



Esthetician – Nail Technician

On-The-Job Training Guide

2022

Online: www.saskapprenticeship.ca

Recognition:

To promote transparency and consistency, this document has been adapted from the Red Seal Occupational Standard template (Employment and Social Development Canada)

The Esthetician – Nail Technician Saskatchewan Occupational Standard (SOS), describing the “full scope” of the trade, can be found at www.saskapprenticeship.ca.

STRUCTURE OF THE ON-THE-JOB TRAINING GUIDE

To facilitate understanding of the occupation, this guide to course content contains the following sections:

Description of the Esthetician – Nail Technician trade: an overview of the trade's duties, work environment, job requirements, similar occupations, and career progression

Essential Skills Summary: an overview of how each of the nine essential skills is applied in this trade

Task Matrix: a chart which outlines graphically the major work activities, tasks and sub-tasks of this standard

On-the-Job Training Content: : a chart which outlines the topics of technical training with on-the-job examples for apprentice to achieve relevant experience at work

DESCRIPTION OF THE ESTHETICIAN – NAIL TECHNICIAN TRADE

“Esthetician – Nail Technician” is this trade’s official provincial occupational title approved by industry. This analysis covers tasks performed by nail technicians whose occupational title has been identified by the province of Saskatchewan.

Esthetician – Nail Technicians perform manicures, pedicures, cosmetic massage of the limbs and digits and artificial nail applications or enhancements.

Esthetician – Nail Technicians are employed by Salons and Beauty Schools in many sectors and personal care services as well as retail and wholesale esthetic suppliers and manufacturers.

Technology

The esthetics industry is becoming more diversified in areas that are not part of the initial training. With clients becoming more educated about trends, estheticians need to be motivated to stay current in the industry. Continuous learning is paramount to an esthetician’s success. While the industry attracts creative and artistic individuals, business skills are increasingly necessary to become a successful esthetician.

With a movement towards health and wellness, esthetic products and services are adapting to meet this trend. The quality and diversity of products has improved for estheticians and clients alike. This has encouraged salons to realize the importance of retail diversity for greater profits. Salons are being designed to optimize the client experience and increase sales.

Digital technology is being used to track daily salon operations, advertise products and services, store client information and perform financial functions.

Health and Safety

Safety awareness and practices continue to be forefront in the industry. Some examples include ever-changing sanitization, sterilization and disinfection practices to maintain both the esthetician and their clients.

Safe working procedures and conditions, accident prevention, and the preservation of health are of primary importance to industry in Saskatchewan. These responsibilities are shared and require the joint efforts of government, employers and employees. It is imperative that all parties are aware of circumstances and conditions that may lead to injury or harm. Safe learning experiences and work environments can be created by controlling the variables and behaviours that may contribute to accidents or injury.

It is generally recognized that safety-conscious attitudes and work practices contribute to a healthy, safe and accident-free work environment.

It is imperative to apply and be familiar with the Occupational Health and Safety (OH&S) Acts and Workplace Hazardous Materials Information System (WHMIS) regulations. As well, it is essential to determine workplace hazards and take measures to protect oneself, co-workers, the public and the environment.

There are continuing advancements in the Workplace Hazardous Materials Information System (WHMIS) where there is now a Global Harmonized System (GHS).

Safety education is an integral part of on-the job training and is reinforced in technical training. As safety is an imperative part of all trades, it is assumed and therefore it is not included as a qualifier of any activities. However, the technical safety tasks and sub-tasks specific to the trade are included in this analysis.

Tools and Equipment

With a movement towards health and wellness, esthetic products and services are adapting to meet this trend. The quality and diversity of products has improved for estheticians and clients alike. This has encouraged salons to realize the importance of retail diversity for greater profits. Salons are being designed to optimize the client experience and increase sales.

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Products and Materials

Increased knowledge is required because of the wide range of products available for specific nail care applications, such as gel nails, UV-cured polish and extended-wear polish, nail art, and air brushing. Also, these new products have led to new and revised techniques.

Environmental, Legislative and Regulatory

Environmental and emission control regulations continue to be important in the industry. There is always a risk for a chemical spill or small environmental disaster during a routine task in the trade. There is an increase in jurisdictional requirements for environmental awareness training and certification to ensure the proper handling and recycling of refrigerant and other waste materials.

Training Requirements: Apprentice Esthetician-Nail 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 across the province.

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

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

The information contained in this document 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 document summarizes the tasks to be covered by the apprentice during their on-the-job portion of apprenticeship training. An apprentice spends approximately 85% of their apprenticeship term training on-the-job.

