

Apprenticeship and Industry Training

Hairstylist

Apprenticeship Course Outline

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Apprenticeship
and Industry
Training

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**Hairstylist
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Apprenticeship

Apprenticeship is post-secondary education with a difference. Apprenticeship begins with finding an employer. Employers hire apprentices, pay their wages and provide on-the-job training and work experience. Approximately 80 per cent of an apprentice's time is spent on the job under the supervision of a certified journeyman or qualified tradesperson. The other 20 per cent involves technical training provided at, or through, a post-secondary institution – usually a college or technical institute.

To become certified journeymen, apprentices must learn theory and skills, and they must pass examinations. Requirements for certification—including the content and delivery of technical training—are developed and updated by the Alberta Apprenticeship and Industry Training Board on the recommendation of Hairstylist Provincial Apprenticeship Committee.

The graduate of the Hairstylist apprenticeship program is a certified journeyman who will be able to perform the following tasks:

- haircutting
- chemical texturing, chemical relaxing
- hair colouring
- eyebrow and eyelash treatment
- facial services for hairstyling purposes (moustaches and beards)
- wigs and hair additions
- hair and scalp shampooing, treatments and massage
- wet to dry styling
- perform assigned tasks in accordance with quality and production standards required by industry.

Apprenticeship and Industry Training System

Industry-Driven

Alberta's apprenticeship and industry training system is an industry-driven system that ensures a highly skilled, internationally competitive workforce in more than 50 designated trades and occupations. This workforce supports the economic progress of Alberta and its competitive role in the global market. Industry (employers and employees) establishes training and certification standards and provides direction to the system through an industry committee network and the Alberta Apprenticeship and Industry Training Board. The Alberta government provides the legislative framework and administrative support for the apprenticeship and industry training system.

Alberta Apprenticeship and Industry Training Board

The Alberta Apprenticeship and Industry Training Board provides a leadership role in developing Alberta's highly skilled and trained workforce. The board's primary responsibility is to establish the standards and requirements for training and certification in programs under the Apprenticeship and Industry Training Act. The board also provides advice to the Minister of Advanced Education and Technology on the needs of Alberta's labour market for skilled and trained workers, and the designation of trades and occupations.

The thirteen-member board consists of a chair, eight members representing trades and four members representing other industries. There are equal numbers of employer and employee representatives.

Industry Committee Network

Alberta's apprenticeship and industry training system relies on a network of industry committees, including local and provincial apprenticeship committees in the designated trades, and occupational committees in the designated occupations. The network also includes other committees such as provisional committees that are established before the designation of a new trade or occupation comes into effect. All trade committees are composed of equal numbers of employer and employee representatives. The industry committee network is the foundation of Alberta's apprenticeship and industry training system.

Local Apprenticeship Committees (LAC)

Wherever there is activity in a trade, the board can set up a local apprenticeship committee. The board appoints equal numbers of employee and employer representatives for terms of up to three years. The committee appoints a member as presiding officer. Local apprenticeship committees:

- monitor apprenticeship programs and the progress of apprentices in their trade, at the local level
- make recommendations to their trade's provincial apprenticeship committee (PAC) about apprenticeship and certification in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- make recommendations to the board about the appointment of members to their trade's PAC
- help settle certain kinds of disagreements between apprentices and their employers
- carry out functions assigned by their trade's PAC or the board

Provincial Apprenticeship Committees (PAC)

The board establishes a provincial apprenticeship committee for each trade. It appoints an equal number of employer and employee representatives, and, on the PAC's recommendation, a presiding officer - each for a maximum of two terms of up to three years. Most PACs have nine members but can have as many as twenty-one. Provincial apprenticeship committees:

- Make recommendations to the board about:
 - standards and requirements for training and certification in their trade
 - courses and examinations in their trade
 - apprenticeship and certification
 - designation of trades and occupations
 - regulations and orders under the Apprenticeship and Industry Training Act
- monitor the activities of local apprenticeship committees in their trade
- determine whether training of various kinds is equivalent to training provided in an apprenticeship program in their trade
- promote apprenticeship programs and training and the pursuit of careers in their trade
- consult with other committees under the Apprenticeship and Industry Training Act about apprenticeship programs, training and certification and facilitate cooperation between different trades and occupations
- consult with organizations, associations and people who have an interest in their trade and with employers and employees in their trade
- may participate in resolving certain disagreements between employers and employees
- carry out functions assigned by the board

Hairstylist PAC Members at the Time of Publication

| | | |
|---------------------|--------------------------|-------------------|
| Mr J. Vanden Dungen |Raymond..... | Presiding Officer |
| Ms. K. Bula |Edmonton..... | Employer |
| Ms. J. Fredrickson |Grande Prairie..... | Employer |
| Mr. M. Nasrallah |Calgary..... | Employer |
| Ms. H. Nikolay |Ardrossan..... | Employer |
| Ms. B. Chartrand |St. Albert | Employer |
| Ms. A. Fohry |Lloydminster..... | Employer |
| Ms. F. Nasser |Calgary..... | Employee |
| Mr. C. Neeb |Edmonton..... | Employee |
| Ms. K. Brosda |Sherwood Park..... | Employee |
| Ms. B. Romeo |Langdon | Employee |

Alberta Government

Alberta Advanced Education and Technology works with industry, employer and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards
- provide registration and counselling services to apprentices and employers
- coordinate technical training in collaboration with training providers
- certify apprentices and others who meet industry standards

Apprenticeship Safety

Safe working procedures and conditions, incident/injury prevention, and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, employers, employees, apprentices and the public. Therefore, it is imperative that all parties are aware of circumstances that may lead to injury or harm.

