



Hairstylist

Guide to Course Content



Online: www.saskapprenticeship.ca

Recognition:

To promote transparency and consistency, this document has been adapted from 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



STRUCTURE OF THE **GUIDE TO COURSE CONTENT**

To facilitate understanding of the occupation, this guide to course content 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. The Task Matrix is broken down into the following:

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.

Training Profile Chart: a chart which outlines the model for Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) technical training.

Technical Training Course Content for the Hairstylist trade: a chart which outlines the model for SATCC technical training sequencing. For the harmonized level of training, a cross reference to the Harmonized apprenticeship technical training sequencing, at the learning outcome level, is provided.

TRAINING REQUIREMENTS FOR THE HAIRSTYLIST TRADE

All Hairstylists wishing to work in the trade are legally required to first complete a pre-employment training program recognized by the Apprenticeship and Trade Certification Commission. A pre-employment program is a full-time training program designed to introduce the skills required in a trade. Training is delivered at a variety of approved public and private vocation training schools around the province. To graduate from the apprenticeship program, an apprentice must successfully complete the required pre-employment training and compile enough on-the-job experience. Total trade time required is 3600 hours and at least 2 years in the trade.

***Any person who is not a journeyperson Hairstylist must have a valid Learners Certificate to work in this trade.**

The information contained in this document details the full scope of the Hairstylist trade.

The content of the technical 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 journeyperson 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.

Designated Trade Name	Math Credit at the Indicated Grade Level❶	Science Credit at Grade Level
Hairstylist	Grade 11	Grade 11
❶ - (One of the following) WA – Workplace and Apprenticeship; or F – Foundations; or P – Pre-calculus, or a Math at the indicated grade level (Modified and General Math credits are not acceptable). *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. For information about high school curriculum, including Math and Science course names, please see: http://www.curriculum.gov.sk.ca Individuals not meeting the entrance requirements will be subject to an assessment and any required training		

HAIRSTYLIST TASK MATRIX

This chart outlines the major work activities, tasks, and sub-tasks from the 2019 Hairstylist Red Seal Occupational Standard. Although traditional Hairstylist technical training is not available in Saskatchewan, the Sub-tasks with numbers in the boxes identifies where the content is delivered in Harmonized apprenticeship training across Canada.

A – Performs Common Occupational Skills

12%

A-1 Performs safety-related and hygienic functions	1.01 Disinfects tools and equipment 1 (2 in context)	1.02 Sanitizes towels, capes, and smocks 1 (2 in context)	1.03 Maintains safe and hygienic work environment 1 (2 in context)	
A-2 Uses tools and equipment	2.01 Uses manual tools 1	2.02 Uses electric tools 1, 2	2.03 Uses major equipment 1	
A-3 Prepares for client services	3.01 Consults with client 1 (2 in context)	3.02 Plans client services 1 (2 in context)	3.03 Drapes client 1 (2 in context)	3.04 Uses documentation 1 (2 in context)
A-4 Uses communication and mentoring techniques	4.01 Uses communication techniques 1	4.02 Uses mentoring techniques 2		

B – Performs Hair and Scalp Care

9%

B-5 Analyzes and responds to hair and scalp conditions	5.01 Analyzes hair and scalp for non-chemical services 1 (2 in context)	5.02 Analyzes hair and scalp for chemical services 1 (2 in context)	5.03 Responds to unfavourable hair and scalp reactions 1 (2 in context)
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B-6 Shampoos and conditions hair and scalp	6.01 Brushes hair	6.02 Controls flow and temperature of water	6.03 Manipulates hair and scalp using shampoo and conditioner	6.04 Performs hair and scalp treatment
	1	1	1	1

C – Cuts Hair

20%

C-7 Cuts diverse textures of hair using cutting tools	7.01 Cuts hair with elevation	7.02 Cuts hair without elevation	7.03 Customizes haircuts
	1, 2	1, 2	1, 2
C-8 Cuts facial and nape hair	8.01 Trims facial and nape hair	8.02 Removes facial and nape hair with straight razor	
	1	1, 2	