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

EMPLOYER TRAINING RESPONSIBILITY

- promote a safety-conscious workplace
- provide mentored, hands-on practice in the use of tools and equipment
- demonstrate procedures relevant to the inspecting, diagnosing, servicing, repairing, replacing and overhauling of all components of an automobile, light truck or light bus
- provide the opportunity for apprentices to service the above systems and vehicles
- further the apprentice's ability to interpret technical drawings and schematics
- ensure that the apprentice can troubleshoot, diagnose and repair the vehicle and its systems

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

The On-the-Job Training Guide is to help employers assist the apprentice to prepare for in-school training.

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

Entrance Requirements for Apprenticeship Training

Your grade twelve transcripts (with no modified classes) or GED 12 is your guarantee that you meet the educational entrance requirements for apprenticeship in Saskatchewan. In fact, employers prefer and recommend apprentices who have completed high school. This ensures the individual has all of the necessary skills required to successfully complete the apprenticeship program and receive journey person certification.

Individuals with “modified” or “general” classes in math or science do not meet our entry requirements. These individuals are required to take an entrance assessment prescribed by the SATCC.

English is the language of instruction in all apprenticeship programs and is the common language for business in Saskatchewan. Before admission, all apprentices and/or “upgraders” must be able to understand and communicate in the English language. Applicants whose first language is not English must have a minimum Canadian Language Benchmark Assessment of six (CLB6).

Note: A CLB assessment is valid for a one-year period from date of issue.

Designated Trade Name	Math Credit at the Indicated Grade Level	Science Credit at Grade Level
Esthetician – Nail Technician	Grade 9	Grade 10
<p>*Applicants who have graduated in advance of 2015-2016, or who do not have access to the revised Science curricula will require a Science at the minimum grade level indicated by trade.</p> <p>For information about high school curriculum, including Math and Science course names, please see: http://www.curriculum.gov.sk.ca/#</p> <p>Individuals not meeting the entrance requirements will be subject to an assessment and any required training.</p>		

ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of CCDA-endorsed tools have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- understand how essential skills are used in the trades;
- learn about individual essential skills strengths and areas for improvement; and
- improve essential skills and increase success in an apprenticeship program.

Tools are available online or for order at: <https://www.canada.ca/en/employment-social-development/programs/essential-skills/tools.html>.

READING

Estheticians read a variety of material including bulletins, manufacturers' specifications, notices, labels, product inserts, client history profiles and forms. They read regulations and agreements outlining chair-rental contracts, salaries, and commissions. Estheticians may read city by-laws to determine licensing requirements and allowable business practices. They read articles and trade magazines to stay informed about industry trends and developments as well as descriptions of new products.

DOCUMENT USE

Estheticians locate information on labels to determine ingredients, storage techniques, and safety hazards. They also review trend releases and specifications on charts, diagrams, and tables in order to identify processing times, mixing ratios, and chemical agents. They consult client history profiles.

WRITING

Estheticians update client history profiles. They complete forms and also write reminders/notes to co-workers and clients.

ORAL COMMUNICATION

Estheticians communicate with clients to determine customers' need and service required. They discuss a variety of topics with clients including fashion trends and product choices. Estheticians also exchange information with coworkers, suppliers and supervisors. There may be a need to provide reassurance and resolve conflicts.

NUMERACY

Estheticians use numeracy in a range of tasks. For example, they measure volumes of solids and fluids; they also compare measurements of time and temperature to satisfy product specifications. Estheticians determine lengths, shapes, and curvatures. When scheduling appointments, they also determine amount of time needed to complete appointments and maximize productivity by taking into consideration the condition of the client, service being delivered, and time specified on product information sheet. They complete financial transactions and collect payment for services and products.

THINKING

Estheticians use thinking skills to select tools and products required to create specific effects and to judge the performance of products by considering customers' condition. They use problem solving skills to meet client preferences and repair and maintain work that was previously performed. Estheticians evaluate condition of skin and nails to determine treatment, service options, and whether clients must be referred to a medical physician.

DIGITAL TECHNOLOGY

Estheticians may use current technology to communicate with suppliers, access product manufacturers' website, and update client information. They may use calculators or point of sales systems to complete numeracy-related tasks. They may use social media for marketing themselves, networking with others, researching current trends, inspiring creativity, and training/self-development. Estheticians may use technology to create images of desired effects.

WORKING WITH OTHERS

Estheticians may work independently or with other team members to perform tasks and optimize client experience in a professional manner. They may also mentor apprentices.

CONTINUOUS LEARNING

Continuous learning is important for estheticians due to ongoing changes in the industry. They also learn by speaking with co-workers and colleagues and by participating in training. Estheticians may also learn by reading articles, attending educational events and shows, analyzing photographs, and noting trends worn by style leaders.