Safe learning experiences and healthy environments can be created by controlling the variables and behaviours that may contribute to or cause an incident or injury. By practicing a safe and healthy attitude, everyone can enjoy the benefit of an incident and injury free environment.

Alberta Apprenticeship and Industry Training Board Safety Policy

The Alberta Apprenticeship and Industry Training Board (board) fully supports safe learning and working environments and emphasizes the importance of safety awareness and education throughout apprenticeship training- in both on-the- job training and technical training. The board also recognizes that safety awareness and education begins on the first day of on-the-job training and thereby is the initial and ongoing responsibility of the employer and the apprentice as required under workplace health and safety training. However the board encourages that safe workplace behaviour is modeled not only during on-the-job training but also during all aspects of technical training, in particular, shop or lab instruction. Therefore the board recognizes that safety awareness and training in apprenticeship technical training reinforces, but does not replace, employer safety training that is required under workplace health and safety legislation.

The board has established a policy with respect to safety awareness and training:

The board promotes and supports safe workplaces, which embody a culture of safety for all apprentices, employers and employees. Employer required safety training is the responsibility of the employer and the apprentice, as required under legislation other than the *Apprenticeship and Industry Training Act*.

The board's complete document on its 'Apprenticeship Safety Training Policy' is available at www.tradesecrets.alberta.ca; access the website and conduct a search for 'safety training policy'.

Implementation of the policy includes three common safety learning outcomes and objectives for all trade course outlines. These common learning outcomes ensure that each course outline utilizes common language consistent with workplace health and safety terminology. Under the title of 'Standard Workplace Safety', this first section of each trade course outline enables the delivery of generic safety training; technical training providers will provide trade specific examples related to the content delivery of course outline safety training.

Addendum

As immediate implementation of the board’s safety policy includes common safety learning outcomes and objectives for all course outlines, this trade’s PAC will be inserting these safety outcomes into the main body of their course outline at a later date. In the meantime the addendum below immediately places the safety outcomes and their objectives into this course outline thereby enabling technical training providers to deliver the content of these safety outcomes.

STANDARD WORKPLACE SAFETY

A. Safety Legislation, Regulations & Industry Policy in the Trades Hours

Outcome: *Apply legislation, regulations and practices ensuring safe work in this trade.*

1. Demonstrate the application of the Occupational Health and Safety Act, Regulation and Code.
2. Describe the employer’s and employee’s role with Occupational Health and Safety (OH&S) regulations, Worksite Hazardous Materials Information Systems (WHMIS), fire regulations, Workers Compensation Board regulations and related advisory bodies and agencies.
3. Describe industry practices for hazard assessment and control procedures.
4. Describe the responsibilities of worker and employers to apply emergency procedures.
5. Describe tradesperson attitudes with respect to housekeeping, personal protective equipment and emergency procedures.
6. Describe the roles and responsibilities of employers and employees with the selection and use of personal protective equipment (PPE).
7. Maintain required PPE for tasks.
8. Use required PPE for tasks.

B. Climbing, Lifting, Rigging and Hoisting Hours

Outcome: *Use industry standard practices for climbing, lifting, rigging and hoisting in this trade.*

1. Describe manual lifting procedures.
2. Describe rigging hardware and associated safety factors.
3. Select equipment for rigging loads.
4. Describe hoisting and load moving procedures.
5. Maintain personal protective equipment (PPE) for climbing, lifting and load moving equipment.
6. Use PPE for climbing, lifting and load moving equipment.

C. Hazardous Materials & Fire Protection Hours

Outcome: *Apply industry standard practices for hazardous materials and fire protection in this trade.*

1. Describe roles, responsibilities, features and practices related to the Workplace Hazardous Materials Information System (WHMIS) program.
2. Describe three key elements of WHMIS.
3. Describe handling, storing and transporting procedures for hazardous material.
4. Describe venting procedures when working with hazardous materials.
5. Describe hazards, classes, procedures and equipment related to fire protection.

D. Apprenticeship Training Program Hours

Outcome: *Manage an apprenticeship to earn journeyman certification.*

1. Describe the contractual responsibilities of the apprentice, employer and Alberta Apprenticeship and Industry Training.
2. Describe the purpose of the apprentice record book.
3. Describe the procedure for changing employers during an active apprenticeship.
4. Describe the purpose of the course outline.
5. Describe the procedure for progressing through an apprenticeship.
6. Describe advancement opportunities in this trade.

Occupational Health and Safety

A tradesperson is often exposed to more hazards than any other person in the work force and therefore should be familiar with and apply the Occupational Health and Safety Act, Regulations and Code when dealing with personal safety and the special safety rules that apply to all daily tasks.

Occupational Health and Safety (a division of Alberta Human Services conducts periodic inspections of workplaces to ensure that safety regulations for industry are being observed.

