

Esthetician – Skin Care Technician

On-the-Job Checklist



	Level 1	Page 1/4
Tasks	On-The-Job Duties	Completed
Uses & maintains tools & equipment	Select single-use & multi-use tools based on efficacy, safety & cost	☐
	Use disposable & multi-use implements to transfer material from containers to avoid cross contamination	☐
	Inspect tools & implements according to manufacturers' specifications	☐
	Troubleshoot manual tools to determine why they are not performing effectively &/or safely	☐
	Select electrical tools & equipment for the task	☐
	Select electrical tools & equipment & prevent cross contamination	☐
	Inspect & maintain electrical tools & equipment	☐
	Inspect electrical tools & equipment & repair or remove from service	☐
	Place sharps in bio-hazard box for safe removal	☐
Performs safety-related activities	Select, use & store PPE & safety equipment	☐
	Follow safety procedures according to WHMIS, SDS, product identification, handling & disposal	☐
Performs sanitation, disinfection & sterilization (SDS)	Identify tools & equipment requiring sanitation according to required times, stages or intervals	☐
	Disinfect tools, equipment & surfaces after use	☐
	Sterilize tools & implements	☐
	Handle, transport, store & launder soiled & contaminated linens	☐
Consults with clients	Consult with client to determine current medical status	☐
	Ensure removable jewelry & piercings are taken off & stored safely	☐
	Adjust services to accommodate various health conditions	☐
	Review home care & post-service care	☐
	Explain contraindications to client & refer to a specialist if necessary	☐

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

Esthetician – Skin Care Technician

On-the-Job Checklist



	Level 1	Page 2/4
Tasks	On-The-Job Duties	Completed
Completes client consultation card	Record & store client data digitally, on record cards or on forms following Protection of Privacy legislation	☐
	Document service details & results on client consultation record	☐
	Keep up-to-date records & utilize systems for file keeping	☐
	Demonstrate professional ethics & maintain client confidentiality	☐
Performs front desk responsibilities	Answer communication in a professional manner	☐
	Collect information for requested services & determine the time required for appointment	☐
	Demonstrate active listening skills & address client concerns	☐
	Operate point-of-sale equipment & perform transactions	☐
	Count inventory, maintain stock levels & create product order & rotate stock	☐
	Calculate markups & markdowns	☐
	Clean & create retail displays	☐
	Display informational & promotional products in front desk & waiting areas	☐
Establishes business fundamentals	Develop business identity & determine jurisdictional regulations	☐
	Maintain professional image on social platforms related to industry & demonstrate professional workplace behaviours	☐
	Recommend & market products & add-on services to client	☐
	Determine the general steps to start a small business in Saskatchewan	☐
Assesses hand, foot & nail health	Determine nail health	☐
	Identify diseases & disorders of the hands, feet & nails	☐
	Determine overall appearance & health of the hand & foot	☐
	Identify contraindications that restrict or prevent a service	☐
	Identify the anatomy of a nail	☐

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

Esthetician – Skin Care Technician

On-the-Job Checklist



	Level 1	Page 3/4
Tasks	On-The-Job Duties	Completed
Perform manicure	Prepare hand soak solution & soak client's hands	☐
	Push back cuticle, trim non-living tissues, if required & apply nail oil	☐
	Perform hand massage using various techniques, adjusting pressure, repetitions, speed & movements	☐
Perform pedicure	Control water temperature for foot bath & soak client's feet	☐
	Trim, file & buff nail & remove all debris from sidewalls & free edge	☐
	Push back cuticles & trim non-living tissue, if required	☐
	Identify callus, then apply chemical treatment, rasp &/or file smooth, as required	☐
	Perform foot/leg massage using various techniques, adjusting pressure, repetitions, speed & movements	☐
Perform specialized services	Identify & perform specialized manicure services, such as applying paraffin & masks	☐
	Identify & perform specialized pedicure services, such as applying masks & heated booties	☐
Finishes nails	Prepare nails for polish by removing excess oil from nail plate	☐
	Apply base coat, colour in two coats & top coat to nails	☐
Examines skin	Cover client with towels/sheets to ensure privacy & comfort	☐
	Identify skin type according to client communication & Esthetician observation	☐
	Identify indications of disease, infection & disorders using visual assessment	☐
	Identify cells & their functions within the epidermis, dermis & hypodermis	☐
Performs body treatment procedures	Manipulate skin with hands using effleurage, petrissage, tapotement, friction & vibration	☐
	Use equipment, such as steamers, towel warmers & electric current machines, to perform spa services	☐
	Identify skeletal muscles & nerves & components of the circulatory system & identify their functions	☐
Performs facial	Analyze skin, perform facial & finish facial service by applying products such as sunscreen, serum, boosters & moisturizers	☐
	Apply professional strength exfoliant, such as AHA, to remove dead skin cells	☐

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

Esthetician – Skin Care Technician

On-the-Job Checklist



	Level 1	Page 4/4
Tasks	On-The-Job Duties	Completed
Removes unwanted hair	Prepare the skin to ensure product adhesion to hair & remove hair in basic & intimate zones	☐
	Extract ingrown hair(s) from follicle using tools, such as tweezers & lancet	☐
	Use sugaring or threading to remove hair	☐
Apply makeup & enhancement applications	Prepare skin & apply basic makeup, such as foundation, bronzer, blush, powder, eye makeup & lip colour	☐
	Apply makeup to change the appearance of the face	☐
	Consult with client to determine length, style & volume of temporary eyelash enhancements	☐
	Prepare natural eyelashes for semi-permanent eyelash enhancement application, apply eye-lash enhancements & explain homecare regimen to client	☐
Tints eyebrows & eyelashes	Cleanse the client's service area & select appropriate colour combination to achieve desired result	☐
	Mix products thoroughly & apply & remove products from client's service area	☐
	Follow manufacturers' specifications for processing	☐

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

Esthetician – Skin Care Technician

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 2024 Esthetician – Skin Care Technician Saskatchewan Occupational Standard.

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

Saskatchewan Apprenticeship & Trade Certification Commission (Regina)

2140 Hamilton St Regina SK, S4P 2E3

Tel: (306) 787-2444

Toll Free: 1-877-363-0536

Website: www.saskapprenticeship.ca

Saskatchewan Apprenticeship & Trade Certification Commission (Saskatoon)

603 45th Street West Saskatoon, SK S7L 5W5

Tel: (306) 933-8476

Toll Free: 1-877-363-0536

Website: www.saskapprenticeship.ca

District Offices

Estevan (306) 637-4930

La Ronge (306) 425-4385

Moose Jaw (306) 694-3735

North Battleford (306) 446-7409

Prince Albert (306) 953-2632

Swift Current (306) 778-8945

Yorkton (306) 786-1394

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

1-877-363-0536
apprenticeship@gov.sk.ca
saskapprenticeship.ca

