

Hairstylist

On-the-Job Checklist



	Level 1	Page 1/3
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety-related & hygienic functions	Select method of disinfection for various tools & equipment	<input type="checkbox"/>
	Inspect capes, towels & smocks for stains & wear	<input type="checkbox"/>
	Select & use appropriate PPE & safety equipment	<input type="checkbox"/>
Uses tools & equipment	Clean, sanitize, disinfect & oil cutting tools	<input type="checkbox"/>
	Remove debris from filter in hair dryers	<input type="checkbox"/>
	Adjust major equipment to meet hairstylist ergonomic needs	<input type="checkbox"/>
Prepares for client services	Inform client of estimated time, cost & maintenance for desired services	<input type="checkbox"/>
	Select & organize products, supplies, tools & equipment	<input type="checkbox"/>
	Determine barrier required between neck & cape	<input type="checkbox"/>
	Record & store client information	<input type="checkbox"/>
Uses communication & mentoring techniques	Demonstrate active listening practices	<input type="checkbox"/>
Analyzes & responds to hair & scalp conditions	Determine hair characteristics	<input type="checkbox"/>
	Ask client about previous natural & chemical services	<input type="checkbox"/>
	Advise client of next steps based on unfavourable reaction	<input type="checkbox"/>
Shampoos & conditions hair & scalp	Move brush from scalp to ends	<input type="checkbox"/>
	Test & adjust flow & temperature of water	<input type="checkbox"/>
	Lather shampoo & perform manipulations	<input type="checkbox"/>
	Determine hair or scalp treatment required	<input type="checkbox"/>
Cuts diverse textures of hair using cutting tools	Position client's head & body throughout cut & remove length of hair	<input type="checkbox"/>
	Comb hair without elevation to perimeter guideline	<input type="checkbox"/>
	Select cutting technique	<input type="checkbox"/>

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	Level 1	Page 2/3
Red Seal Tasks	On-The-Job Duties	Completed
Cuts facial & nape hair	Remove unwanted length of facial hair	<input type="checkbox"/>
	Analyze face & nape in preparation for shave	<input type="checkbox"/>
Prepares & styles wet hair	Select & distribute styling aids to achieve desired results	<input type="checkbox"/>
	Select drying equipment & styling tools	<input type="checkbox"/>
	Arrange hair using fingers & palms	<input type="checkbox"/>
Styles & finishes dry hair	Apply & evenly distribute styling aids	<input type="checkbox"/>
	Use consistent fluid motion to direct hair through or on thermal tools	<input type="checkbox"/>
	Use styling aids to achieve desired results	<input type="checkbox"/>
Colours hair	Select formula & application technique	<input type="checkbox"/>
	Determine application sequence & select tools for application	<input type="checkbox"/>
	Apply product & establish processing time	<input type="checkbox"/>
Lightens hair (introduction)	Select tools according to formula & application technique	<input type="checkbox"/>
	Apply product & follow procedure for lightening regrowth	<input type="checkbox"/>
	Perform strand test & monitor lightening process & time	<input type="checkbox"/>
	Apply product where pigment needs to be neutralized or enhanced	<input type="checkbox"/>

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	Level 1	Page 3/3
Red Seal Tasks	On-The-Job Duties	Completed
Performs front desk responsibilities	Answer communication in a professional manner	<input type="checkbox"/>
	Record client's information in appointment booking system	<input type="checkbox"/>
	Demonstrate effective interpersonal & communication skills	<input type="checkbox"/>
	Perform calculations for costs & operate point-of-sale equipment	<input type="checkbox"/>
	Count inventory & maintain stock levels	<input type="checkbox"/>
	Calculate mark-ups & mark-downs	<input type="checkbox"/>
	Clean & display retail products	<input type="checkbox"/>
Establishes business fundamentals	Demonstrate professional workplace behaviours	<input type="checkbox"/>
	Market & promote services & retail products	<input type="checkbox"/>

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	Level 2	Page 1/2
Red Seal Tasks	On-The-Job Duties	Completed
Uses tools & equipment	Replace worn & damaged cutting tools & their components	<input type="checkbox"/>
Uses communication & mentoring techniques	Identify & communicate learning objective & point of lesson	<input type="checkbox"/>
Cuts diverse textures of hair using cutting tools	Determine desired results & cutting techniques	<input type="checkbox"/>
	Maintain control of hair throughout cut to achieve evenness	<input type="checkbox"/>
	Perform visual evaluation throughout & after cut	<input type="checkbox"/>
Cuts facial & nape hair	Use straight razor to detail facial & nape hair	<input type="checkbox"/>
Prepares & styles wet hair	Remove tools after hair cools without disturbing base	<input type="checkbox"/>
	Use fingers & comb to mould & shape hair into smooth circular patterns	<input type="checkbox"/>
Styles & finishes dry hair	Plan & prepare hair for updo	<input type="checkbox"/>
	Educate client on home maintenance for extensions	<input type="checkbox"/>
	Use styling tools to smooth hair	<input type="checkbox"/>
Chemically waves hair	Place end papers smoothly around subsection	<input type="checkbox"/>
	Perform test curls to determine curl formation	<input type="checkbox"/>
	Remove cotton & barrier cream from hairline & release rods	<input type="checkbox"/>
Chemically relaxes hair	Analyze hair & select appropriate products	<input type="checkbox"/>
	Establish processing & neutralizing time according to manufacturers' specifications	<input type="checkbox"/>
	Rinse chemical relaxer & neutralizer from hair & apply finishing agent	<input type="checkbox"/>
Colours hair	Monitor colouring process, client safety & comfort	<input type="checkbox"/>

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On-the-Job Checklist



	Level 2	Page 2/2
Red Seal Tasks	On-The-Job Duties	Completed
Lightens hair	Select lightening formula & developer to achieve desired results	<input type="checkbox"/>
	Monitor lightening process & time to achieve desired level	<input type="checkbox"/>
	Apply products using pre-determined application technique	<input type="checkbox"/>
	Establish processing time & monitor deposit process	<input type="checkbox"/>
Performs colour correction	Formulate product for colour correction	<input type="checkbox"/>
	Apply colour removing formula & monitor process	<input type="checkbox"/>
	Select colour, toning & filling formula	<input type="checkbox"/>
Performs services for hair extensions, wigs & hairpieces	Match extensions, wig, or hairpiece to existing hair	<input type="checkbox"/>
	Cut & blend extensions, wigs & hairpieces & create finished look	<input type="checkbox"/>
	Explain maintenance procedures to client	<input type="checkbox"/>
Performs basic services on the face & nape	Select & perform depilatory service according to client needs	<input type="checkbox"/>
	Perform patch test to check for adverse reactions	<input type="checkbox"/>
Establishes business fundamentals	Research types of business ownership models & conduct market research	<input type="checkbox"/>
	Participate in continuous education to stay current with new trends & techniques	<input type="checkbox"/>
	Set retail & service sales goals & evaluate personal service & retail sales	<input type="checkbox"/>

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Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Red Seal tasks for apprentices to complete under the supervision of a journey person. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The trade-specific tasks listed have been reviewed by certified journey persons in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is the both the apprentice and the employer's or journey person's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2019 Hairstylist Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at www.red-seal.ca

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