



Esthetician – Nail Technician

Guide to Course Content

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 2023 Esthetician – Nail Technician Saskatchewan Occupational Standard (SOS), describing the “full scope” of the trade, can be found at www.saskapprenticeship.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 Esthetician – Nail Technician trade: a chart which outlines the model for SATCC technical training sequencing, including course titles and learning outcomes that guarantee “full scope” of the trade.

TRAINING REQUIREMENTS FOT THE ESTHETICIAN – NAIL TECHNICIAN TRADE

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.

Approved trade specific course content must include these minimum requirements:

- **Nail Technician:** Sanitation/Disinfection, Manicure, Pedicure, Artificial Nail (gel); and either Powder Liquid System (Acrylic) or on other artificial nail application.

“Full scope” of the Esthetician–Nail Technician trade involves standard industry sanitation/disinfection/sterilization (SDS) practices, the study and practice of cosmetic massage of limbs and digits, artificial nail applications or enhancements, and related customer service and retail skills.

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

The information contained in this document details the technical training delivered for each level of apprenticeship. An apprentice spends approximately 15% of their apprenticeship term in a technical training institute learning the technical and theoretical aspects of the trade. The hours and percentages of technical and practical training may vary according to class needs and progress.

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 Level	Science Credit at Grade Level
Esthetician – Nail Technician	Grade 9	Grade 10
*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.		

ESTHETICIAN – NAIL TECHNICIAN TASK MATRIX

This chart outlines the major work activities, tasks and sub-tasks from the 2023 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%

A-1 Uses and maintains tools and equipment	1.01 Selects manual tools and equipment	1.02 Uses manual tools and equipment	1.03 Maintains manual tools and equipment	1.04 Troubleshoots manual tools and equipment	1.05 Selects electric tools and equipment
	1.06 Uses electric tools and equipment	1.07 Maintains electric tools and equipment	1.08 Troubleshoots electric tools and equipment	1.09 Discards single-use tools	
A-2 Performs safety-related activities	2.01 Uses personal protective equipment (PPE) and safety equipment	2.02 Maintains safe and hygienic work environment			
A-3 Performs sanitation, disinfection, and sterilization (SDS)	3.01 Performs sanitation	3.02 Performs disinfection	3.03 Performs sterilization	3.04 Handles, transports, stores, and launders linens	
A-4 Consults with clients	4.01 Determines special needs	4.02 Identifies precautions and procedures	4.03 Educates client	4.04 Refers clients with contraindications to physicians and/or specialists	

B - Performs Salon Operations

5%

B-5 Completes client consultation card	5.01 Obtains personal and medical information	5.02 Records treatments	5.03 Maintains an organized filing system	5.04 Practices ethical behaviour	
B-6 Performs front desk responsibilities	6.01 Performs communication duties	6.02 Schedules appointments	6.03 Interacts with clients	6.04 Completes financial transactions	6.05 Maintains inventory
	6.06 Prices retail products	6.07 Maintains retail displays			
B-7 Establishes Business Fundamentals	7.01 Develops business plan	7.02 Presents professionalism	7.03 Markets products and services		

C - Performs Nail Care

35%

C-8 Assesses hand, foot and nails	8.01 Identifies nail anatomy	8.02 Analyzes nail growth	8.03 Determines nail condition	8.04 Analyzes hand and foot condition	8.05 Identifies contraindications
C-9 Performs manicure	9.01 Perform nail shaping	9.02 Perform hand soak and condition nails and cuticles	9.03 Perform cuticle care	9.04 Perform manicure massage	
C-10 Performs pedicure	10.01 Performs foot soak	10.02 Performs toe cuticle care	10.03 Performs toenail care	10.04 Performs callous reduction	10.05 Performs massage for pedicure
C-11 Performs specialized services	11.01 Performs specialized manicure services	11.02 Performs specialized pedicure services			
C-12 Finishes nails	12.01 Prepares nails for polish	12.02 Applies polish			

D - Performs Nail Enhancements

35%

D-13 Performs nail enhancement services	13.01 Prepares nails	13.02 Uses nail tips	13.03 Uses nail forms	13.04 Uses gel and/or powder/liquid (acrylic) products	13.05 Performs fills and maintenance
	13.06 Performs nail enhancement removals	13.07 Performs gel toe service	13.08 Performs esthetic corrections of nails		
D-14 Performs decorative nail services <i>*Not common core</i>	14.01 Adds nail art <i>*Not common core</i>	14.02 Adds nail ornamentation <i>*Not common core</i>			

TECHNICAL TRAINING COURSE CONTENT

A technical training provider may choose to deliver Esthetician–Nail Technician technical training in either of these 2 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 along with 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 Apprenticeship Contract and the responsibilities of the apprentice, employer, and Saskatchewan Apprenticeship and Trades Training
- employment opportunities for estheticians
- continuing education

SOS topics covered in this section of training:

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

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

SOS topics covered in this section of training:

A-3 Performs sanitation, disinfection, and sterilization (SDS)

A-3.01 Performs sanitation

A-3.02 Performs disinfection

A-3.03 Performs sterilization

A-3.04 Handles, transports, stores, and launders linens

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
- maintains office and waiting areas

SOS topics covered in this section of training:

