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# Plan of Training

## Hairstylist



**Government of Newfoundland and Labrador  
Department of Advanced Education and Skills  
Apprenticeship and Trades Certification Division**

**December 2012**

# PLAN OF TRAINING

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Approved by:

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Chairperson, Provincial Apprenticeship and Certification Board

Date: December 11, 2012

## Preface

This Apprenticeship Standard is based on the 2011 edition of the National Occupational Analysis for the Hairstylist trade.

This document describes the curriculum content for the Hairstylist apprenticeship training program and outlines each of the technical training units necessary for the completion of apprenticeship.

## Acknowledgements

Advisory committees, industry representatives, instructors and apprenticeship staff provided valuable input to the development of this Apprenticeship Curriculum Standard. Without their dedication to quality apprenticeship training, this document could not have been produced.

We offer you a sincere thank you.

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**A. Profile Chart**

Occupational Skills			
HT1120 Salon Fundamentals			
Hair and Scalp Care			
HT1210 Styling I			
Cutting Hair			
HT1300 Cutting I - Hairdressing	HT1301 Cutting II - Barbering		
Styling Hair			
HT1210 Styling I	HT1211 Styling II		
Chemically Waving and Relaxing Hair			
HT1420 Chemically Waving and Relaxing Hair			
Colouring Hair			
HT1510 Colour Fundamentals	HT1511 Hair Colouring	HT2500 Lightening & Toning	HT2510 Advanced Colouring
Specialized Services			
HT1210 Styling I	HT1211 Styling II	HT1301 Cutting II - Barbering	HT1620 Introduction to Aesthetics
Sales and Marketing			
HT1120 Salon Fundamentals			

## B. NOA Comparison Chart

2011 NOA Tasks and Sub-task		2012 Plan of Training	
<b>Task 1 – Uses and maintains tools and equipment</b>			
1.01	Maintains manual tools	HT1100	Salon Fundamentals
1.02	Maintains electric tools		
1.03	Maintains sanitizing and disinfecting equipment		
1.04	Uses major equipment		
1.05	Uses office equipment		
<b>Task 2 – Cleans, sanitizes and disinfects</b>			
2.01	Disinfects tools and equipment	HT1100	Salon Fundamentals
2.02	Sanitizes towels, capes and smocks		
2.03	Maintains safe and hygienic work environment		
<b>Task 3 – Prepares for client services</b>			
3.01	Consults with client	HT1100	Salon Fundamentals
3.02	Plans client services		
3.03	Drapes client		
3.04	Uses documents		
<b>Task 4 – Analyzes hair and scalp</b>			
4.01	Analyzes hair and scalp for non-chemical services	HT1210	Styling I
4.02	Analyzes hair and scalp for chemical services		
<b>Task 5 – Shampoos and conditions hair and scalp</b>			
5.01	Brushes hair	HT1210	Styling I
5.02	Controls flow and temperature of water		
5.03	Uses shampoo and conditioner		
5.04	Performs scalp treatment		

## Plan of Training - Hairstylist

2011 NOA Tasks and Sub-task		2012 Plan of Training	
<b>Task 6 – Cuts hair using cutting tools</b>			
6.01	Cuts hair with elevation	HT1300	Cutting I – Hairdressing
6.02	Cuts hair without elevation		
6.03	Customizes haircuts	HT1301	Cutting II - Barbering
6.04	Trims facial hair		
6.05	Removes facial and nape hair using a razor		
<b>Task 7 – Cuts hair, nape hair and facial hair using clippers and trimmers</b>			
7.01	Cuts hair using clippers	HT1301	Cutting II - Barbering
7.02	Cuts facial and nape hair using clippers and trimmers		
<b>Task 8 – Prepares and styles wet hair</b>			
8.01	Uses styling aids for wet hair	HT1210	Styling I
8.02	Dries hair		
8.03	Places hair using freestyle techniques		
8.04	Sets wet hair style using setting tools		
8.05	Styles hair using fingerwaves and sculpting techniques		
<b>Task 9 – Styles and finishes dry hair</b>			
9.01	Uses styling aids for dry hair	HT1211	Styling II
9.02	Thermal styles hair using tools and equipment		
9.03	Styles up-dos		
9.04	Creates hair style with hair additions		
9.05	Combs out hair		
<b>Task 10 – Chemically waves hair</b>			
10.01	Wraps hair	HT1420	Chemically Waving and Relaxing Hair
10.02	Processes hair with waving and neutralizing solutions		
10.03	Removes solutions and excess moisture		
10.04	Removes tools		

## Plan of Training - Hairstylist

2011 NOA Tasks and Sub-task		2012 Plan of Training	
Task 11 – Chemically relaxes hair			
11.01	Processes hair with relaxer	HT1420	Chemically Waving and Relaxing Hair
11.02	Rinses relaxer product from hair		
11.03	Neutralizes hair		
Task 12 – Colours hair			
12.01	Colours virgin hair	HT1510	Colour Fundamentals
12.02	Colours regrowth		
12.03	Colours hair using special effects	HT1511	Hair Colouring
12.04	Modifies existing colour		
12.05	Colours grey hair		
Task 13 – Bleaches hair			
13.01	Bleaches virgin hair	HT2500	Lightening and Toning
13.02	Bleaches regrowth		
13.03	Bleaches hair using special effects		
13.04	Tones pre-lightened hair		
Task 14 – Performs colour correction			
14.01	Determines process	HT2510	Advanced Colouring
14.02	Removes unwanted colour		
Task 15 – Performs related operations for wigs and hairpieces			
15.01	Selects wigs and hairpieces	HT1301	Cutting II - Barbering
15.02	Fits wigs and hairpieces		
15.03	Styles wigs and hairpieces		
Task 16 – Performs services for hair extensions			
16.01	Selects extensions	HT1210	Styling I
16.02	Adds extensions		
16.03	Maintains extensions	HT1211	Styling II
16.04	Removes extensions		
Task 17 – Performs basic additional services (Not Common Core)			
17.01	Performs basic natural nail services	HT1620	Introduction to Aesthetics
17.02	Performs basic facial care		
17.03	Performs ear piercing	Not in the Provincial Plan of Training	
Task 18 – Performs client and salon responsibilities			
18.01	Performs telephone duties	HT1120	Salon Fundamentals
18.02	Schedules appointments		
18.03	Completes financial transactions		
18.04	Interacts with clients		



## Plan of Training - Hairstylist

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2011 NOA Tasks and Sub-task		2012 Plan of Training	
Task 19 – Markets products and services			
19.01	Maintains product inventory	HT1120	Salon Fundamentals
19.02	Prices products		
19.03	Maintains product displays		
19.04	Promotes product sales		
19.05	Promotes services		

### C. Program Structure

For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

The order of course delivery within each block can be determined by the educational agency, as long as pre-requisite conditions are satisfied.

