



Esthetician – Skin Care Technician

On-The-Job Training Guide

2024

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 – Skin Care 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 on-the-job training guide contains the following sections:

Task Matrix: a chart which outlines graphically the major work activities, tasks and sub-tasks of this standard detailing the essential skills and the level of training where the content is covered.

Major Work Activity: the largest division within the standard that is comprised of a distinct set of trade activities.

Task: distinct actions that describe the activities within a major work activity.

Sub-task: distinct actions that describe the activities within a task.

On-the-Job and In-School Training Content for the Esthetician – Skin Care Technician trade: a chart which outlines the topics of technical training with on-the-job examples for apprentices to achieve relevant experience at work.

TRAINING REQUIREMENTS FOR THE ESTHETICIAN – SKIN CARE TECHNICIAN TRADE

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 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

Approved trade specific course content must include these minimum requirements:

- **Skin Care Technician:** Sanitation/Disinfection, Manicure, Pedicure, Skin Care/Facial; and Waxing/Hair Removal.

The “full scope” of the Esthetician–Skin Care Technician trade is drawn from the Saskatchewan Occupational Standard (SOS) document and is based on industry’s standards and expectations. These expectations are developed by a committee of Esthetician Journeymen and employer representatives.

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 layout, forming, framing, exterior and interior finishing
- further the apprentice’s ability to interpret technical drawings
- allow the apprentice to apply procedures used for estimating materials, costing projects and supervising personnel
- ensure that the apprentice can evaluate the end product
- where possible, expose the apprentice to new technology in the Esthetician-Skin Care Technician trade

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

In the On-the-Job Training Guide, in-school instruction is listed first; on-the-job 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.

ESTHETICIAN – SKIN CARE TECHNICIAN

TASK MATRIX

This chart outlines the major work activities, tasks and sub-tasks from the 2024 Saskatchewan Occupational Standard. Each sub-task details the corresponding essential skill and level of training where the content is covered.

A – Performs common occupational skills

25%

Task A-1 Uses and maintains tools and equipment 27%	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 13%	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) 33%	A-3.01 Performs sanitation	A-3.02 Performs disinfection	A-3.03 Performs sterilization	A-3.04 Handles, transports, stores and launders linens	
Task A-4 Consults with clients 27%	A-4.01 Determines special needs	A-4.02 Verifies that client’s jewelry and piercings 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 – Performs salon operations

5%

<p>Task B-5 Completes client consultation card 33%</p>	<p>B-5.01 Obtains personal and medical information</p>	<p>B-5.02 Records treatments</p>	<p>B-5.03 Maintains an organized filing system</p>	<p>B-5.04 Practices ethical behaviour</p>	
<p>Task B-6 Performs front desk responsibilities 17%</p>	<p>B-6.01 Performs communication duties</p>	<p>B-6.02 Schedules appointments</p>	<p>B-6.03 Interacts with clients</p>	<p>B-6.04 Completes financial transactions</p>	<p>B-6.05 Maintains inventory</p>
	<p>B-6.06 Prices retail products</p>	<p>B-6.07 Maintains retail displays</p>	<p>B-6.08 Maintains front desk space and waiting area</p>		
<p>Task B-7 Establishes business fundamentals 50%</p>	<p>B-7.01 Develops business plan</p>	<p>B-7.02 Presents professionalism</p>	<p>B-7.03 Markets products and services</p>	<p>B-7.04 Performs small business operations</p>	

C – Performs nail care

25%

<p>Task C-8 Assesses hand, foot and nail health 60%</p>	<p>C-8.01 Analyzes nail growth</p>	<p>C-8.02 Determines nail condition</p>	<p>C-8.03 Analyzes hand and foot condition</p>	<p>C-8.04 Identifies contraindications</p>	<p>C-8.05 Identifies nail anatomy</p>
<p>Task C-9 Performs manicure 20%</p>	<p>C-9.01 Completes hand soak procedures</p>	<p>C-9.02 Performs cuticle care</p>	<p>C-9.03 Performs massage for manicure</p>		
<p>Task C-10 Performs pedicure 10%</p>	<p>C-10.01 Completes foot soak procedure</p>	<p>C-10.02 Performs toenail care</p>	<p>C-10.03 Performs toe cuticle care</p>	<p>C-10.04 Reduces callus</p>	<p>C-10.05 Performs foot massage for pedicure</p>
<p>Task C-11 Performs specialized services 7%</p>	<p>C-11.01 Performs specialized manicure services</p>	<p>C-11.02 Performs specialized pedicure services</p>			
<p>Task C-12 Finishes nails 3%</p>	<p>C-12.01 Prepares nails for polish</p>	<p>C-12.02 Applies polish</p>			