Additional information is available at www.humanservices.alberta.ca

Technical Training

Apprenticeship technical training is delivered by the technical institutes and colleges in the public post-secondary system throughout Alberta. The colleges and institutes are committed to delivering the technical training component of Alberta apprenticeship programs in a safe, efficient and effective manner. All training providers place a strong emphasis on safety that complements safe workplace practices towards the development of a culture of safety for all trades.

The technical institutes and colleges work with Alberta's Apprenticeship and Industry Training Board, industry committees and Alberta Advanced Education to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs across the Province. They develop curriculum from the course outlines established by industry and provide technical training to apprentices.

The following institutions deliver Hairstylist apprenticeship technical training:

| | |
|------------------------------------|----------|
| Delmar College of Hair Design Ltd. | Calgary |
| Eveline Charles Academy | Edmonton |

Procedures for Recommending Revisions to the Course Outline

Advanced Education and Technology has prepared this course outline in partnership with the Hairstylist Provincial Apprenticeship Committee.

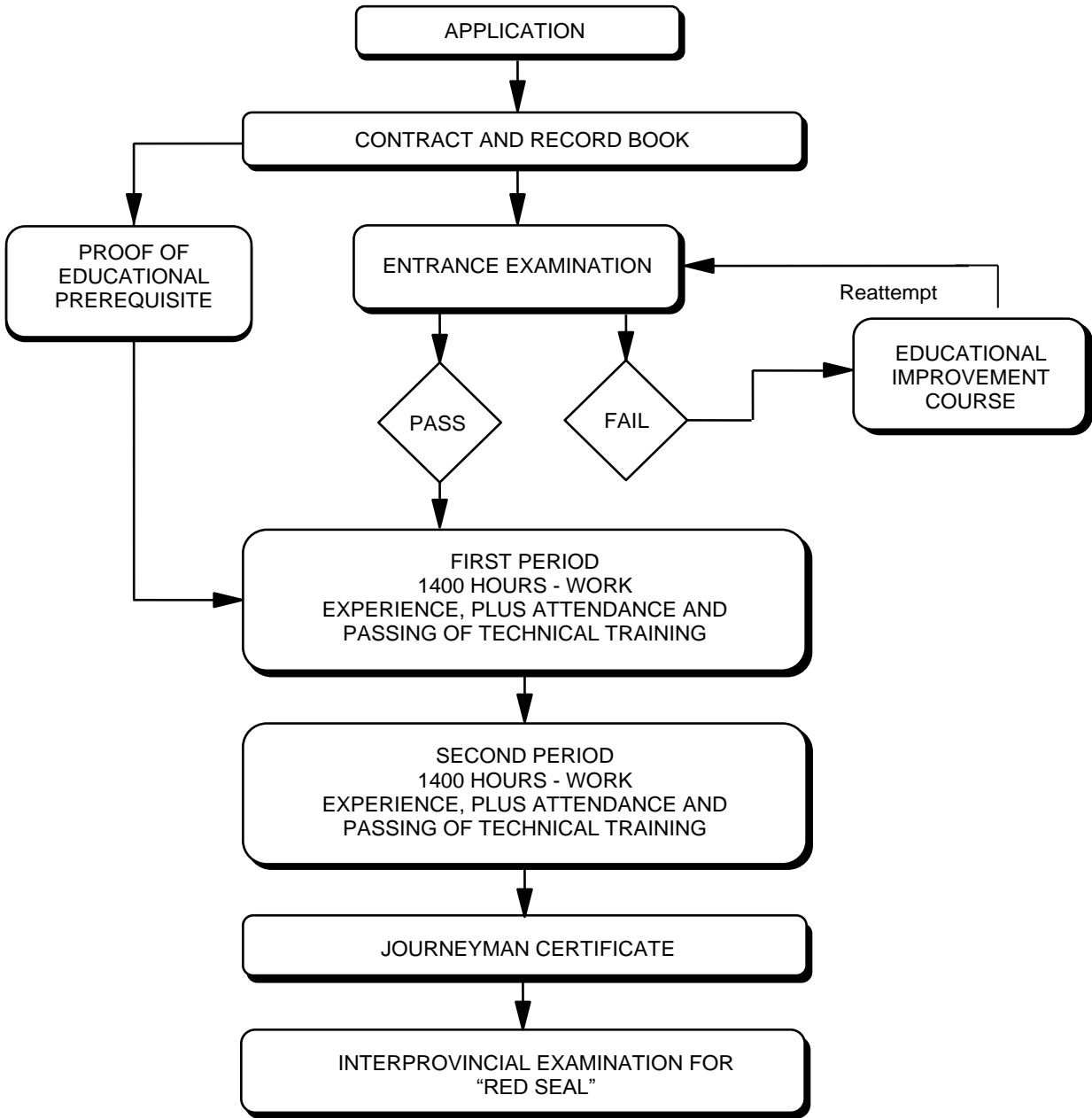
This course outline was approved on December 12, 2009 by the Alberta Apprenticeship and Industry Training Board on a recommendation from the Provincial Apprenticeship Committee. The valuable input provided by representatives of industry and the institutions that provide the technical training is acknowledged.

