



Esthetician – Skin Care 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 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 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.

Technical Training Course Content for the Esthetician – Skin Care 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 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.

Approved trade specific course content must include these minimum requirements:

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

“Full scope” of the Esthetician–Skin Care Technician trade involves industry sanitation/disinfection/sterilization (SDS) practices, body treatments, facial treatments, skin problem correction, make-up artistry, cosmetic massage, hair removal, lash and brow tinting, eyelash extensions, manicures/pedicures, and related customer service and retail skills.

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 Journeypersons and employer representatives.

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	Recommended
Esthetician – Skin Care Technician	Grade 9	Grade 10	① - ①, ②, ③, ⑦

① **WA** - Workplace and Apprenticeship; **F** – Foundations; **P** – Pre-calculus; ① Biology 10; ② Chemistry 20; ③ Physics 20; ④ Biology 30; ⑤ Chemistry 30; ⑥ Physics 30; ⑦ English and Math at Level 30

*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 – SKIN CARE TECHNICIAN

TASK MATRIX

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

Task B-5 Completes client consultation card 33%	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 front desk responsibilities 17%	B-6.01 Performs communication duties	B-6.02 Schedules appointments	B-6.03 Interacts with clients	B-6.04 Completes financial transactions	B-6.05 Maintains inventory
	B-6.06 Prices retail products	B-6.07 Maintains retail displays	B-6.08 Maintains front desk space and waiting area		
Task B-7 Establishes business fundamentals 50%	B 7.01 Develops business plan	B-7.02 Presents professionalism	B-7.03 Markets products and services	B-7.04 Performs small business operations	

C – Performs Nail Care

25%

Task C-8 Assesses hand, foot and nail health 60%	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	C-8.05 Identifies nail anatomy
Task C-9 Performs manicure 20%	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 10%	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-10.05 Performs foot massage for pedicure
Task C-11 Performs specialized services 7%	C-11.01 Performs specialized manicure services	C-11.02 Performs specialized pedicure services			
Task C-12 Finishes nails 3%	C-12.01 Prepares nails for polish	C-12.02 Applies polish			

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	

TECHNICAL TRAINING COURSE CONTENT

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 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 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-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

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

SOS topics covered in this section of training:

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-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-6.05 Maintains inventory
B-6.06 Prices retail products
B-6.07 Maintains retail displays
B-6.08 Maintains front desk space and waiting area

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 inventory and 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-6.04 Completes financial transactions
B-6.05 Maintains inventory
B-6.06 Prices retail products
B-6.07 Maintains retail displays
B-6.08 Maintains front desk space and waiting area

B-7 Establishes business fundamentals

B-7.01 Develops business plan
B-7.02 Presents professionalism
B-7.03 Markets products and services
B-7.04 Performs small business operations

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-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:

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

C-8 Assesses hand, foot and nail health

- 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
 - C-8.05 Identifies nail anatomy
-

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:**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

C-8 Assesses hand, foot and nail health

- 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
- C-8.05 Identifies nail anatomy

C-9 Performs manicure

- C-9.01 Performs nail shaping
- C-9.02 Completes hand soak procedure
- C-9.03 Performs massage for manicure

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:

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

C-8 Assesses hand, foot and nail health

- 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
- C-8.05 Identifies nail anatomy

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-10.05-Performs foot 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

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

SOS topics covered in this section of training:

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

D-13 Examines skin

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

D-17 Applies makeup and enhancement applications

D-17.03 Applies temporary eyelash enhancements

D-17.04 Applies semi-permanent eyelash enhancements

Skin Physiology, Types, and Conditions

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

SOS topics covered in this section of training:

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

D-13 Examines skin

D-13.01 Drapes client for services

D-13.02 Classifies skin types

D-13.03 Identifies skin conditions

D-13.04 Identifies anatomy

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

SOS topics covered in this section of training:

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

D-13 Examines skin

- D-13.01 Drapes client for services
- D-13.02 Classifies skin types
- D-13.03 Identifies skin conditions
- D-13.04 Identifies anatomy

D-14 Performs body treatment procedures

- D-14.01 Performs five basic movements of cosmetic massage
- D-14.02 Perform body treatments
- D-14.03 Identifies anatomy and physiology muscles, nerves and systems

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

SOS topics covered in this section of training:

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

D-13 Examines skin

- D-13.01 Drapes client for services
- D-13.02 Classifies skin types
- D-13.03 Identifies skin conditions
- D-13.04 Identifies anatomy

D-15 Performs facial

- D-15.01 Completes basic facial

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

SOS topics covered in this section of training:

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

D-13 Examines skin

- D-13.01 Drapes client for services
- D-13.02 Classifies skin types
- D-13.03 Identifies skin conditions
- D-13.04 Identifies anatomy

D-15 Performs facial

- D-15.02 Completes specialized facial

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

SOS topics covered in this section of training:

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

D-13 Examines skin

D-13.01 Drapes client for services

D-13.02 Classifies skin types

D-13.03 Identifies skin conditions

D-13.04 Identifies anatomy

D-16 Removes unwanted hair

D-16.01 Performs waxing

D-16.02 Eliminates ingrown hair(s)

D-16.03 Performs alternate hair removal processes

Makeup Artistry

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

SOS topics covered in this section of training:

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

D-13 Examines skin

D-13.01 Drapes client for services

D-13.02 Classifies skin types

D-13.03 Identifies skin conditions

D-13.04 Identifies anatomy

D-17 Applies makeup and enhancement applications

D-17.01 Applies basic makeup

D-17.02 Applies specialty makeup

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

SOS topics covered in this section of training:

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

D-13 Examines skin

- D-13.01 Drapes client for services
- D-13.02 Classifies skin types
- D-13.03 Identifies skin conditions
- D-13.04 Identifies anatomy

D-18 Tints eyebrows and eyelashes

- D-18.01 Prepares client for brow/lash tint
- D-18.02 Applies tinting product
- D-18.03 Tests tinting results