

Esthetician-Skin Care Technician *On-the-Job Training Guide*

Esthetician-Skin Care Technicians perform specialized body treatments, specialized facial treatments, skin problem correction using electric currents/laser, make-up artistry, cosmetic massage, tweezing, hair removal using various methods, lash and brow tinting. Lash extensions, manicures and pedicures.

Training Requirements: Apprentice Esthetician-Skin Care Technicians may attend technical training before and/or during their apprenticeship. Training is delivered at a variety of approved public and private vocation training schools around the province.

Total trade time required for an apprentice is 3600 hours (2 years) in the trade. A tradesperson must complete the required technical training and 5400 hours (3 years) in the trade.

Journeyman to apprentice ratio for this trade is: 1:2

The information contained in this pamphlet serves as a guide for employers and apprentices. Apprenticeship training is mutually beneficial to both employer and apprentice. The employer's investment in training apprentices results in skilled and certified workers. The pamphlet summarizes the tasks to be covered by the apprentice during the on-the-job portion of apprenticeship training.

It is the employer's or journeyman's training responsibility to supervise an apprentice's practical skills development until a satisfactory level of proficiency has been reached.

EMPLOYER TRAINING RESPONSIBILITY

- expose the apprentice to all tools and materials
- provide guided, hands-on practice
- demonstrate the techniques for all Esthetician-Skin Care Technician services, and
- ensure that the apprentice can evaluate the end-product

Employers should make every effort to expose their apprentices to work experience in as many areas of the trade as possible.

Below, in-school instruction is listed first; suggestions to help employers assist the apprentice to prepare for in-school training are listed next.

The content of the training components is subject to change without notice.

Maintain a safe working environment

The employer can assist the apprentice to achieve this objective by reviewing policies, procedures and the salon manual, providing a tour of facilities, explaining chemical storage procedures, explaining the “clean as you go” policy. It is recommended that each employee take first-aid training and that a first aid kit be available.

Use personal protective equipment

The employer can assist the apprentice to achieve this objective by having equipment accessible and in good working order, reviewing its proper use, and using the equipment in the workplace.

Care for common tools and equipment

The employer can assist the apprentice to achieve this objective by demonstrating proper maintenance and storage of equipment and showing how to keep the work area clean and safe.

Deliver services according to safe practices

The employer can assist the apprentice to achieve this objective by reviewing the need to follow manufacturer’s instructions regarding chemical applications and procedures, and reviewing the steps taken to protect clients and apprentices.

Handle hazardous materials safely

The employer can assist the apprentice to achieve this objective by practicing good storage techniques and reviewing first aid treatment.

Perform routine preparation for client services

The employer can assist the apprentice to achieve this objective by identifying and laying out what will be needed to perform the requested service.

Prepare client for service

The employer can assist the apprentice to achieve this objective by demonstrating appropriate consultation and draping procedures for the requested service.

Completes services

The employer can assist the apprentice to achieve this objective by confirming with the client that the full service has been provided and booking future appointments.

***Sanitize/Disinfect tools and equipment**

The employer can assist the apprentice to achieve these objectives by reviewing public health requirements, having sanitizing materials and equipment available, and demonstrating their use.

***Manicure**

The employer can assist the apprentice to achieve this objective by demonstrating the use of salon equipment and reviewing the use of products available in the shop, and demonstrating proper manipulation and techniques of the hands, fingers and nails consisting of filing and shaping of the free edge, pushing (with cuticle pusher) and clipping (with cuticle nippers) any nonliving tissue (limited to cuticle and hangnails) from the nail plate, treatments, massage of the hand and the application of polish.

***Pedicure**

The employer can assist the apprentice to achieve this objective by demonstrating consultation and diagnosis with clients, and reviewing the need for caution during manipulation and techniques of the feet,

toes and nails consisting of filing and shaping of the free edge, pushing (with cuticle pusher) and clipping (with cuticle nippers) any nonliving tissue (limited to cuticle and hangnails) from the nail plate, treatments, massage of the feet and the application of polish.

***Skin Care/Facial**

The employer can assist the apprentice to achieve this objective by reviewing the many characteristics and application of the product lines carried by the salon including the maintenance of the face and its features such as the skin, lips and eyelashes, skin treatments, including: steam, exfoliation, extraction, creams, lotions, facial masks, peels, and massage.

***Waxing/Hair removal**

The employer can assist the apprentice to achieve this objective by reviewing the many characteristics and application of the product lines carried by the salon including the application hair removing products such as hard/soft waxing products and body sugaring techniques.

Perform reception duties

The employer can assist the apprentice to achieve this objective by emphasizing basic etiquette and phone skills, and ensuring that stylists are rotated briefly through the reception area.

Perform retail sales

The employer can assist the apprentice to achieve this objective by training in product knowledge and up-selling techniques so clients can maintain services.

Perform salon management and operations functions

The employer can assist the apprentice to achieve this objective by demonstrating leadership skills, holding staff meetings, explaining inventory and product ordering techniques, fair wages/labour standards and client record keeping.

* Mandatory module training and/or certificate training.

Consider apprenticeship training as an investment in the future of your company and in the future of your workforce. Ultimately, skilled and certified workers increase your bottom line.

Get involved in the apprenticeship training system. Your commitment to training helps to maintain the integrity of the trade.

Do you have employees who have been working in the trade for a number of years but don't have trade certification? Contact your local apprenticeship office for details on how they might obtain the certification they need.

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