D – Performs skin care

45%

Task D-13 Examines skin 37%	D-13.01 Drapes client for service(s)	D-13.02 Classifies skin types	D-13.03 Identifies skin conditions	D-13.04 Identifies anatomy of skin
Task D-14 Performs body treatment procedures 13%	D-14.01 Performs five basic movements of cosmetic massage	D-14.02 Performs body treatments	D-14.03 Identifies anatomy and physiology muscles, nerves and systems	
Task D-15 Performs facial 19%	D-15.01 Completes basic facial	D-15.02 Completes specialized facial		
Task D-16 Removes unwanted hair 17%	D-16.01 Performs waxing	D-16.02 Eliminates ingrown hair(s)	D-16.03 Performs alternate hair removal processes	
Task D-17 Applies makeup and enhancement applications 11%	D-17.01 Applies basic makeup	D-17.02 Applies specialty makeup	D-17.03 Applies temporary eyelash enhancements	D-17.04 Applies semi-permanent eyelash enhancements
Task D-18 Tints eyebrows and eyelashes 3%	D-18.01 Prepares client for brow/lash tint	D-18.02 Applies tinting product	D-18.03 Tests tinting results	

ON-THE JOB AND IN-SCHOOL TRAINING

CONTENT FOR THE ESTHETICIAN-SKIN CARE TECHNICIAN TRADE

A technical training provider may choose to deliver Esthetician–Skin Care 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 (which 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.

To guarantee “*full scope*” of the trade is covered, the SATCC recommends that any curriculum material submitted for consideration/approval include the following course titles and learning outcomes:

Esthetician Technical Training

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 the Saskatchewan Apprenticeship and Trades Training
- employment opportunities for estheticians
- continuing education

Mentors can assist the apprentice to prepare for this section by:

- *reviewing policies, procedures and the salon manual*
- *reviewing ergonomics*
- *reviewing proper use of equipment and using the equipment in the workplace*
- *having equipment accessible and in good working order*
- *providing a tour of facilities, explaining chemical storage procedures and explaining the “Clean As You Go” policy*
- *reviewing the proper use of equipment and by demonstrating its proper use in the workplace*
- *emphasizing the need to follow manufacturer’s instructions regarding chemical applications and procedures, and by reviewing the steps taken to protect clients and apprentices*
- *reviewing job search strategies*
- *discussing continuing education options*
- *reviewing the proper sanitization, disinfectant and sterilization practices*

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

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating by example, how to keep the work area clean and safe*
 - *reviewing public health requirements*
 - *having sanitizing materials and equipment available*
 - *demonstrating the proper use of sanitizing, disinfecting and sterilizing materials at all times*
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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

Mentors can assist the apprentice to prepare for this section by:

- *identifying types of client information required from client before performing services*
 - *identifying and laying out what will be needed to perform the requested service*
 - *demonstrating appropriate consultation and draping procedures for the requested service*
 - *explaining the regulatory requirements pertaining to the collection of personal information*
 - *demonstrating client record keeping*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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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

Mentors can assist the apprentice to prepare for this section by:

- *emphasizing basic communication etiquette and telephone skills*
- *ensuring that stylists are rotated briefly through the reception area*
- *training in product knowledge and up-selling techniques so clients can maintain services at home*
- *demonstrating leadership skills*
- *holding staff meetings*
- *explaining inventory and product ordering techniques*
- *providing fair wages/labour standards*

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

Mentors can assist the apprentice to prepare for this section by:

- *directing the apprentice to manufacturer's training seminars*
- *explaining the regulatory requirements pertaining to the collection of personal information*
- *explaining chemical storage procedures and explaining WHMIS*
- *reviewing the proper use of equipment and by demonstrating its proper use in the workplace*
- *emphasizing the need to follow manufacturer's instructions regarding chemical applications and procedures, and by reviewing the steps taken to protect clients and apprentices*
- *discussing the characteristics and usage of MSDS*
- *discussing fire safety procedures and what actions to take in the event of a fire*
- *discussing OHS regulations as they apply to the esthetics industry*
- *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*

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

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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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

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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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

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Eyelashes

- natural eyelash growth cycle
- cleanliness requirements needed to prevent cross-contamination
- client consultation
- preparation of natural eyelashes for eyelash enhancement and extension application
- common eye conditions
- correct adhesive products according to Health Canada
- individual lash/cluster artificial eyelashes
- strip lashes on the lash line
- removal of temporary eyelash enhancements
- semi-permanent eyelash enhancements
- removal of semi-permanent eyelash enhancements
- permanent eyelash extensions
- proper home care regimen for permanent eyelash extensions
- removal of permanent eyelash extensions

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Skin Physiology, Types, and Conditions

- skin anatomy
- skin physiology
- skin types
- identifying skin types
- skin disorders and diseases

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Body treatments

- manufacturer's specifications
- products, uses, and cautions
- five basic movements of cosmetic massage
- cautions associated with cosmetic massage
- reasons for altering a cosmetic massage

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Basic Skin Care Treatments

- manufacturer's specifications
- products, uses, and cautions
- manual decongestion of pores
- decongestion of pores with tools
- preparation and cleansing of skin
- analyzing facial skin to determine products to be used
- applying toner
- exfoliation
- five basic movements of cosmetic massage for the neck and face
- cautions associated with cosmetic massage
- reasons for altering a cosmetic massage
- facial masks
- removing products from the skin
- application of products such as sunscreens and boosters
- facials
- conditioning skin and cosmetic massage

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Specialized Skin Care Treatments

- manufacturer's specifications
- products, uses, machines, and cautions
- application of professional-strength exfoliant such as AHA, fruit acid and glycolic acid to remove dead skin cells
- electric machines to enhance the facial results
- specialized facial

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Hair Removal

- manufacturer's specifications
- products, uses, and cautions
- limitations of service
- common tools and equipment and their uses
- hair removal using hard wax, soft wax, threading, and sugaring
- hair growth direction
- hair removal on: eyebrows, underarms, full legs, and bikini using product chosen according to client consultation
 - in class minimum requirements: 6 sets of eyebrows, 2 sets of underarms, 2 sets of full legs, and 2 bikinis
- removal of ingrown hairs
- hair removal using tools such as tweezers
- hair clean-up using tweezers

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Makeup Artistry

- manufacturer's specifications
- products, uses, and cautions
- colour theory
- highlighting
- contouring
- corrective application
- applying basic makeup

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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Lash and Brow Tints

- preparing clients for eyelash and eyebrow tinting
- safety precautions related to selecting, preparing, and applying tinting products
- selecting, preparing, and applying tinting products
- testing tinting results
- eyelash and eyebrow tinting

Mentors can assist the apprentice to prepare for this section by:

- *demonstrating consultation and diagnosis with clients*
 - *reviewing the ability of the apprentice and demonstrating proper techniques*
 - *assessing the apprentice's ability and providing appropriate on the job training*
 - *ensuring proper sanitization, disinfectant and sterilization practices are followed at all times*
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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

2140 Hamilton St Regina SK S4P 2E3

Tel: (306) 787-2444

Fax: (306) 787-5105

Toll Free: 1-877-363-0536

web site: www.saskapprenticeship.ca

District Offices

Estevan (306) 637-4930

La Ronge (306) 425-4385

Moose Jaw (306) 694-3735

North Battleford (306) 446-7409

Prince Albert (306) 953-2632

Saskatoon (306) 933-8476

Swift Current (306) 778-8945

Yorkton (306) 786-1394