Any concerned individual or group in the province of Alberta may make recommendations for change by writing to:

Hairstylist Provincial Apprenticeship Committee
c/o Industry Programs and Standards
Apprenticeship and Industry Training
Advanced Education and Technology
10th floor, Commerce Place
10155 102 Street NW
Edmonton AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used. Recommendations for change will be placed on the agenda for regular meetings of the Hairstylist Provincial Apprenticeship Committee.

Apprenticeship Route toward Certification



**Hairstylist Training Profile
FIRST PERIOD
(10 Weeks 35 Hours per Week – Total of 350 Hours)**

SECTION ONE

SAFETY, PERSONAL AND PROFESSIONAL DEVELOPMENT
18 HOURS



A
General and Personal Safety
2 Hours

B
WHMIS
2 Hours

C
Hygiene and Infection Control
9 Hours

SECTION TWO

CLIENT SERVICES
35 HOURS



A
Client Consultation
7 Hours

B
Client Records
3 Hours

C
Service Consultation
7 Hours

D
Client Aftercare
5 Hours

E
Communication
13 Hours

SECTION THREE

FACILITY AND EQUIPMENT
18 HOURS



A
Salon Equipment
7 Hours

B
Hairstylist Tools and Electrical Equipment
11 Hours

SECTION FOUR

PROPERTIES OF HAIR AND SCALP
18 HOURS



A
Structure of Hair
2 Hours

B
Chemical Composition of Hair
4 Hours

C
Hair Analysis
3 Hours

D
Hair Growth
2 Hours

E
Hair Damage
3 Hours

F
Disorders of Hair and Scalp
4 Hours

SECTION FIVE

DRAPING, SHAMPOOING AND TREATMENTS
52 HOURS



A
Draping
10 Hours

B
Shampoos and Conditioners
11 Hours

C
Shampooing and Conditioning Methods
21 Hours

D
Hair Treatments
5 Hours

E
Scalp Treatments
5 Hours

SECTION SIX

HAIRCUTTING
150 HOURS



A
Types of Haircuts
42 Hours

B
Moustaches and Beards
2 Hours

C
Basic Haircuts and Cutting Procedures
106 Hours

SECTION SEVEN

HAIRSTYLING
35 HOURS



A
Designing Hairstyles
7 Hours

B
Styling Methods and Procedures
14 Hours

C
Finishing Techniques
14 Hours

SECTION EIGHT

CHEMICAL TEXTURIZING
12 HOURS



A

Permanent Waving Theory
6 Hours

B

Hair Relaxing and Curl Reforming
6 Hours

SECTION NINE

HAIR COLOURING
12 HOURS



A

Colour Theory
5 Hours

B

Basic Colour Applications and Procedures
5 Hours

C

Colour Formulations and Mixing
2 Hours

Second Period
(10 Weeks 35 Hours per Week – Total of 350 Hours)

| | | | | |
|---|---|--|--|---|
| SECTION ONE | | A | B | C |
| ANATOMY AND PHYSIOLOGY 16 HOURS | ⇒ | Skeletal System 3 Hours | Muscular System 3 Hours | Circulatory System 3 Hours |
| | | D | E | |
| | | Nervous System 3 Hours | Skin Structure and Disorders 4 Hours | |
| SECTION TWO | | A | B | |
| CHEMICAL TEXTURIZING 100 HOURS | ⇒ | Perming Techniques 64 Hours | Methods of Hair Relaxing 36 Hours | |
| SECTION THREE | | A | B | C |
| SALON BUSINESS AND PROFESSIONAL DEVELOPMENT 18 HOURS | ⇒ | Understanding Salon Staffing and Management 5 Hours | Marketing and Client Building 5 Hours | Professional Development 8 Hours |
| SECTION FOUR | | A | B | C |
| HAIR COLOURING AND PRE-LIGHTENING (BLEACHING) 100 HOURS | ⇒ | Hair Colouring 38 Hours | Pre-Lightening 17 Hours | Specialized Colouring Techniques 36 Hours |
| | | D | | |
| | | Corrective Colouring 9 Hours | | |
| SECTION FIVE | | A | B | C |
| HAIRSTYLING 52 HOURS | ⇒ | Styling and Finishing Techniques 26 Hours | Tools and Styling Products 10 Hours | Specialty Techniques and Procedures 16 Hours |
| SECTION SIX | | A | B | C |
| HAIRCUTTING 50 HOURS | ⇒ | Haircutting Techniques 15 Hours | Moustache and Beard Design 7 Hours | Finishing and Personalizing Haircuts 28 Hours |
| SECTION SEVEN | | A | B | C |
| SPECIALTY SERVICES 8 HOURS | ⇒ | Wigs, Hairpieces and Additions 3 Hours | Facial Hair Removal 3 Hours | Makeup Application 2 Hours |
| SECTION EIGHT | | A | B | C |
| WORKPLACE COACHING SKILLS AND ADVISORY NETWORK 6 HOURS | ⇒ | Workplace Coaching Skills 2 Hours | Alberta's Industry Network 2 Hours | Interprovincial Standards Red Seal Program 2 Hours |

NOTE: The hours stated are for guidance and should be adhered to as closely as possible. However, adjustments must be made for rate of apprentice learning, statutory holidays, registration and examinations for the training establishment and Apprenticeship and Industry Training.

