Barber
On-the-Job Checklist

	Level 1	Page 1/3
Tasks	**On-The-Job Duties**	**Completed**
Performs safety-related & hygienic functions	Select method of disinfection for various tools & equipment	☐
	Inspect capes, towels & smocks for stains & wear	☐
	Select & use appropriate PPE & safety equipment	☐
Uses tools & equipment	Clean, sanitize, disinfect & oil cutting tools	☐
	Remove debris & oil from clippers & trimmers, then re-oil	☐
	Adjust major equipment to meet barber ergonomic needs	☐
Prepares for client services	Inform client of estimated time, cost & maintenance for desired services	☐
	Select & organize products, supplies, tools & equipment	☐
	Determine barrier required between neck & cape	☐
	Record & store client information	☐
Uses communication & mentoring techniques	Demonstrate active listening practices	☐
	Identify & communicate learning objective & point of lesson	☐
Analyzes & responds to hair & scalp conditions	Determine hair characteristics	☐
	Ask client about previous natural & chemical services	☐
	Advise client of next steps based on unfavourable reaction	☐
Shampoos & conditions hair & scalp	Move brush from scalp to ends	☐
	Test & adjust flow & temperature of water	☐
	Lather shampoo & perform manipulations	☐
	Determine hair or scalp treatment required	☐
Cuts facial & nape hair	Remove unwanted length of facial hair	☐
	Analyze face & nape in preparation for shave	☐

All work performed in this checklist is to be done under the supervision and guidance of a certified journeyperson

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	Level 1	Page 2/3
Tasks	**On-The-Job Duties**	**Completed**
Cuts diverse textures of hair using cutting tools	Position client's head & body throughout cut & remove length of hair	☐
	Comb hair without elevation to perimeter guideline	☐
	Select cutting technique	☐
Prepares & styles wet hair	Select & distribute styling aids to achieve desired results	☐
	Select drying equipment & styling tools	☐
	Arrange hair using fingers & palms	☐
Styles & finishes dry hair	Apply & evenly distribute styling aids	☐
	Use consistent fluid motion to direct hair through or on thermal tools	☐
	Use styling aids to achieve desired results	☐
Colours hair	Select formula & application technique	☐
	Determine application sequence & select tools for application	☐
	Apply product & establish processing time	☐
Lightens hair	Select tools according to formula & application technique	☐
	Apply product & follow procedure for lightening regrowth	☐
	Perform strand test & monitor lightening process & time	☐
	Apply product where pigment needs to be neutralized or enhanced	☐
Establishes business fundamentals	Research types of business ownership models & conduct market research	☐
	Demonstrate professional workplace behaviours	☐
	Market & promote services & retail products	☐

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	Level 1	Page 3/3
Tasks	**On-The-Job Duties**	**Completed**
Performs front desk responsibilities	Answer communication in a professional manner	☐
	Record client's information in appointment booking system	☐
	Demonstrate effective interpersonal & communication skills	☐
	Perform calculations for costs & operate point-of-sale equipment	☐
	Count inventory & maintain stock levels	☐
	Calculate mark-ups & mark-downs	☐
	Clean & display retail products	☐

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Barber
On-the-Job Checklist

Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Saskatchewan Occupational Standards tasks for apprentices to complete under the supervision of a journeyperson. 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 journeypersons 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 journeyperson's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2026 Barber Saskatchewan Occupational Standard.

A complete version of the Occupational Standard can be found at www.saskapprenticeship.ca

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