ESTHETICIAN – NAIL TECHNICIAN

TASK MATRIX

A – Performs common occupational skills

Task A-1 Uses and maintains tools and equipment	A-1.01 Selects manual tools and equipment	A-1.02 Uses manual tools and equipment	A-1.03 Maintains manual tools and equipment
	A-1.04 Troubleshoots manual tools and equipment	A-1.05 Selects electric tools and equipment	A-1.06 Uses electric tools and equipment
	A-1.07 Maintains electric tools and equipment	A-1.08 Troubleshoots electric tools and equipment	A-1.09 Discards single-use tools
Task A-2 Performs safety-related activities	A-2.01 Uses personal protective equipment (PPE) and safety equipment	A-2.02 Maintains safe and hygienic work environment	
	Task A-3 Performs sanitation, disinfection, and sterilization (SDS)	A-3.01 Performs sanitation	A-3.02 Performs disinfection
	A-3.04 Handles, transports, stores, and launders linens		
Task A-4 Consults with clients	A-4.01 Determines special needs	A-4.02 Verifies that client's jewelry and piercing(s) is/are removed	A-4.03 Identifies precautions and procedures
	A-4.04 Educates client	A-4.05 Refers clients with contraindications to physicians and/or specialists	

B – Demonstrates business management

Task B-5 Completes client consultation card	B-5.01 Obtains personal and medical information	B-5.02 Records treatments	B-5.03 Maintains an organized filing system
	B-5.04 Practices ethical behaviour		
Task B-6 Performs reception duties	B-6.01 Interacts with clients	B-6.02 Performs retail functions	B-6.03 Maintains office and waiting area
	B-7.01 Tallies individual daily intake		
Task B-7 Performs salon management functions	B-7.01 Tallies individual daily intake	B-7.02 Records working hours	B-7.03 Maintains inventory controls
	B-7.04 Operates small business		

C – Performs nail care

Task C-8 Assesses hand, foot and nail health card	C-8.01 Analyzes nail growth	C-8.02 Determines nail condition	C-8.03 Analyzes hand and foot condition
	C-8.04 Identifies contraindications		
Task C-9 Performs manicure	C-9.01 Completes hand soak procedures	C-9.02 Performs cuticle care	C-9.03 Performs massage for manicure

Task C-10 Performs pedicure	C-10.01 Completes foot soak procedure	C-10.02 Performs toenail care	C-10.03 Performs toe cuticle care
	C-10.04 Reduces callus	C-10.04 Performs foot massage for pedicure	
Task C-11 Performs specialized services	C-11.01 Performs specialized manicure services	C-11.02 Performs specialized pedicure services	
	Task C-12 Finishes nails	C-12.01 Applies polish	C-12.02 Buffs nails

D – Performs enhancing nails

Task D-13 Performs enhancement services	D-13.01 Uses nail tips	D-13.02 Uses nail forms	D-13.03 Uses gel and/or powder/liquid (acrylic) products
	D-13.04 Performs fills and maintenance	D-13.05 Removes nail enhancements	D-13.06 Performs gel toe service
	D-13.07 Performs esthetic corrections of nails		
Task D-14 Performs decorative nail services	D-14.01 Adds nail art	D-14.02 Adds nail ornamentation	

ON-THE JOB AND IN-SCHOOL TRAINING

CONTENT FOR THE ESTHETICIAN-NAIL

TECHNICIAN TRADE

A technical training provider may choose to deliver Esthetician–Nail Technician technical training in either of these two formats:

- A full Esthetician program that covers “full scope” of the trade. This training and the required “on-the-tools” trade time will prepare the apprentice to attempt the journey person written and practical certification examinations.
- Individual/modular courses can be delivered in almost any order. After completion of modular programming classes that cover the trade’s minimum requirements listed below and the required “on-the-tools” trade time will prepare the apprentice to attempt the journey person written and practical certification examinations.

The SATCC recommends that new curriculum material submitted for consideration for approval include these course titles and learning outcomes to guarantee “full scope” of the trade is covered:

Orientation

- Common hand tools in the esthetician trade
- Common power tools and power equipment in the esthetician trade
- Working safely in various body positions
- common sitting positions
- The apprenticeship training system in Saskatchewan
- The training profile and course outline of the esthetician apprenticeship in Saskatchewan
- The Contract of Apprenticeship and the responsibilities of the apprentice, employer, and Saskatchewan Apprenticeship and Trades Training
- Employment opportunities for estheticians
- Continuing education

Sanitation, Disinfection, and Sterilization

- Proper terminology used in the Esthetics industry
- Sanitizing and disinfecting surfaces
- Sanitizing and disinfecting instruments
- Sterilizing instruments
- Sanitizing, disinfecting, and sterilizing instruments
- Proper use of terminology in the salon environment
- Manufacturer’s specifications
- Disposal and sterilization procedures for contamination
- Best practices for salon sanitation