**FIRST PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:SAFETY PERSONAL AND PROFESSIONAL DEVELOPMENT18 HOURS

A. General Safety 2 Hours

Outcome: ***Describe safe work practices, and personal and public protection.***

1. Explain responsibilities of the employee, employer and government.
2. Describe general safeties and accident prevention.
3. Describe personal protective equipment and practices used in salon applications.
4. List simple safety and first aid applications for minor burns, cuts, choking, eye injury and fainting procedures.
5. Apply ergonomic practices and procedures that apply in a salon.

B. Workplace Hazardous Materials Information System (WHMIS) 2 Hours

Outcome: ***Apply the requirements of WHMIS in the salon.***

1. Describe the three key elements of WHMIS.
2. Identify WHMIS hazard symbols.
3. Interpret the Material Safety Data Sheet (MSDS).
4. Describe the location or placement of a chemical storage area and the proper storage of chemicals.

C. Hygiene and Infection Control 9 Hours

Outcome: ***Apply infection control and hygiene procedures in a salon.***

1. Describe the types and processes used in the different levels of infection control.
2. Explain the differences between cleaning, disinfection and sterilization.
3. Describe the importance of cleaning all equipment and work facilities for clients and staff.
4. Demonstrate personal and public hygiene procedures used in preventing the spreading of contagious or communicable diseases.

D. Provincial Regulations 2 Hours

Outcome: ***Describe Provincial Regulations.***

1. Define the impact of all Provincial Regulations pertaining to each department and the fundamental purpose of each department as it relates to the hairstylist trade.
2. Outline the need for insurance coverage of various policies including implications resulting from lack of insurance coverage.

E. Ethics 3 Hours

Outcome: *Apply personal and professional ethics for salon success.*

1. Describe the rules of professional ethics and how they relate to an individual's professional success.
2. Demonstrate professional ethics and personal ethics.

SECTION TWO:CLIENT SERVICES.....35 HOURS

A. Client Consultation..... 7 Hours

Outcome: *Demonstrate the ability to gather client information.*

1. Describe the factors to determine a successful consultation.
2. Describe the phases to successfully perform a consultation.
3. Demonstrate the procedural steps to successfully perform a consultation.

B. Client Records 3 Hours

Outcome: *Demonstrate the ability to complete and keep accurate client records.*

1. Describe the type of client information to record.
2. Demonstrate how to complete and use a client record card or data base.
3. Demonstrate how to use and complete a client release forms/statement.

C. Service Consultation 7 Hours

Outcome: *Demonstrate the ability to gather client information to ensure predictable results for all services.*

1. Describe the factors that determine a successful service consultation.
2. Describe hair and scalp analysis procedures.
3. Describe chemical service testing procedures.
4. Describe colour service testing procedures.

D. Client Aftercare 5 Hours

Outcome: *Demonstrate the ability to recommend and prescribe professional hair care products for client's home use.*

1. Identify client needs and recommend the best products for home use.
2. Describe how to prescribe professional hair products.

E. Communication..... 13 Hours

Outcome: **Apply the skills required to communicate in the hairstyling industry.**

1. Identify and explain all elements of verbal and non-verbal communication.
2. Apply active listening skills
3. Describe professional conversation and topics to avoid.
4. Define rapport and how it is used to improve relations with others.
5. Identify the factors that influence good human relations in the workplace.
6. Describe how to identify personality patterns and personality type indicators.
7. Demonstrate the procedures in greeting a client.

SECTION THREE: FACILITY AND EQUIPMENT18 HOURS

A. Salon Equipment 7 Hours

Outcome: **Demonstrate the use and care of equipment used in a salon and understand associated terminology.**

1. Identify the different types of equipment used in the operation of a salon.
2. Demonstrate the safety and maintenance measures to be followed in the use of all equipment used in salon operations.
3. Describe the safety and maintenance measures to be followed in the use and maintenance of all equipment.

B. Hairstylist Tools and Electrical Equipment 11 Hours

Outcome: **Demonstrate the use and care of tools in a salon.**

1. Understand the principles of electrical equipment safety.
2. Describe the care and use of all current tools used in the industry.
3. Demonstrate the infection control and safety measures to be followed in the use and maintenance of all hairstylist tools and electrical equipment.

SECTION FOUR: PROPERTIES OF HAIR AND SCALP18 HOURS

A. Structure of the Hair 2 Hours

Outcome: **Describe the structure of hair.**

1. Describe the structure of hair root.
2. Describe the structures of the shaft.

B. Chemical Composition of Hair 4 Hours

Outcome: **Describe the chemical composition of hair.**

1. Describe the side bonds of the cortex.
2. Describe pigment of hair.
3. Describe wave pattern of hair.

C. Hair Analysis 3 Hours

Outcome: Describe hair analysis

1. Describe the texture of hair.
2. Describe the density of hair.
3. Describe the porosity of hair.
4. Describe the elasticity of hair.
5. Describe the growth patterns of hair.
6. Describe dry hair and scalp.
7. Describe oily hair and scalp.

D. Hair Growth 2 Hours

Outcome: Describe the growth of hair.

1. Describe the phases and growth cycles of the hair.

E. Hair Damage 3 Hours

Outcome: Describe mechanical, environmental, chemical and thermal hair damage.