Upon completion of an entry level program, individuals may be required to complete other certifications (employer or job site specific) in order to gain employment.

<b>Block I</b>			
<b>NL Course No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisites</b>
TS1510	Occupational Health and Safety	6	
TS1520	WHMIS	6	
TS1530	Standard First Aid	14	
HT1120	Salon Fundamentals	64	-
HT1210	Styling I	90	HT1120
HT1211	Styling II	90	HT1210
HT1300	Cutting I - Hairdressing	90	HT1211
HT1301	Cutting II - Barbering	90	HT1300
HT1420	Chemically Waving and Relaxing Hair	135	HT1300
HT1510	Colour Fundamentals	90	HT1210
HT1511	Hair Colouring	60	HT1510
HT2500	Lightening & Toning	90	HT1511
HT1620	Introduction to Aesthetics	65	HT1120
OJ1500	Workplace Exposure	90	-
AP1101	Introduction to Apprenticeship	15	None
*AM1100	Math Essentials	30	None

<b>Block I</b>			
<b>NL Course No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisites</b>
CM2160	Communication Essentials	45	None
SD1760	Workplace Essentials	45	None
MC1060	Computer Essentials	15	None

<b>Total Hours</b>	<b>1130</b>
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A student who can meet the mathematics requirement through an ACUPLACER® test may be exempted from AM1100 - Math Essentials. Please check with your training institution.

<b>Required Work Experience</b>
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<b>Block II</b>			
<b>NL Course No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
HT2320	Advanced Cutting-Female/Male	90	Block I
HT2510	Advanced Colouring	60	Block I
HT2410	Advanced Perming	60	Block I
<b>Total Hours</b>		<b>210</b>	

<b>Total Course Credit Hours</b>	<b>1340</b>
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## TS1510 Occupational Health and Safety

### Learning Outcomes:

- Demonstrate knowledge of interpreting the Occupational Health and Safety Act, laws and regulations.
- Demonstrate knowledge of understanding the designated responsibilities within the laws and regulations such as the right to refuse dangerous work; and the importance of reporting accidents.
- Demonstrate knowledge of how to prevent accidents and illnesses.
- Demonstrate knowledge of how to improve health and safety conditions in the workplace.

**Duration:** 6 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

1. Interpret the Occupational Health and Safety Act laws and regulations.
  - i. explain the scope of the act
    - application of the act
    - Federal/Provincial jurisdictions
    - Canada Labour Code
    - rules and regulations
    - private home application
    - conformity of the Crown by the Act
2. Explain responsibilities under the Act and Regulations.
  - i. duties of employer, owner, contractors, sub-contractors, employees, and suppliers

3. Explain the purpose of joint health and safety committees.
  - i. formation of committee
  - ii. functions of committee
  - iii. legislated rights
  - iv. health and safety representation
  - v. reporting endangerment to health
  - vi. appropriate remedial action
  - vii. investigation of endangerment
  - viii. committee recommendation
  - ix. employer's responsibility in taking remedial action
  
4. Examine right to refuse dangerous work.
  - i. reasonable grounds for refusal
  - ii. reporting endangerment to health
  - iii. appropriate remedial action
  - iv. investigation of endangerment
  - v. committee recommendation
  - vi. employer's responsibility to take appropriate remedial action
  - vii. action taken when employee does not have reasonable grounds for refusing dangerous work
  - viii. employee's rights
  - ix. assigning another employee to perform duties
  - x. temporary reassignment of employee to perform other duties
  - xi. collective agreement influences
  - xii. wages and benefits
  
5. State examples of work situations where one might refuse work.
  
6. Describe discriminatory action.
  - i. definition
  - ii. filing a complaint procedure
  - iii. allocated period of time a complaint can be filed with the Commission
  - iv. duties of an arbitrator under the Labour Relations Act
  - v. order in writing inclusion
  - vi. report to commission Allocated period of time to request Arbitrator to deal with the matter of the request
  - vii. notice of application
  - viii. failure to comply with the terms of an order
  - ix. order filed in the court

7. Explain duties of commission officers.
  - i. powers and duties of officers
  - ii. procedure for examinations and inspections
  - iii. orders given by officers orally or in writing
  - iv. specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
  - v. service of an order
  - vi. prohibition of persons towards an officer in the exercise of his/her power or duties
  - vii. rescinding of an order
  - viii. posting a copy of the order
  - ix. illegal removal of an order
  
8. Interpret appeals of others.
  - i. allocated period of time for appeal of an order
  - ii. person who may appeal order
  - iii. action taken by Commission when person involved does not comply with the order
  - iv. enforcement of the order
  - v. notice of application
  - vi. rules of court
  
9. Explain the process for reporting of accidents.
  - i. application of act
  - ii. report procedure
  - iii. reporting notification of injury
  - iv. reporting accidental explosion or exposure
  - v. posting of act and regulations

**Practical Requirements:**

1. Conduct an interview with someone in your occupation on two or more aspects of the act and report results.
  
2. Conduct a safety inspection of shop area.

## TS1520 Workplace Hazardous Materials Information System (WHMIS)

### Learning Outcomes:

- Demonstrate knowledge of interpreting and applying the Workplace Hazardous Materials Information System (WHMIS) regulation under the Occupational Health and Safety Act.

