections 14.1 and/or 14.2 will result in cancellation of the Memorandum of Understanding. Apprentices may have their MOUs reinstated by the PACB but would be subject to a commitment to complete the entire program as outlined in the General Conditions of Apprenticeship. Permanent cancellation in the said occupation is the result of non-compliance.

14.4 Cancellation of the Memorandum of Understanding to challenge journeyperson examinations, if unsuccessful, would require an apprentice to serve a time penalty of two (2) years before reinstatement as an apprentice or qualifying to receive a class call to training as a registered Trade Qualifier. Cancellation must be mutually agreed upon by the employer and the apprentice.
14.5 An employer shall ensure that each apprentice is under the direct supervision of an approved journeyperson supervisor who is located at the same worksite as the apprentice, and that the apprentice is able to communicate with the journeyperson with respect to the task, activity or function that is being supervised.

14.6 Under the Plan of Training the employer is required to keep each apprentice employed as long as work is available, and if the apprentice is laid off due to lack of work, to give first opportunity to be hired before another is hired.

14.7 The employer will permit each apprentice to attend training programs as prescribed by the PACB.

14.8 Apprentices who cannot acquire all the workplace skills at their place of employment will have to be evaluated in a simulated work environment at a PACB authorized training institution and have sign-off done by instructors to meet the requirements for certification.

15.0 Appeals to Decisions Based on Conditions Governing Apprenticeship Training

Persons wishing to appeal any decisions based on the above conditions must do so in writing to the Minister of Advanced Education and Skills within 30 days of the decision.
E. Requirements for Red Seal Endorsement

1. Evidence the required work experiences outlined in this Plan of Training have been obtained. This evidence must be in a format clearly outlining the experiences and must be signed by an appropriate person or persons attesting that these experiences have been obtained to the level required.

2. Successful completion of all required courses in the program.

3. A combination of training from an approved training program and suitable work experience totaling 4000 Hours.

   Or

   A total of 6000 Hours of suitable work experience.

4. Completion of a National Red Seal examination, to be set at a place and time determined by the Apprenticeship and Trades Certification Division.
F. Roles and Responsibilities of Stakeholders in the Apprenticeship Process

The apprenticeship process involves a number of stakeholders playing significant roles in the training of apprentices. This section outlines these roles and the responsibilities resulting from them.

The Apprentice:

- completes all required technical training courses as approved by the PACB.
- finds appropriate employment.
- completes all required work experiences in combination with the required hours.
- ensures work experiences are well documented.
- approaches apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified journeyperson.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.
The Employer:

- provides high quality work experiences in an environment conducive to learning.
- remunerates apprentices as set out in the Plan of Training or Collective Agreements.
- provides feedback to training institutions, Apprenticeship and Trades Certification Division and apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, releases apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- ensures work experiences of the apprentice are documented.
- ensures a certified journeyperson is currently on staff in the same trade area as the apprentice and whose certification is recognized by the NL Department of Advanced Education and Skills.

The Training Institution:

- provides a high quality learning environment.
- provides the necessary student support services that will enhance an apprentice's ability to be successful.
- participates with other stakeholders in the continual updating of programs.
Plan of Training - Hairstylist

The Apprenticeship and Trades Certification Division:

- establishes and maintains program advisory committees under the direction of the PACB.
- promotes apprenticeship training as a viable career option to prospective apprentices and other appropriate persons involved, such as career guidance counsellors, teachers, parents, etc.
- establishes and maintains a protocol with training institutions, employers and other appropriate stakeholders to ensure the quality of apprenticeship training programs.
- ensures all apprentices are appropriately registered and records are maintained as required.
- schedules all necessary technical training periods for apprentices to complete requirements for certification.
- administers block, provincial and interprovincial examinations.

The Provincial Apprenticeship and Certification Board:

- sets policies to ensure the provisions of the Apprenticeship and Certification Act (1999) are implemented.
- ensures advisory and examination committees are established and maintained.
- accredits institutions to deliver apprenticeship training programs.
- designates occupations for apprenticeship training and/or certification.