1. Describe the reaction of the hair to mechanical, environmental, chemical and thermal change.
2. Describe the difference between mechanical, environmental, chemical and thermal damage.
3. Identify the different ways to recognize each type of damage.
4. Describe the damage resulting from chemicals and thermal tools.
5. Describe preventive measures for mechanical, environmental, chemical and thermal damage.

F. Disorders of Hair and Scalp 4 Hours

Outcome: Describe and recognize hair and scalp disorders.

1. Describe the types of hair disorders.
2. Describe the types of scalp disorders.
3. Describe treatments for hair and scalp disorders.

SECTION FIVE: DRAPING, SHAMPOOING AND TREATMENTS 52 HOURS

A. Draping 10 Hour

Outcome: Demonstrate the proper procedure for draping clients.

1. Describe the purpose of capes, smocks and other protective wear.
2. Describe the types of capes and their uses.
3. Describe the care of capes, smocks and other protective wear.
4. Demonstrate the proper draping techniques for all types of services.
5. Demonstrate how to brush hair as a preliminary procedure.

B. Shampoos and Conditioners 11 Hours

Outcome: Describe the different types of shampoos and conditioners.

1. List the different types of shampoos and describe their purpose in cleansing the hair.

- 2. List the different types of conditioners and describe their purpose.
- 3. Describe the correct shampoo and conditioning services.
- 4. List and identify the ingredients in shampoos and conditioners.

C. Shampooing and Conditioning Methods 21 Hours

Outcome: *Demonstrate the ability perform shampoos and apply conditioners.*

- 1. Describe the purpose of scalp manipulations.
- 2. Demonstrate the correct procedures in performing a proper shampoo and conditioning treatments.

D. Hair Treatments 5 Hours

Outcome: *Demonstrate the ability to recognize and treat hair conditions and the appropriate techniques.*

- 1. Demonstrate the correct procedures in performing a proper hair treatment.
- 2. Demonstrate the proper formulations and method to correct hair problems.
- 3. Describe the effects of conditioners and treatments on hair.
- 4. Demonstrate the application procedures for the different types of conditioners.

E. Scalp Treatments 5 Hours

Outcome: *Demonstrate the ability to recognize and treat scalp conditions and the appropriate brushing and massaging techniques.*

- 1. Describe the purpose and steps involved in giving scalp treatments.
- 2. Describe the purpose and proper procedure in recognizing scalp conditions.
- 3. Demonstrate brushing of hair and application of creams.
- 4. Demonstrate scalp treatment manipulations.

SECTION SIX:HAIRCUTTING.....150 HOURS

A. Types of Haircuts..... 42 Hours

Outcome: *Describe the basic types of haircuts.*

- 1. Describe the basic types of haircuts.
- 2. Describe the fundamentals of haircuts.
- 3. Describe the different designs and textures of hair for client suitability.

B. Moustaches and Beards 2 Hours

Outcome: *Describe the different types of moustaches and beards.*

- 1. Describe the different types of moustaches and beards.
- 2. Describe the different designs for client suitability.
- 3. Demonstrate techniques for cutting moustaches and beards.

C. Basic Haircuts and Cutting Procedures..... 106 Hours

Outcome: *Demonstrate the ability to use all haircutting skills.*

1. Describe the basic principles of haircutting.
2. Demonstrate the proper use of haircutting tools.
3. Demonstrate the correct posture and body position when cutting hair.
4. Demonstrate cutting curly/wavy hair.
5. Demonstrate razor and shear cutting.
6. Demonstrate texturizing techniques.
7. Demonstrate tapered haircuts.
8. Demonstrate haircutting skills and procedures.

SECTION SEVEN:HAIRSTYLING.....35 HOURS

A. Designing Hairstyles 7 Hours

Outcome: *Demonstrate the ability to design and create hairstyles from wet to dry.*

1. Explain how to analyze and determine specific hair characteristics that influence a design decision.
2. Identify the primary considerations that are used prior to designing a hairstyle.

B. Styling Methods and Procedures..... 14 Hours

Outcome: *Demonstrate the ability to complete hairstyling techniques and procedures for styling.*

1. Demonstrate finger waving, pin curling and roller setting.
2. Demonstrate wet set styling methods, techniques and procedures for styling hair.
3. Demonstrate thermal styling methods, techniques and procedures for styling hair.
4. Demonstrate the various blow-dry styling techniques.
5. Demonstrate the correct procedures and use of styling products.

C. Finishing Techniques..... 14 Hours

Outcome: *Demonstrate the ability to perform basic finishing techniques.*

1. Demonstrate the procedures to relax the hair and re-establish the design lines.
2. Demonstrate back-combing and comb out techniques.
3. Demonstrate how to create textured effects and personalized detail.
4. Demonstrate the correct choice and use of hair finishing products.

SECTION EIGHT:.....CHEMICAL TEXTURIZING.....12 HOURS

A. Permanent Waving Theory 6 Hours

Outcome: *Describe the physical and chemical phases of perming.*

1. History of perming.
2. Describe the physical phase of perming.

3. Describe the chemical phase of perming.
4. Describe the categories of perm solutions.

B. Hair Relaxing and Curl Reforming 6 Hours

Outcome: *Describe the different types of hair relaxers and the effects of hair relaxers.*

1. Describe the different types of relaxers.
2. Describe the use of different hair relaxers.
3. Describe the effects of hair relaxers.
4. Describe the effects of curl re-forming.
5. Describe the safety precautions for hair relaxing and curl reforming.