**Duration:** 6 Hours

**Pre-requisite(s):** None

### Objectives and Content:

1. Define WHMIS safety.
  - i. rationale and key elements
  - ii. history and development of WHMIS
  - iii. WHMIS legislation
  - iv. WHMIS implementation program
  - v. definitions of legal and technical terms
  
2. Examine hazard identification and ingredient disclosure.
  - i. prohibited, restricted and controlled products
  - ii. classification and the application of WHMIS information requirements
  - iii. responsibilities for classification
    - the supplier
    - the employer
    - the worker - Classification: rules and criteria
    - information on classification
    - classes, divisions and subdivision in WHMIS
    - general rules for classification
    - class A - compressed gases
    - class B - flammable and combustible materials
    - class C - oxidizing material
    - class D - poisonous and infectious material
    - class E - corrosive material
    - class F - dangerously reactive material

- iv. products excluded from the application of WHMIS legislation
    - consumer products
    - explosives
    - cosmetics, drugs, foods and devices
    - pest control products
    - radioactive prescribed substances
    - wood or products made of wood
    - manufactured articles
    - tobacco or products of tobacco
    - hazardous wastes
    - products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act
  - v. comparison of classification systems – WHMIS and TDG
  - vi. general comparison of classification categories
  - vii. detailed comparison of classified criteria
3. Explain labeling and other forms of warning.
- i. definition of a WHMIS label
    - supplier label
    - workplace label
    - other means of identification
  - ii. responsibility for labels
    - supplier responsibility
    - employer responsibility
    - worker responsibility
  - iii. introduce label content, design and location
    - supplier labels
    - workplace labels
    - other means of identification
4. Introduce material safety data sheets (MSDS).
- i. definition of a material safety data sheet
  - ii. purpose of the data sheet
  - iii. responsibility for the production and availability of data sheets
    - supplier responsibility
    - employer responsibility
    - workers responsibility



**Practical Requirements:**

1. Locate WHMIS label and interpret the information displayed.
2. Locate a MSDS sheet for a product used in the workplace and determine what personal protective equipment and other precautions are required when handling this product.

TS1530 Standard First Aid

**Learning Outcomes:**

- Demonstrate knowledge of recognizing situations requiring emergency action
- Demonstrate knowledge of making appropriate decisions concerning first aid

**Duration:** 14 Hours

**Pre-requisite(s):** None

**Objectives and Content:**

1. Complete a St. John Ambulance or Canadian Red Cross Standard First Aid Certificate course.

## HT1120 Salon Fundamentals

### **Description:**

This course in salon management requires the use of basic tools and equipment, and materials and supplies. It involves sanitizing tools and equipment, doing laundry, receiving clients, interpersonal communication, preparing clients for services, keeping record cards, adhering to work schedules and practicing safety. It includes information on salon management techniques and requirements, interpersonal relations, and equipment quality.

**Duration:** 64 hours

**Pre-Requisites:** None

### **Major Topics/Tasks:**

Perform general shop cleaning; Sanitize work area, implements and equipment; Perform laundry duties; Select and use furnishings and equipment; Prepare client for services; Adhere to work schedule; Possess valid first aid certificate; Adhere to occupational health and safety regulations; Prepare client record cards and consent forms; Perform reception duties; Perform interpersonal client consultation; WHMIS; Retailing

### **Purpose / Aims**

1. To develop the skills and knowledge required for salon operations with respect to various codes and regulations.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures with concern for the environment.
4. To interact appropriately with clients and co-workers.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

**Course Outline / Learning Objectives:**

1. Perform general shop cleaning.
  - i. identify areas to be cleaned
  - ii. select cleaning materials
  - iii. perform cleaning duties
  - iv. practice safety and sanitary procedures
  
2. Sanitize work area, implements and equipment.
  - i. describe methods of sanitizing work area, equipment and implements
  - ii. describe sanitizing agents
  - iii. sanitize work area
  - iv. sanitize implements and equipment
  - v. Describe methods for disposal of sharps
  
3. Perform laundry duties.
  - i. describe types of towels and capes
  - ii. use washer
  - iii. use dryer
  - iv. store laundry
  
4. Select and use furnishings and equipment.
  - i. describe types of chairs, sinks and work units
  - ii. select work unit and equipment such as styling chairs, shampoo unit, hood driers, heat lamps, thermal caps, timers and applicators
  - iii. use work unit and equipment
  
5. Prepare client for services.
  - i. select towels and capes
  - ii. use towels and capes
  - iii. use chairs, sinks and work units
  - iv. prepare client for specific services
  - v. adjust chairs
  - vi. follow sanitary procedures
  - vii. ensure clients ease and comfort through the various preparation stages
    - greeting client
    - directing to appropriate area
    - assisting, where necessary
    - assist in the removal and placement of personal items

6. Adhere to work schedule.
  - i. participate in all schedule shop, classroom, and related activities
  - ii. develop reliable work habits
  - iii. use time effectively and efficiently
  
7. Prepare client record cards and consent forms
  - i. create client information card
  - ii. record pertinent information on record card
  - iii. file client record cards
  - iv. create client consent/release form
  - v. record pertinent information on consent forms/release forms
  - vi. obtain customer's signature
  - vii. file form
  
8. Perform reception duties manually *and with salon management software*.
  - i. explain the importance of client information cards
  - ii. explain the importance of receptionist duties
  - iii. answer phone calls regarding appointments
  - iv. attend to personal requests regarding appointments
  - v. record appointments
  - vi. cancel appointments
  - vii. greet client
  - viii. prepare work order
  - ix. attend to work order
  - x. reconcile work orders with cash receipts
  - xi. prepare cash deposit

9. Perform interpersonal client consultation.
  - i. explain the importance of interpersonal client consultation
  - ii. consult with client's service needs
  - iii. determine needs based on:
    - iv. clients personal appearance prior to service
    - v. clients personal preference
    - vi. prior difficulties or problems
    - vii. lifestyle
  - viii. advise client on:
    - recommended service
    - appointment date and time
    - expected length of service
    - cost

## HT1210 Styling I

### **Description:**

This course in styling requires the use of basic implements and rollers. It involves personal consultation, client preparation, hair analysis, shampooing, treating and styling. It includes information on hair styles.

**Duration:** 64 hours

**Pre-Requisites:** HT1120 - Salon Fundamentals (May be done concurrently)

### **Major Topics/Tasks:**

Perform wet shampoo; Apply instant rinses; Style hair using finger/skip waves; Style hair using pin curls; Set and dry hair using rollers; Finish styling.