D – Styles Hair

13%

D-9 Prepares and styles wet hair	9.01 Uses styling aids for wet hair	9.02 Dries hair	9.03 Places hair using freestyle techniques	9.04 Sets wet hair into style pattern using setting tools	9.05 Styles hair using finger waves and pin curls
	1	1	1	2	2
D-10 Styles and finishes dry hair	10.01 Uses styling and finishing aids for dry hair	10.02 Styles hair using thermal tools and equipment	10.03 Styles updo's	10.04 Creates hairstyle with hair additions	10.05 Finishes hair
	1	1	2	2	1, 2

14%

E-11 Chemically waves hair	11.01 Wraps hair 2	11.02 Processes hair with waving and neutralizing solutions 2	11.03 Removes tools 2
E-12 Chemically relaxes hair	12.01 Applies chemical relaxers and neutralizing products 2	12.02 Processes hair with chemical relaxers and neutralizing products 2	12.03 Removes chemical relaxers and neutralizing products 2

21%

F-13 Colours hair	13.01 Colours virgin hair	13.02 Colours regrowth	13.03 Colours hair using colour placement and techniques	
	1*	1*	1, 2*	
F-14 Lightens hair	14.01 Lightens virgin hair	14.02 Lightens regrowth	14.03 Lightens hair using customized placement and techniques	14.04 Tones pre-lightened hair
	1, 2*	1, 2*	1, 2*	1, 2*
F-15 Performs colour correction	15.01 Determines process	15.02 Removes unwanted colour	15.03 Completes colour correction	
	2	2	2	

G – Performs Specialized Services

5%

G-16 Performs services for hair extensions, wigs, and hairpieces	16.01 Selects hair extensions, wigs, and hairpieces 2	16.02 Customizes hair extensions, wigs, and hairpieces 2	16.03 Maintains hair extensions, wigs, and hairpieces 2
	17.01 Applies chemical relaxers and neutralizing products 2	17.02 Performs depilatory facial and nape services 2	17.03 Colours facial hair 2

H – Performs Salon Operations

6%

H-18 Performs front desk responsibilities	H-18.01 Performs communication duties 1**	18.02 Schedules appointments 1**	18.03 Interacts with clients 1**	18.04 Completes financial transactions 1**	18.05 Maintains inventory 1**
	18.06 Prices retail products 1**	18.07 Maintains retail displays 1**			
H-19 Establishes business fundamentals	19.01 Develops business plan 1	19.02 Presents professionalism 1, 2	19.03 Markets products and services 1, 2		

*Alberta will deliver in L2

**Ontario will deliver in L1 and L2

TRAINING PROFILE CHART

This Training Profile Chart represents Saskatchewan Hairstylist training at the topic level which has been approved by the SATCC (the same topics were approved in Hairstylist Harmonization).

Hairstylist
Pre-Employment Technical Training
Safety-Related and Hygienic Functions
Tools and Equipment
Client Service (Preparation)
Communication Techniques
Hair and Scalp (Analysis and Response)
Shampoo and Condition Hair
Hair Cutting
Facial and Nape Hair Services
Wet Hair Styling
Dry Hair Finishing and Styling
Chemical Waving
Chemical Relaxing
Colouring
Lightening
Colour Correction
Extensions, Wigs and Hairpieces
Face and Nape Services (Basic)
Mentoring Techniques
Front Desk
Business Fundamentals

TECHNICAL TRAINING COURSE CONTENT

This chart outlines the model for Saskatchewan Hairstylist technical training. For the topics of training, a cross reference to the Red Seal Occupational Standard (RSOS), at the learning outcome level, is provided.

Sub-tasks listed are the minimum to be covered in a topic. Related sub-tasks not listed may be used as a reference and taught “in context” in other topics.