SECTION NINE: HAIR COLOURING12 HOURS

A. Colour Theory 5 Hours

Outcome: *Describe the categories of colour and effects on hair.*

1. Describe and apply the law of colour as it applies to the hairstylist trade.
2. Define terms related to the chemistry of hair colouring.
3. Describe existing hair colour including natural and artificial level, tone and intensity.
4. Describe the effects of developers in hair colouring.

B. Basic Colour Applications and Procedures 5 Hours

Outcome: *Describe the basic colour application techniques and procedures.*

1. Describe the use of hair colouring tools and equipment.
2. Describe the basic colour application techniques and procedures.
3. Describe the procedures used to perform a predisposition test.
4. Describe the procedures used to perform a preliminary strand test.

C. Colour Formulations and Mixing 2 Hours

Outcome: *Apply the law of colour to create and mix colour formulations.*

1. Describe the procedure to conduct a consultation and a pre-colour analysis.
2. Describe the basic colour formulations and mixing.

**SECOND PERIOD TECHNICAL TRAINING
HAIRSTYLIST TRADE
COURSE OUTLINE**

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

NOTE: The safety and precautionary methods and procedures are to be reinforced throughout all of the training, when, and as, the subject matter is being practised or demonstrated.

SECTION ONE:..... ANATOMY AND PHYSIOLOGY..... 16 HOURS

A. Skeletal System 3 Hours

Outcome: ***Describe the skeletal system.***

1. Describe the skeletal system.
2. Describe the bones that are of primary concern to a hairstylist.

B. Muscular System 3 Hours

Outcome: ***Describe the muscular system.***

1. Describe the muscular system.
2. Describe the muscles of primary concern to a hairstylist.

C. Circulatory System..... 3 Hours

Outcome: ***Describe the circulatory system.***

1. Describe the circulatory system.
2. Describe the various arteries and veins that supply blood to the head, face and neck.

D. Nervous System 3 Hours

Outcome: ***Describe the nervous system.***

1. Describe the nervous system.
2. Describe the nerves that are of primary concern to a hairstylist.

E. Skin Structure and Disorders 4 Hours

Outcome: ***Describe the skin structure and its disorders.***

1. Describe the composition of the main divisions of the skin and the structures.
2. Describe the functions of the main divisions of the skin and the structures.
3. Describe the contagious and non-contagious disorders of the skin.

SECTION TWO:..... CHEMICAL TEXTURIZING 100 HOURS

A. Perming Techniques 64 Hours

Outcome: *Demonstrate the ability to perform perming techniques.*

1. Demonstrate the ability to select the proper rods for perming.
2. Demonstrate the use of specialty tools used in perming.
3. Demonstrate the ability to perform sectioning.
4. Demonstrate basic wrapping procedures.
5. Demonstrate the ability to select the proper type of permanent waves.
6. Demonstrate the ability to select the proper procedure to achieve desired result.
7. Demonstrate the wraps used for long hair.
8. Demonstrate the procedures for achieving desired results in perming.
9. Demonstrate the procedures for solving perming problems.

B. Methods of Hair Relaxing 36 Hours

Outcome: *Demonstrate the ability to perform methods of hair relaxing.*

1. Describe partial relaxing, its purpose and how to determine the correct product to use.
2. Describe the methods required to partially relax the hair.
3. Describe appropriate after care products for each type of relaxing service.
4. Demonstrate the procedure for chemical relaxing and curl reforming.
5. Demonstrate the techniques and procedures for soft curl permanent waving, curl diffusion, and relaxing permanent wave curl.
6. Demonstrate the use of tools used in hair relaxing.
7. Demonstrate partial relaxing and reforming procedures.
8. Identify possible relaxing problems and solutions.

SECTION THREE: SALON BUSINESS AND PROFESSIONAL DEVELOPMENT 18 HOURS

A. Understanding Salon Staffing and Management 5 Hours

Outcome: *Describe the responsibilities of the staff to successfully manage a salon.*

1. Describe the duties of the receptionist.
2. Describe the proper business math and record procedures.
3. Participate in a simple bookkeeping system.
4. Describe salesmanship (add on service and retail), inventory (ordering and taking of stock) and displaying.
5. Understand the types of salon ownership.

B. Marketing and Client Building 5 Hours**Outcome:** *Describe the skills involved to develop and maintain clients.*

1. Describe the importance and techniques of services, retail sales and client building.
2. Identify the types of educational enhancements and trade publications available.
3. Describe the areas of specialization available to a hairstylist.

C. Professional Development 8 Hours**Outcome:** *Describe the skills involved to develop a professional development plan.*

1. Describe the importance of developing a professional plan.
2. Identify the types of educational enhancements and trade publications available.
3. Describe the areas of specialization available to a hairstylist.

SECTION FOUR: HAIR COLOURING AND PRE-LIGHTENING (BLEACHING)..... 100 HOURS**A. Hair Colouring 38 Hours****Outcome:** *Demonstrate the ability to apply various colour techniques.*

1. Demonstrate basic colour techniques and procedures.
2. Demonstrate the selection and formulation of colour products.
3. Describe tone, level and intensity of hair colour.
4. Explain the purpose and use of colour concentrates, intensifiers and toners.
5. Demonstrate the application techniques for temporary colours, semi permanent colours, permanent colours, demi-permanent colours and lighteners.
6. Demonstrate special-effects hair colouring techniques.
7. Identify possible hair colouring and bleaching problems and solutions.
8. Demonstrate the formulations for un-pigmented (Gray) hair coverage.