### **Purpose / Aims**

1. To develop the skills and knowledge required for styling hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Perform wet shampoo.
  - i. describe types of shampoos
  - ii. drape client
  - iii. analyze hair and scalp to be shampooed
  - iv. consult client
    - type of home care
    - specific problems
  - v. select shampoo
  - vi. brush hair

- vii. adjust water temperature and pressure
  - viii. apply shampoo
  - ix. manipulate scalp
  - x. rinse hair
  - xi. towel dry
2. Apply instant rinses.
    - i. describe types of rinse
    - ii. determine appropriate rinse for hair and scalp condition
    - iii. follow manufacturers directions for use
    - iv. apply rinse
  3. Style hair using finger waves.
    - i. prepare client
    - ii. select styling lotion, comb and spray bottle
    - iii. determine finger wave pattern
    - iv. finger wave hair
    - v. determine drying procedure
  4. Style hair using pin curls.
    - i. prepare client
    - ii. determine hairstyle
    - iii. select lotions, comb and spray bottle
    - iv. place shaping
    - v. determine and select base
    - vi. slice and direct stem
    - vii. form circle
    - viii. determine drying procedure
  5. Set and dry hair using rollers.
    - i. describe types of rollers
    - ii. select rollers with consideration given to:
      - length of hair
      - volume
      - desired outcome
    - iii. manipulate and place rollers with consideration given to:
      - off base
      - half base
      - fastening techniques



- full base
  - volume base
  - indentation
  - directional design variations
  - iv. determine hairstyle with consideration given to
    - clients desires and needs
    - shape of face and head
    - profile
    - length and width of neck
    - size and position of ears
    - size, height and posture of client
    - accessories, such as, eyeglasses, hearing aids, etc.
    - irregular features
  - v. use styling product
  - vi. follow patterns as required to achieve desired outcome
  - vii. dry hair, following manufacturers direction
  - viii. check hair for dryness
  - ix. maintain rollers and fasteners
6. Finish styling.
- i. select appropriate brushes, combs and styling products for styling wet
  - ii. hair using appropriate equipment such as lamps and hood dryers
  - iii. mould wet hair using required tool such as
    - pick
    - brush
    - comb
    - fingers
  - iv. select appropriate brushes, combs and styling products for dry combed out styling
  - v. brush and mould hair
  - vi. backcomb and/or backbrush
  - vii. accentuate and develop lines
  - viii. perform finishing details

## HT1211 Styling II

### **Description:**

This course in styling requires the use of curling irons and hot rollers, brushes and combs, blow dryers and applicators. It involves personal consultation, client preparation, hair analysis, shampooing, treating and styling hair. It includes information on types of scalp and hair analysis and treatment.

**Pre-Requisites:** HT1210 - Styling I

**Duration:** 90 Hours

### **Major Topics/Tasks:**

Style hair with blow dryer; Style hair with curling iron/hot rollers; Style long hair; Finish styling; Perform scalp and hair analysis for treatment; Perform scalp and hair treatment

### **Purpose / Aims:**

1. To develop the skills and knowledge required for styling hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures with concern for the environment.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Style hair with blow dryer.
  - i. describe types of blow dryers
  - ii. hold, manipulate and adjust using
    - finger techniques
    - brush techniques
    - comb techniques

- diffuser techniques
  - iii. section hair (if necessary)
  - iv. apply thermal styling product
  - v. blow dry hair with consideration given to
    - preliminary drying (if necessary)
    - direction
    - volume
    - finish
    - specific design (following pattern)
  - vi. finish style
  - vii. maintain blow dryer
- 2. Style hair with curling iron/ straightening irons/ hot rollers.
  - i. describe types of curling irons
  - ii. describe types of straightening irons
  - iii. describe types of hot rollers
  - iv. hold, manipulate and adjust with consideration given to
    - length of hair
    - direction
    - design
    - volume
    - indentation
    - spiral winding
  - v. use rollers with consideration given to
    - direction
    - volume
    - specific design
  - vi. section hair, if necessary
  - vii. finish style using finishing products, if necessary
  - viii. maintain curling iron/hot rollers
- 3. Style long hair.
  - i. describe long hairstyles including
    - braids
    - up do's
    - down do's
  - ii. perform long hairstyles
  - iii. utilize hair decorations and add-on's (hairpieces)
  - iv. perform finishing details

4. Perform scalp and hair analysis for treatment.
  - i. describe scalp and hair analysis procedures
  - ii. analyze scalp for treatment to determine:
    - scalp condition
  - iii. analyze hair to be treated with consideration given to:
    - hair condition
  - iv. select product
  
5. Perform scalp and hair treatment.
  - i. describe scalp and hair treatment procedures
  - ii. prepare client for scalp treatment
  - iii. select scalp treatment
  - iv. apply scalp treatment according to manufacturer's directions utilizing the following
    - scalp manipulations
    - thermal heat equipment ie. cap, lamp or hood drier
  - v. select hair treatment
  - vi. apply hair treatment
  
6. Retailing.
  - i. product knowledge
  - ii. determine client needs
  - iii. recommend appropriate products for customer needs

## HT1300 Cutting I - (Hairdressing)

### **Description:**

This course in cutting requires the use of a straight razor, a clipper/edger, a shaper/razor, scissors and shears, and applicators. It involves personal consultation, client preparation, determining type of haircut, cutting and finishing. It includes information on cutting techniques for various types of haircuts.