Hairstylist Training

SATCC approved training topics are mandatory

Safety-Related & Hygienic Functions

- replaces disinfectant solution
- uses disinfecting products and tools
- disinfects tools and equipment
- identifies hazards and demonstrates safe work practices
- sanitizes products, tools and equipment
- sanitizes towels, capes and smocks
- uses PPE and safety equipment
- stores salon supplies
- describes basic first aid requirements and techniques
- follows workplace health and safety rules and regulations
- maintains personal hygiene

RSOS topics covered in this section of training:

A-1 Performs safety-related and hygienic functions

A-1.01 Disinfects tools and equipment

A-1.02 Sanitizes towels, capes and smocks

A-1.03 Maintains safe and hygienic work environment

Tools and Equipment

- cleans, sanitizes, disinfects and oils cutting tools
- replaces worn and damaged cutting tools and their components
- sharpens cutting tools
- removes debris from cutting tools
- replaces or maintains chemical texturizing rods
- organizes and stores manual tools
- maintains colouring tools
- removes debris from clippers and then re-oils
- removes debris from filter in hair dryers
- removes product build-up from surface of electric tools
- organizes and store electric tools
- inspects electric tools
- selects, maintains, adjusts and inspects major equipment

RSOS topics covered in this section of training:

A-2 Uses tools and equipment

A-2.01 Uses manual tools

A-2.02 Uses electric tools

A-2.03 Uses major equipment

Client Service (Preparation)

- consults with clients
- follows the Protection and Electronic Documents Act (PIPEDA) in relation to the collection of personal information
- obtains client information
- identifies condition of hair and scalp
- identifies client features
- determines client needs and services required
- informs client of estimated time, cost and maintenance required for desired services
- confirms services with client
- drapes clients
- refers to records and manufacturing directions
- assesses time required for service
- organizes schedule and manages time effectively
- selects and organizes products, supplies and tools and equipment
- records and stores client information
- uses colour swatch books and colour charts
- organizes information and documents
- updates client information

RSOS topics covered in this section of training:

A-3 Prepares for client service

A-3.01 Consults with client

A-3.02 Plans client services

A-3.03 Drapes client

A-3.04 Uses documentation

Communication Techniques

- performs active listening
- demonstrates effective verbal and non-verbal communication with people in the workplace
- uses active listening practices
- uses questioning to improve communication
- participates in safety and information meetings

RSOS topics covered in this section of training:

A-4 Uses communication and mentoring techniques

A-4.01 Uses communication techniques

Hair and Scalp (Analysis and Response)

- determines hair characteristics
- inspects scalp visually
- determines hair degree of elasticity
- performs strand test
- identifies scalp disorders and conditions
- identifies hair disorders and conditions
- asks about health condition and medical history
- asks client about environmental factors affecting hair and previous natural and chemical services
- analyzes hair and scalp for non-chemical services
- analyzes hair and scalp for chemical services
- analyzes hair and scalp for adverse reactions

RSOS topics covered in this section of training:

B-5 Analyzes and responds to hair and scalp conditions

B-5.01 Analyzes hair and scalp for non-chemical services

B-5.02 Analyzes hair and scalp for chemical services

B-5.03 Responds to unfavourable hair and scalp reactions

Shampoo and Conditions Hair

- manipulates hair and scalp using shampoo and conditioner
- identifies types of shampoos and conditioners
- explain the procedures used to choose shampoo and conditioner according to hair and scalp analysis
- identifies types of hair and scalp treatments and their associated products
- identifies types of scalp massage equipment
- performs hair and scalp treatments by hand and with equipment
- performs scalp massages
- massages scalp using manipulation techniques
- identifies benefits of a scalp massage

RSOS topics covered in this section of training:

B-6 Shampoos and conditions hair and scalp

B-6.01 Brushes hair

B-6.02 Controls flow and temperature of water

B-6.03 Manipulates hair and scalp using shampoo and conditioner

Cuts Hair

- determines suitability of style
- analyzes hair characteristics
- determines desired results and cutting techniques
- determines excess hair to be removed
- chooses cutting technique
- selects and uses cutting tools
- selects and sections hair
- establishes guidelines
- established a stationary guide when required
- follows guidelines
- cuts hair with elevation
- cuts hair without elevation
- customizes haircuts
- maintains control of hair throughout cut
- positions clients head and body throughout cut
- removes length of hair
- manipulates hair
- crosschecks haircut
- maintains moisture consistency throughout cut
- positions body stance
- performs visual evaluation throughout and after cut

RSOS topics covered in this section of training:

C-7 Cuts diverse textures of hair using cutting tools

C-7.01 Cuts hair with elevation

C-7.02 Cuts hair without elevation

C-7.03 Customizes haircuts

Facial and Nape Hair Services

- trims facial and nape hair
- removes facial and nape hair with straight razor

RSOS topics covered in this section of training:

C-8 Cuts facial and nape hair

C-8.01 Trims facial and nape hair

C-8.02 Removes facial and nape hair with straight razor

Wet Hair Styling

- removes excess moisture from hair
- selects styling aids
- distributes styling aids
- selects pre-drying techniques
- selects drying equipment
- selects styling tools
- directs hair dryer nozzle in coordination with styling tools
- holds hair dryer or places hood dryer at desired distance from hair and scalp
- determines airflow temperature, speed and direction
- arranges hair and directs hair with hands
- sets wet hair into style patterns using setting tools
- styles hair using finger waves and pin curls

RSOS topics covered in this section of training:

D-9 Prepares and styles wet hair

D-9.01 Uses styling aids for wet hair

D-9.02 Dries hair

D-9.03 Places hair using freestyle techniques

D-9.04 Sets wet hair into style pattern using setting tools

D-9.05 Styles hair using finger waves and pin curls

Dry Hair Finishing and Styling

- styles and finishes hair using aids for dry hair
- placing hair using freestyle techniques
- styles hair using thermal tools and equipment
- styles up-dos
- creates hair style with additions
- combs out hair
- finishes hair

RSOS topics covered in this section of training:

D-10 Styles and finishes dry hair

- D-10.01 Uses styling and finishing aids for dry hair
- D-10.02 Styles hair using thermal tools and equipment
- D-10.03 Styles up-dos
- D-10.04 Creates hairstyle with hair additions
- D-10.05 Finishes hair

Chemical Waving

- wraps hair
- uses chemical waving and neutralizing solution
- wraps hair
- applies chemical waving and neutralizing solution
- follows safety practices related to chemical waving and neutralizing solution
- processes hair with chemical waving and neutralizing solution
- removes chemical waving and neutralizing solution and excess moisture
- removes tools

RSOS topics covered in this section of training:

E-11 Chemically waves hair

- E-11.01 Wraps hair
- E-11.02 Processes waving and neutralizing solutions
- E-11.03 Removes tools

Chemical Relaxing

- uses chemical relaxing and neutralizing products
- applies chemical relaxing and neutralizing products
- follows safety practices related to chemical relaxing and neutralizing products
- processes hair with chemical relaxing and neutralizing products
- removes chemical relaxing and neutralizing products
- applies finishing agent

RSOS topics covered in this section of training:

E-12 Chemically Relaxes hair

- E-12.01 Applies chemical relaxers and neutralizing products
- E-12.02 Processes hair with chemical relaxers and neutralizing products
- E-12.03 Removes chemical relaxers and neutralizing products

Colouring

- uses hair colouring products and developers
- colours virgin hair with various techniques
- follows regulatory requirements and safety practices
- colours regrowth
- colours hair using colour placement and application techniques

RSOS topics covered in this section of training:

F-13 Colours hair

F-13.01 Colours virgin hair

F-13.02 Colours regrowth

F-13.03 Colours hair using colour placement and techniques

Lightening

- Lightening
- uses lighteners and developers
- lightens virgin hair
- follows regulatory requirements and safety practices
- lightens regrowth
- lightens hair using special effects
- uses and applies toning products
- tones pre-lightened hair

RSOS topics covered in this section of training:

F-14 Lightens hair

F-14.01 Lightens virgin hair

F-14.02 Lightens regrowth

F-14.03 Lightens hair using customized placement and techniques

F-14.04 Tones pre-lightened hair

Colour Correction

- uses and applies hair colouring products and developers
- uses and applies techniques to determine colour correction process
- uses and applies colour removers and developers
- removes unwanted colour from hair
- follows regulatory requirements and safety practices
- uses techniques to colour correct hair

RSOS topics covered in this section of training:

F-15 Performs colour correction

F-15.01 Determines process

F-15.02 Removes unwanted colour

F-15.03 Completes colour correction

Hair Extensions, Wigs, and Hairpieces

- services wigs and hairpieces
- selects wigs and hairpieces
- fits wigs and hairpieces
- styles wigs and hairpieces
- performs services for hair extensions
- selects extensions
- adds extensions
- maintains extensions
- removes extensions

RSOS topics covered in this section of training:

G-Performs services for hair extensions, wigs, and hairpieces

G-16.01 Selects hair extensions, wigs, and hairpieces

G-16.02 Customizes hair extensions, wigs, and hairpieces

G-16.03 Maintains hair extensions, wigs, and hairpieces

Face and Nape Services (Basic)

- cuts facial and nape hair
- trims facial and nape hair
- removes facial and nape hair
- removes facial and nape hair with trimmers
- uses hair colouring products and developers colours facial and nape hair

RSOS topics covered in this section of training:

G-17 Performs basic services on the face and nape

G-17.01 Performs depilatory facial and nape services.

G-17.02 Colours facial hair

Mentoring Techniques

- identifies and communicate learning objective and point of lesson
- links skill to other skills and the job
- demonstrates performance of a skill to an apprentice or learner
- sets up conditions required for an apprentice or learner to practice a skill
- assesses apprentice or learner's ability to perform tasks with increasing independence
- gives supportive and corrective feedback
- supports apprentices or learners in pursuing technical training opportunities
- supports anti-harassment in the workplace
- assesses apprentice or learner suitability to the trade during probationary period
- uses strategies for learning skills in the workplace
- uses strategies for teaching workplace skills

RSOS topics covered in this section of training:

A-4 Mentoring Techniques

A-4.02 Uses mentoring techniques

Front Desk

- performs communication duties
- performs client and salon responsibilities
- performs telephone duties
- schedules appointments
- interacts with clients
- completes financial transactions
- maintains inventory
- prices retail products
- maintains retail displays

RSOS topics covered in this section of training:

H-18 Performs front desk responsibilities

- H-18.01 Performs communications duties
 - H-18.02 Schedules appointments
 - H-18.03 Interacts with clients
 - H-18.04 Completes financial transactions
 - H-18.05 Maintains inventory
 - H-18.06 Prices retail products
 - H-18.07 Maintains retail displays
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Business Fundamentals

- promotes products and services
- presents professionalism
- markets products and services
- explains business ownership models
- explains market research demographics
- discusses business identity and brand
- follows jurisdictional regulations
- discusses financial planning
- uses business accounting
- discusses floor plan design
- explains insurance needs as they pertain to a business
- explains staffing requirements for a salon
- explains equipment and supplies needs
- uses salon policies and procedures
- explains techniques used to maintain current knowledge and competence
- discusses products and services
- uses techniques to promote sales

RSOS topics covered in this section of training:

H-19 Establishes business fundamentals

- H-19.01 Develops business plan
- H-19.02 Presents professionalism
- H-19.03 Markets products and services