Client Services: Pre-service/Post-service

- Obtaining personal and medical information
- The client consultation form
- Filing systems
- File keeping
- Ethical behavior
- Client interactions

- Products and services
- Maintaining office and waiting areas

Retail and Salon Management

- Basic terminology of transactions.
- Balancing debits and credits.
- Timesheets and timesheet policies.
- Inventory and stocking.
- General steps to starting a small business in Canada.
- Business plans.
- Business names and registration.
- Common types of business ownership.
- Financing options.
- GST, PST, HST, and payroll.
- Common small business insurances and liabilities.
- Workers' Compensation Board and Occupational Health and Safety regulations.
- Retail calculations for goods.
- Retail calculations for inventory.
- Retail calculations for inventory and sales.
- Retail calculations for commission.

Safety

- Background and history of Occupational Health and Safety (OHS) system
- Role of the employer and employee in regard to OHS regulations
- Hazard controls
- OHS regulations that apply to personal information and harassment
- OHS regulations that apply to general health requirements
- OHS regulations that apply to musculoskeletal injuries
- OHS regulations that apply to exposure control
- OHS regulations that apply to PPE, laundry, and waste
- The Workers' Compensation system
- Roles, responsibilities, features, and practices related to the workplace hazardous materials information system (WHMIS) program
- WHMIS labels
- Hazard groups, hazard classes, and hazard categories
- Pictograms used in WHMIS
- Characteristics of a MSDS
- Usage of a MSDS or SDS
- Characteristics of fire
- Fire hazards, classes, procedures, and equipment related to fire protection

Nail Growth; Hand and Foot Disorders and Diseases

- Nail structure and natural nail shapes
- Nail growth patterns
- Analyzing nail growth
- Nail conditions
- Nail diseases
- Foot and leg conditions and disorders
- The diabetic foot
- Hand conditions
- Carpal tunnel syndrome
- Contraindications that may restrict or prevent a service
- Analyzing conditions, disorders, and disease

- Skin disorders and diseases

Manicures

- Safety concerns relative to manicures
- General outline of a manicure
- Pre-manicure
- Manicure workstation
- The manicure
- The French manicure
- Hot oil treatment
- Paraffin
- Exfoliation
- Masks
- Heated hand wear
- Specialized add-on to French manicure

Pedicures

- Safety concerns relative to pedicures
- General outline of a pedicure
- Pre-pedicure
- Pedicure workstation
- Foot soaking
- Toenail care
- Toe cuticle care
- Callus reduction
- Pedicure massage
- Pedicure
- Safety concerns relative to pedicures
- Correcting ingrown toenails
- Reducing corns
- Masks
- Heated footwear
- Paraffin
- Advanced pedicure

Gel Systems

- Manufacturer's specifications and multi-step systems
- Flexibility levels, viscosities, self-levelling, uses, and cautions
- Nail preparation steps of application
- Product application for correct c-curve and arch
- Curing
- Filing and shaping, sealing
- Application of gel systems on one full set of nails

*8 full sets are recommended to achieve competency (4 with tips and 4 with forms)

Powder/Liquid Systems

- Manufacturer's specifications
- Mixing ratios, light-curing systems, air-dry systems, and cautions
- Nail preparation steps of application
- Zones and bead placement
- Product application for correct c-curve and arch
- Filing and shaping, sealing
- Application of powder/liquid systems on one full set of nails

*8 full sets are recommended to achieve competency (4 with tips and 4 with forms)

Nail Tips and Forms

- Selection of nail tips
- Adhesion of nail tips
- Shaping and blending of nail tips
- Application of a full set of nail tips
- Application of nail forms
- Shaping of the nail free edge
- Customization of a full set of nail forms

Nail Fills, Repairs, and Removal

- Nail fills
- Nail repairs
- Nail removal
- Nail fills
- Nail repairs
- Nail removal
- Product application

Gel Toe Service

- Manufacturer's specifications
- Products, uses, and cautions
- Assessment and preparation of toes
- Fungal and bacterial infections and prevention
- Gel toe service

Cosmetic Correction of Abnormal and Damaged Nails

- Manufacturer's specifications
- Products, uses, and cautions
- When treatments are deferred to medical professionals
- Creating nail extensions on damaged or missing nails
- Esthetically correct nails

* *The scope of this module includes, but is not limited to missing nails, split nails, koilonychias/pitted nails, ingrown nails, braces, and dams.*

Decorative Nail Service

- Nail art
- Nail ornamentation

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.

Saskatchewan Apprenticeship & Trade Certification Commission

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