**Duration:** 90 Hours

**Pre-Requisites:** HT1211 - Styling II

### **Major Topics/Tasks:**

Determine haircut; Perform scissors cut; Perform clipper cuts; Perform haircut with shaper/razor.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for cutting hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

**Course Outline / Learning Objectives:**

1. Determine haircut.
  - i. perform analysis for haircutting
  - ii. analyze hair to be cut
    - condition of hair
    - length
    - texture
    - density
    - growth pattern
  - iii. determine
    - clients desires and needs
    - shape for face and head
    - profile
    - length and width of neck
    - size and position of ears
    - size, height, and posture of client
    - accessories, such as eyeglasses, hearing aids, etc.
    - irregular features
  - iv. suggest recommended haircut
  
2. Perform scissors cut.
  - i. describe types of scissors
  - ii. hold and manipulate scissors using
    - blunt stroke
    - inside and outside bevel
    - slithering
    - tapering/thinning
    - point cutting/notching
    - slicing/slide
    - removing excess hair on neck
  - iii. prepare client
  - iv. section hair employing one of the following techniques
    - horizontal
    - vertical
    - diagonal
  - v. establish cutting guidelines, guidepoints, and guidestrands
  - vi. cut hair with consideration given to

- degree of elevation
  - cutting techniques
  - specific design
  - operator and client posture
  - growth patterns
  - hairlines
  - vii. thin hair, if necessary
  - viii. check and crosscheck hair
  - ix. follow safety and sanitary guidelines during entire procedure
  - x. maintain scissors
3. Perform clipper cuts.
- i. describe types of clippers and blades
  - ii. hold and manipulate clippers using
    - clippers even comb technique
    - freehand
    - arching
  - iii. prepare client
  - iv. determine degree of closeness and height of taper
  - v. perform preliminary scissors cut, if necessary
4. Perform haircut with shaper/razor.
- i. describe types of shaper/razors in hairdressing
  - ii. hold and manipulate shaper/razor using
    - blunt stroke
    - slight taper
    - thinning
  - iii. section hair
  - iv. cut hair with consideration given to
    - specific design
    - angle
    - degree of elevation
    - operator and client posture
    - growth patterns
    - hairlines
  - v. check haircut
  - vi. maintain shaper/razor

## HT1301 Cutting II (Barbering)

### **Description:**

This course in cutting requires the use of lather, straight razors, clipper/edgers, shaper/razors, scissors, shears and mannequins. It involves client consultation and preparation; determining haircut, beard trim and shave; cutting, trimming and shaving; and finishing. It includes information on cutting, trimming and shaving techniques.

**Pre-Requisites:** HT1300 - Cutting I (Hairdressing)

**Duration:** 90 Hours

### **Major Topics/Tasks:**

Determine haircut; Perform scissors cut; Perform clipper cuts; Perform haircut with shaper razor; Determine moustache/beard trim; Perform moustache/beard trim; Determine, fit and maintain hair pieces.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for cutting hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Determine haircut.
  - i. analyze hair to be cut
    - condition of hair
    - length
    - texture
    - density



- growth pattern
  - ii. determine
    - clients desires and needs
    - shape for face and head
    - profile
    - length and width of neck
    - size and position of ears
    - size, height, and posture of client
    - accessories, such as eyeglasses, hearing aids, etc.
    - irregular features
  - iii. suggest recommended haircut
- 2. Perform scissors cut.
  - i. describe types of scissors/shears
  - ii. hold and manipulate scissors/shears using
    - scissors over comb
    - finger and shear techniques
    - inside bevel
    - arching
    - thinning
    - trimming, as it relates to eyebrows, ears, nostrils
    - point cutting/notching
    - slicing/slide
    - shear point tapering
  - iii. prepare client
  - iv. section hair employing one of the following techniques
    - horizontal
    - vertical
    - diagonal
  - v. establish cutting guidelines, guidepoints, and guidestands
  - vi. cut hair with consideration given to
    - degree of elevation
    - cutting technique
    - specific design
    - operator and client posture
    - growth patterns
    - hairlines
    - cutting angles
  - vii. thin hair, if necessary

- viii. finish perimeter of cut with clippers
  - ix. remove superfluous hair
    - ears
    - eyebrows
  - x. maintain scissors
  - xi. follow safety and sanitary guidelines during entire procedure
3. Perform clipper cuts.
- i. describe types of clippers and blades
  - ii. hold and manipulate clippers using:
    - clippers even comb technique
    - freehand
    - arching
  - iii. prepare client
  - iv. determine degree of closeness and height of taper
  - v. perform preliminary scissors cut, if necessary
  - vi. perform clipper cut using the following format
    - edging
    - siding
    - top
  - vii. shave arches
4. Determine, fit and maintain hair pieces (practice expectation on mannequin).
- i. describe materials needed to sell and service hair pieces
  - ii. describe basic categories of hair pieces
    - stock
    - custom made
  - iii. describe different types of hair pieces within these categories:
    - type of fibre
    - type of base
    - construction method
    - lace front
    - partial/filler
    - full wig
  - iv. describe different types of attachment methods for hair pieces
    - 2-way tape
    - spirit gum
  - v. describe price ranges and sources of hair pieces
  - vi. describe methods of application and removal of hair pieces

- vii. perform methods of application and removal of hair pieces
  - viii. take a pattern for custom made hairpieces
  - ix. identify special cutting techniques and precautions
  - x. perform methods of maintaining hair pieces
    - cleaning
    - reconditioning
    - colouring
    - styling, i.e. roller setting or moulding
  - xi. recognize the sensitive nature of the hair piece client consultation and the need for privacy
  - xii. analyze the size of bald area, shape of head and remaining hair
  - xiii. consult with client:
    - to discuss alternatives
    - to determine type of hairpieces based on requirements, preferences and price range
  - xiv. give preliminary haircut
  - xv. prepare scalp
  - xvi. cut hairpiece to fit client
  - xvii. fit and blend hairpiece
  - xviii. discuss maintenance with client
5. Perform haircut with shaper razor.
- i. describe types of shaper/razors
  - ii. hold and manipulate razor with consideration to:
    - angle
    - pressure
    - stroke
      - for light, heavy and terminal blending
  - iii. perform razor and comb coordination technique
  - iv. determine sectioning pattern
  - v. cut hair with consideration given to
    - texture
    - specific design
  - vi. finish perimeters with scissors and/or clippers

6. Determine moustache/beard trim.
  - i. describe tools and materials for shaving
  - ii. describe beard types and moustache designs
  - iii. describe basic shapes
  - iv. explain the principles of balancing facial shapes
  - v. describe the appropriate tools for moustache/beard trim
  - vi. explain techniques for cutting beards
    - scissors over comb
    - clipper over comb
    - comb and razor
  - vii. analyze facial shape and size
  - viii. determine clients preferences
  - ix. identify problems
    - growth patterns
    - sparse areas
  - x. determine design based on analysis and facial shape
  
7. Perform moustache/beard trim.
  - i. prepare client
  - ii. shape beard with consideration given to:
    - client consultation
    - analysis of face and beard
  - iii. determine areas to shave, if necessary
  - iv. shave, if necessary

## HT1420 Chemically Waving and Relaxing Hair

### **Description:**

This course requires the use of relaxers, perms, tools, applicators, materials and supplies. It involves client consultation and preparation, hair analysis, product and tool selection, winding, processing, neutralizing, rinsing and finishing. It includes information on hair analysis, types of tools, processing techniques, and neutralization.