A-4 Consults with clients

A-4.01 Determines special needs

A-4.02 Identifies precautions and procedures

A-4.03 Educates client

A-4.04 Refers clients with contraindications to physicians and/or specialists

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

B-6 Performs front desk responsibilities

B-6.01 Performs communication duties

B-6.02 Schedules appointments

B-6.03 Interacts with clients

B-6.04 Completes financial transactions

B-7 Establishes Business Fundamentals

B-7.02 Presents professionalism

B-7.03 Markets products and services

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 sales
- retail calculations for commission

SOS topics covered in this section of training:

B-6 Performs front desk responsibilities

B-6.01 Performs communication duties

B-6.02 Schedules appointments

B-6.03 Interacts with clients

B-6.04 Completes financial transactions

B-6.06 Prices retail products

B-6.07 Maintains retail displays

B-7 Establishes Business Fundamentals

B-7.01 Develops business plan

B-7.02 Presents professionalism

B-7.03 Markets products and services

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

SOS topics covered in this section of training:

A-1 Uses and maintains tools and equipment

A-1.09 Discards single-use tools

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

A-3 Performs sanitation, disinfection, and sterilization (SDS)

A-3.01 Performs sanitation

A-3.02 Performs disinfection

A-3.03 Performs sterilization

A-3.04 Handles, transports, stores, and launders linens

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

SOS topics covered in this section of training:

C-8 Assesses hand, foot and nails

C-8.01 Identifies nail anatomy

C-8.02 Analyzes nail growth

C-8.03 Determines nail condition

C-8.04 Analyzes hand and foot condition

C-8.05 Identifies contraindications

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

SOS topics covered in this section of training:

C-8 Assesses hand, foot and nails

- C-8.02 Analyzes nail growth
- C-8.03 Determines nail condition
- C-8.04 Analyzes hand and foot condition
- C-8.05 Identifies contraindications

C-9 Performs manicure

- C-9.01 Performs nail shaping
- C-9.02 Performs hand soak and condition nails and cuticles
- C-9.03 Performs cuticle care
- C-9.04-Performs manicure massage

C-11 Performs specialized services

- C-11.01 Performs specialized manicure services

C-12 Finishes nails

- C-12.01 Prepares nails for polish
- C-12.02 Applies polish

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

SOS topics covered in this section of training:

C-8 Assesses hand, foot and nails

- C-8.02 Analyzes nail growth
- C-8.03 Determines nail condition
- C-8.04 Analyzes hand and foot condition
- C-8.05 Identifies contraindications

C-10 Performs pedicure

C-10.01 Performs foot soak

C-10.02 Performs toe cuticle care

C-10.03 Performs toenail care

C-10.04-Performs callous reduction

C-10.05-Performs massage for pedicure

C-11 Performs specialized services

C-11.02 Performs specialized pedicure services

C-12 Finishes nails

C-12.01 Prepares nails for polish

C-12.02 Applies polish

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)

SOS topics covered in this section of training:**D-13 Performs nail enhancement services**

D-13.01 Prepares nails

D-13.04 Uses gel and/or powder/liquid (acrylic) products

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)

SOS topics covered in this section of training:**D-13 Performs nail enhancement services**

D-13.01 Prepares nails

D-13.04 Uses gel and/or powder/liquid (acrylic) products

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

SOS topics covered in this section of training:

D-13 Performs nail enhancement services

D-13.01 Prepares nails

D-13.02 Uses nail tips

D-13.03 Uses nail forms

D-13.04 Uses gel and/or powder/liquid (acrylic) products

D-13.06 Performs nail enhancement removals

D-14 Performs decorative nail services

D-14.01 Adds nail art

D-14.02 Adds nail ornamentation

Nail Fills, Repairs, and Removal

- nail fills
- nail repairs
- nail removal
- product application

SOS topics covered in this section of training:

D-13 Performs nail enhancement services

D-13.01 Prepares nails

D-13.04 Uses gel and/or powder/liquid (acrylic) products

D-13.05 Performs fills and maintenance

D-13.06 Performs nail enhancement removals

Gel Toe Service

- manufacturer's specifications
- products, uses, and cautions
- assessment and preparation of toes
- fungal and bacterial infections and prevention
- gel toe service

SOS topics covered in this section of training:

A-4 Consults with clients

A-4.01 Determines special needs

A-4.02 Identifies precautions and procedures

A-4.03 Educates client

A-4.04 Refers clients with contraindications to physicians and/or specialists

D-13 Performs nail enhancement services

D-13.01 Prepares nails

D-13.04 Uses gel and/or powder/liquid (acrylic) products

D-13.07 Performs gel toe service

Cosmetic Correction of Abnormal and Damaged Nails

- manufacturer's specifications
- products, uses, and cautions
- when treatments are deferred to medical professionals
- esthetically correcting nails

SOS topics covered in this section of training:

A-4 Consults with clients

A-4.01 Determines special needs

A-4.02 Identifies precautions and procedures

A-4.03 Educates client

A-4.04 Refers clients with contraindications to physicians and/or specialists

C-8 Assesses hand, foot and nails

C-8.03 Determines nail condition

C-8.04 Analyzes hand and foot condition

C-8.05 Identifies contraindications

D-13 Performs nail enhancement services

D-13.08 Performs esthetic corrections of nails

Decorative Nail Service

- nail art
- nail ornamentation

SOS topics covered in this section of training:

D-14 Performs decorative nail services

D-14.01 Adds nail art

D-14.02 Adds nail ornamentation