B. Pre-Lightening 17 Hours**Outcome:** *Demonstrate the ability to pre-lighten hair.*

1. Demonstrate the pre-lightening of hair.
2. Demonstrate the ten stages (degrees) of decolourizing hair.
3. Identify the categories of hair pre-lighteners and explain their purpose.
4. Identify the stages (degrees) of lightening (decolourizing) hair.
5. Demonstrate the formulation, application and processing of the various decolourizing and toning products according to manufacturers' directions.

C. Specialized Colouring Techniques..... 36 Hours**Outcome:** *Demonstrate the ability to use specialized colouring techniques.*

1. Demonstrate cap and foil methods of highlighting and low lighting techniques for partial and full head applications including retouch (new growth) procedures.
2. Describe and demonstrate special effects and dimensional colouring techniques.

D. Corrective Colouring.....9 Hours**Outcome: *Demonstrate the ability to perform corrective colouring.***

1. Demonstrate the procedures and techniques required for corrective colouring.
2. Demonstrate colour removal, filling and toning.

SECTION FIVE: HAIRSTYLING 52 HOURS**A. Styling and Finishing Techniques26 Hours****Outcome: *Demonstrate the ability to apply advanced styling techniques.***

1. Describe the methods for designing a hairstyle to complement the client's individual characteristics.
2. Demonstrate advanced finishing techniques.
3. Demonstrate the procedures for braiding.

B. Tools and Styling Products.....10 Hours**Outcome: *Demonstrate the ability to use the tools and styling products.***

1. Demonstrate the use of specialty tools.
2. Demonstrate the use of styling products.

C. Specialty Techniques and Procedures16 Hours**Outcome: *Demonstrate the ability to perform specialty techniques and procedures.***

1. Describe up-do, up style and special techniques and procedures.
2. Demonstrate accessorizing options.

SECTION SIX:..... HAIRCUTTING 50 HOURS**A. Haircutting Techniques15 Hours****Outcome: *Demonstrate the ability to perform advanced haircutting.***

1. Describe current fashion trends.
2. Demonstrate creativity in cutting hair.

B. Moustache and Beard Design7 Hour**Outcome: *Demonstrate creativity in the designing and shaping of moustaches and beards.***

1. Describe the equipment and correct procedures to trim moustaches and beards.
2. Describe the correct shaving procedures.
3. Describe the safety procedures to follow when colouring moustache and beard.
4. Describe the correct procedures to shape and style a moustache with colour or non-colour wax.

C. Finishing and Personalizing Haircuts28 Hours**Outcome: *Demonstrate finishing techniques and personalize haircuts.***

1. Describe current fashion trends.

2. Demonstrate finishing techniques and personalizing haircuts.

SECTION SEVEN: SPECIALITY SERVICES 8 HOURS

A. Wigs, Hairpieces and Additions 3 Hours

Outcome: *Describe the types, customizing and maintenance of wigs, hairpieces and hair additions.*

1. Describe and identify the use of different types of wigs, hairpieces and hair additions.
2. Describe the customizing of wigs, hairpieces and hair additions.
3. Describe the procedures to clean wigs and hairpieces.
4. Describe the care, fitting, colouring, and perming of human and synthetic wigs and hairpieces.
5. Identify safety precautions and sanitation procedures for wig or hairpiece services.

B. Facial Hair Removal 3 Hours

Outcome: *Describe the methods of facial hair removal.*

1. Describe the methods for the temporary removal of facial hair.
2. Describe the safety and sanitation procedures involved in facial hair removal.

C. Makeup Application 2 Hours

Outcome: *Demonstrate the basic application of makeup.*

1. Describe the factors involved in a facial make-up consultation.
2. Describe the correct application procedure for facial makeup.
3. Describe the ability to analyze facial contours and shapes to apply facial makeup.
4. Describe the safety and sanitation procedures involved in makeup applications.

SECTION EIGHT: WORKPLACE COACHING SKILLS AND ADVISORY NETWORK 6 HOURS

A. Workplace Coaching Skills 2 Hours

Outcome: *Use coaching skills when training an apprentice.*

1. Describe the process for coaching an apprentice.

B. Alberta's Industry Network..... 2 Hour

Outcome: *Describe the role of the network of industry committees that represent trades and occupations in Alberta.*

1. Describe Alberta's Apprenticeship and Industry Training system.
2. Describe roles and responsibilities of the Alberta Apprenticeship and Industry Training Board, the Government of Alberta and post-secondary institutions.
3. Describe roles and responsibilities of the Provincial Apprenticeship Committees (PACs), Local Apprenticeship Committees (LACs) and Occupational Committees (OCs).

C. Interprovincial Standards Red Seal Program.....2 Hours

Outcome: *Use Red Seal products to challenge an Interprovincial examination.*

1. Identify Red Seal products used to develop Interprovincial examinations.
2. Identify Red Seal products to prepare for an Interprovincial examination.



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