**Duration:** 135 Hours

**Pre-Requisites:** HT1300 - Cutting I (Hairdressing)

### **Major Topics/Tasks:**

Perform analysis for perming or chemical relaxing; Select perm or relaxer products; Select tools that will meet the client's requirements; Perming and chemically relaxing hair; Process hair; Neutralize hair; clean up.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for perming and relaxing hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%

### **Course Outline / Learning Objectives:**

1. Perform analysis for perming or chemical relaxing.
  - i. explain analysis procedures for perming or chemical relaxing
  - ii. perform analytical test
  - iii. determine client's desires
  - iv. recommend service to the client

2. Select perm or relaxer products.
  - i. describe types of products
  - ii. explain effects of products on the hair
  - iii. read manufacturers directions before proceeding
  
3. Select tools (rods, sticks, benders, etc.) that will meet the client's requirements.
  - i. describe types of tools and explain their uses
  - ii. explain purpose and effect of different tools
  
4. Perming hair.
  - i. describe the various types of winding patterns
  - ii. determine winding patterns
  - iii. select winding tools - comb
  - iv. section hair
  - v. sub-section hair
  - vi. comb hair in preparation for winding
  - vii. apply end papers
  - viii. demonstrate holding and winding of hair
  - ix. place winding tools in position
  - x. demonstrate fastening of tools
  
5. Chemically relaxing hair / soft curl placement (ethnic hair).
  - i. describe the various wave patterns
  - ii. determine relaxing movements
  - iii. select tools – comb
  - iv. section hair
  - v. sub-section hair
  - vi. comb hair in preparation for relaxing
  - vii. apply end papers (soft curl)
  - viii. demonstrate holding and winding of hair (soft curl)
  - ix. place tools in position (soft curl)
  - x. demonstrate fastening of tools (soft curl)

6. Process hair.
  - i. prepare client
  - ii. apply protective cream and cotton coil around hairline
  - iii. apply chemical products
  - iv. process hair according to manufacturers guidelines for:
    - neutral solution
    - acid solution
    - alkaline solution
  - v. determine processing time
  
7. Neutralize hair.
  - i. prepare client
  - ii. select neutralizer and applicator
  - iii. rinse hair
  - iv. towel-blot hair
  - v. apply neutralizer according to manufacturers directions
  - vi. time neutralizer
  - vii. complete neutralization
  
8. Clean work area
  - i. sink
  - ii. station
  - iii. tools

## HT1510 Colour Fundamentals

### **Description:**

This course in hair colouring requires the use of applicators, implements and supplies. It involves client consultation and preparation, patch testing, strand testing and removal of residue. It includes information on hair analysis, types of colours, mixing, developing and semi-permanent and temporary colouring.

**Duration:** 90 Hours

**Pre-requisites** HT1210 - Styling I

### **Major Topics/Tasks:**

Perform analysis for colouring; Select colour category; Use developers; Select colour formula; Mix colour formula; Perform patch test; Perform strand test.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for colouring hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Perform analysis for colouring.
  - i. describe types of colour
  - ii. explain chemical action of permanent, semi-permanent, demi/midway and temporary colour solutions on hair
  - iii. perform analytical tests
  - iv. use colour chart
  - v. determine clients' desires



- vi. recommend service to client
2. Select colour category.
  - i. use colour wheel
  - ii. butilize colour charts
  - iii. consult with client
  - iv. select colour product
3. Use developers.
  - i. explain action of developer on hair product
  - ii. adjust volume
  - iii. select developer
4. Select colour formula.
  - i. explain analysis procedures for colour applications
  - ii. select product from determined category of temporary semi-permanent perm
  - iii. determine colour formula
  - iv. select colour formula
5. Mix colour formula.
  - i. select application method
  - ii. measure products
  - iii. mix formula
6. Perform patch test.
  - i. explain procedures for performance of patch tests
  - ii. prepare client
  - iii. identify purpose of patch test
  - iv. select materials and product
  - v. demonstrate method of application
  - vi. identify results
7. Perform strand test.
  - i. explain procedures for performance of strand test
  - ii. identify the need for a strand test
  - iii. select area/areas for strand test
  - iv. select formula
  - v. mix formula

- vi. apply formula to selected area/areas
  - vii. identify results
8. Remove colour residue following manufacturer's directions.
- i. select removal agent
  - ii. apply removal agent
  - iii. complete removal process

## HT1511 Hair Colouring

### **Description:**

This course in hair colouring requires the use of applicators, implements and supplies. It involves client consultation and preparation, application of colour solutions and removal of residue. It includes information on hair analysis, types of colours, mixing, developing and permanent colouring.

**Duration:** 60 Hours

**Pre-Requisites:** HT1510 - Colour Fundamentals

### **Major Topics/Tasks:**

Apply temporary colour; Apply semi-permanent colour; Apply demi/midway colour; Apply permanent colour; Remove colour residue following manufacturers directions.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for colouring hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Apply temporary colour.
  - i. explains types and actions of temporary colours
  - ii. prepare client
  - iii. apply colour

2. Apply semi-permanent colour.
  - i. explains types and actions of semi-permanent colour
  - ii. prepare client
  - iii. determine starting point
  - iv. apply colour according to manufacturer's directions utilizing the following techniques
    - full head application
    - henna
  
3. Apply demi/midway colour.
  - i. explains types and actions of demi/midway colours
  - ii. prepare client
  - iii. perform analysis
  - iv. apply colour as per manufactures
  
4. Apply permanent colour.
  - i. explains types and actions of permanent colours
  - ii. prepare client
  - iii. determine starting point
  - iv. apply colour according to manufacturer's direction utilizing the following techniques
    - brush
    - applicator
    - cap
    - foil or plastic film
    - other special effects
  
5. Remove colour according to manufactures directions.
  
6. Remove colour residue following manufacturer's directions.
  - i. select removal agent
  - ii. apply removal agent
  - iii. complete removal process

## HT2500 Lightening and Toning

### **Description:**

This course in hair colouring requires the use of applicators, implements and supplies. It involves client consultation and preparation, patch testing, strand testing, applying bleaching solutions and removal of residue. It includes information on hair analysis and effects of bleaching and toning.

**Duration:** 90 Hours

**Pre-Requisites:** HT1511 - Hair Colouring

### **Major Topics/Tasks:**

Analyze hair; Perform patch test; Perform strand test; Prepare bleach and toner; Apply bleach and toner; Apply high lift colour; Remove colour/bleach residue.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for bleaching and toning hair.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Analyze hair.
2. Perform patch test.
  - i. explain patch test procedures appropriate for lightening and toning
  - ii. prepare client
  - iii. identify purpose of patch test
  - iv. select materials and product
  - v. demonstrate method of application

- vi. identify results
3. Perform strand test.
    - i. explain strand test procedures appropriate for lightening and toning
    - ii. identify the need for a strand test
    - iii. select area/areas for strand test
    - iv. select formula
    - v. mix formula
    - vi. apply formula to selected area/areas
    - vii. identify results
  4. Prepare bleach and toner.
    - i. describe the effect of lightening agent on hair
    - ii. describe the effect of toner on hair
    - iii. identify lightener
    - iv. select lightener
    - v. prepare formula
    - vi. select toner
    - vii. prepare formula
  5. Apply bleach and toner.
    - i. prepare client
    - ii. determine starting point
    - iii. apply bleach according to manufacturer's directions utilizing the following techniques
      - shaft application
      - retouch
      - foil or plastic wrap
      - painting
      - cap
      - other special effects
    - iv. apply toner, if necessary, with consideration given to
      - level of lightness
      - porosity
      - desired outcome

6. Apply high lift colour.
  - i. describe the effects of high lift colour
  - ii. select high lift colour
  - iii. prepare formula
  - iv. apply according to manufacturers directions
  
7. Remove product according to manufacturer's specifications.
  - i. select removal agent
  - ii. apply removal agent
  - iii. complete removal process

## HT1620 Introduction to Aesthetics

### **Description:**

This course in aesthetics requires the use of applicators, implements and supplies. It involves client consultation and preparation for the aesthetic service and performing the required procedures. It includes information on types of aesthetics products and their uses.

**Duration:** 60 Hours

**Pre-Requisites:** HT1120 - Salon Fundamentals

### **Major Topics/Tasks:**

Shaping eyebrows and waxing facial hair; Apply make-up; Perform manicures; Pierce ears.

### **Purpose / Aims:**

1. To develop the skills and knowledge required for performing aesthetic procedures.
2. To practice safety in potentially harmful situations.
3. To practice sanitary procedures.
4. To interact appropriately with clients.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Shape eyebrows and wax facial hair.
  - i. describe the methodology for shaping eyebrows and waxing facial hair
  - ii. consult client
  - iii. identify growth pattern
  - iv. prepare materials
  - v. prepare client



- vi. follow the methodology for shaping eyebrows and waxing facial hair
2. Apply make-up.
- i. cleanse and moisturize skin
  - ii. analyse skin tone and facial shape to determine products required
  - iii. describe methods of applying make-up
3. Perform manicures.
- i. describe types of manicuring implements and equipment
  - ii. select manicuring implements and equipment
  - iii. hold and manipulate manicuring implements and equipment
  - iv. prepare for a manicure
  - v. perform a manicure

OJ1500 Workplace Exposure

**Learning Outcomes:**

- Demonstrate knowledge of theory and practical applications of trade skills, safe work practices, appropriate workplace behaviour and time management through exposure to the trade in an authentic work environment

**NOTE:** The pre-apprentice must be supervised at the workplace. Supervision staff must be appropriately qualified to undertake that role – preferably a certified Journey person for the trade.

**Duration:** 90 Hours

**Pre-Requisite(s):** None

## AP1101 Introduction to Apprenticeship

### Learning Outcomes:

- Demonstrate knowledge of how to become a registered apprentice.
- Demonstrate knowledge of the steps to complete an apprenticeship program.
- Demonstrate knowledge of various stakeholders in the apprenticeship process.
- Demonstrate knowledge of the Red Seal Program.

**Duration:** 15 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

1. Define the following terms:
  - i. apprenticeship
  - ii. apprentice vs. registered apprentice
  - iii. Journeyperson vs. Certified Journeyperson
  - iv. Certificate of Apprenticeship
  - v. Certificate of Qualification
  - vi. Recognition of Prior Learning
  - vii. dual certification
  
2. Explain the apprenticeship system in Newfoundland and Labrador and the roles and responsibilities of those involved.
  - i. registered apprentice
  - ii. training institution
  - iii. employer
  - iv. Journeyperson
  - v. Department of Advanced Education and Skills
    - Industrial Training Section
    - Standards and Curriculum Section
  - vi. Provincial Trade Advisory Committees
  - vii. Provincial Apprenticeship and Certification Board
  
3. Identify the Conditions Governing Apprenticeship.

4. Describe the training and educational requirements.
  - i. pre-employment (entry level) training
  - ii. block release
  - iii. on-the-job
  
5. Explain the steps in the registered apprenticeship process.
  - i. criteria for eligibility
    - entrance requirements as per Conditions of Apprenticeship
    - employment
  - ii. registration process
    - application requirements
  - iii. Memorandum of Understanding
    - probation period
    - cancellation
  - iv. Record of Occupational Progress (Logbook)
    - signing off skills
    - recording hours
    - updating PDO on progress
  - v. class calls
    - schedule
    - EI Eligibility
    - Direct Entry
    - advanced level
  - vi. Block Exams
  - vii. progression
    - schedule
    - wage rates
  - viii. cancellation of apprenticeship
  - ix. Practical Examinations
  - x. Provincial and Interprovincial examinations
  - xi. certification
    - Certification of Apprenticeship
    - Certification of Qualification
    - Provincial certification
    - Interprovincial Red Seal endorsement

6. Explain the Interprovincial Standards Red Seal Program.
  - i. designated Red Seal trade
  - ii. the National Occupational Analysis (NOA)
  - iii. Interprovincial (IP) Red Seal Endorsement Examination
  - iv. relationship of NOA to IP Examination
  - v. qualification recognition and mobility
7. Identify the current financial incentives available to apprentices.
8. Explain the NL apprenticeship and trades certification division's out-of- province apprenticeship policy.

**Practical Requirements:**

1. Use the Provincial Apprenticeship and Trades Certification web site at [www.gov.nl.ca/app](http://www.gov.nl.ca/app) to:
  - i. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
  - ii. locate, download, and complete the Out of Province registration forms
    - Application for Apprenticeship (out of province)
    - Letter of Understanding (LOU)
    - Acceptance of Conditions Letter
  - iii. locate, download, and complete the Work Experience Credits form
  - iv. identify the locations of all Industrial Training offices
  - v. locate and review the following learning resources relevant to the trade:
    - Study Guide
    - Exam Preparation Guide
    - Plan of Training
2. Use a logbook for this trade to:
  - i. identify the hours for the trade (in-school and on-the-job)
  - ii. identify the number of blocks
  - iii. identify the courses in each block
  - iv. identify the workplace skills to be completed and verified

3. Use the Red Seal Web site, <http://www.red-seal.ca> to retrieve the National Occupational Analyses (NOA) for this trade.
  - i. identify the following components of the NOA:
    - Trends
    - Scope
    - Key Competencies
    - Blocks
    - Tasks
    - Subtasks
    - Pie Charts
    - Table of Specifications

## AM1100 Math Essentials

Note: It is recommended that AM1100 be delivered in the first semester of the Entry Level training program.

### **Learning Outcomes:**

- Demonstrate knowledge of the numeracy skills required to begin the 2<sup>nd</sup> level math course.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Demonstrate knowledge of mathematical principles in trade problem solving situations.
- Demonstrate the ability to solve simple mathematical word problems.

**Duration:** 30 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

*Wherever possible, the instructor should use trade specific examples to reinforce the course objectives*

1. Use multiplication tables from memory.
2. Perform whole number operations.
  - i. read, write, count, round off, add, subtract, multiply and divide whole numbers
3. Apply the order of operations in math problems.
4. Perform fraction and mixed number operations.
  - i. read, write, add, subtract, multiply and divide fractions

5. Perform decimal operations.
  - i. read, write, round off, add, subtract, multiply and divide decimals
6. Perform percent/decimal/fraction conversion and comparison.
  - i. convert between fractions, decimals and percents
7. Perform percentage operations.
  - i. read and write percentages
  - ii. calculate base, rates and percentages
8. Perform ratio and proportion operations.
  - i. use a ratio comparing two quantities with the same units
  - ii. use a proportion comparing two ratios
9. Use the imperial measurement system in math problems.
  - i. identify units of measurement for:
    - length
    - mass
    - area
    - volume
    - capacity
10. Use the metric measurement system in math problems.
  - i. identify units of measurement for:
    - length
    - mass
    - area
    - volume
    - capacity

**Practical Requirements:**

1. To emphasize or further develop specific knowledge objectives, students will be asked to complete practical demonstrations which confirm proper application of mathematical theory to job skills.



## CM2160 Communication Essentials

### Learning Outcomes:

- Demonstrate knowledge of the importance of well-developed writing skills in the workplace and in career development.
- Demonstrate knowledge of the purpose of various types of workplace correspondence.
- Demonstrate knowledge of the principles of effective workplace writing.
- Demonstrate knowledge of standard formats for letters and memos.
- Demonstrate knowledge of principles related to writing effective letters and memos.
- Demonstrate the ability to prepare and deliver an oral presentation.
- Demonstrate knowledge of the importance of effective interpersonal skills in the workplace.

**Duration:** 45 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify the principles for writing clear, concise, complete sentences and paragraphs which adhere to the conventions of grammar, punctuation, and mechanics.
2. Identify the principles of effective workplace writing.
  - i. describe the value of well-developed writing skills to career success
  - ii. discuss the importance of tone, and language or word choice in workplace communication, regardless of the circumstances
  - iii. demonstrate an awareness of cultural differences when preparing workplace correspondence
  - iv. describe the writing process as it applies to workplace communication
    - planning

- writing
  - editing/revising
  - v. identify the parts of a business letter and memo, and when each should be used in the workplace
  - vi. identify the standard formats for business letters and memos
  - vii. identify guidelines for writing sample letters and memos which convey:
    - acknowledgment
    - routine request
    - routine response
    - complaint
    - refusal
    - persuasive request
    - letters of appeal
3. Identify types of informal workplace documents.
- i. identify types & purposes of reports
    - incident
    - process
    - progress
  - ii. identify common trade specific forms
  - iii. describe primary and secondary methods used to gather information
  - iv. discuss the importance of accuracy and completeness in reports and forms
4. Identify the elements of presentations used in the workplace.
- i. identify presentation types
    - impromptu
    - informative
    - demonstration
    - persuasive
  - ii. identify the components of an effective presentation
    - eye contact
    - body language
    - vocal qualities
    - audience analysis
    - multimedia tools
    - keeping on topic

5. Demonstrate an understanding of interpersonal communications in the workplace.
  - i. identify listening techniques
  - ii. demonstrate an understanding of group dynamics
  - iii. describe the importance of contributing information and expertise in the workplace
  - iv. describe the importance of respectful and open communication in the workplace
  - v. identify methods to accept and provide feedback in a constructive and considerate manner
  - vi. explain the role of conflict in a group to reach solutions
  
6. Identify acceptable workplace uses of communication technologies.
  - i. cell / Smart Phone etiquette
  - ii. voice mail
  - iii. e-mail
  - iv. teleconferencing / videoconferencing for meetings and interviews
  - v. social networking
  - vi. other emerging technologies

**Practical Requirements:**

1. Write well-developed, coherent, unified paragraphs.
2. Write sample letters and memos.
3. Write one short informal report.
4. Complete a selection of at least 3 trade-related forms.
5. Deliver an effective oral presentation.

## SD1760 Workplace Essentials

Note: It is recommended that SD1760 be delivered in the second half of the Entry Level training program.

### **Learning Outcomes:**

- Demonstrate knowledge of workplace essentials in the areas of meetings, unions, workers compensation, workers' rights, and human rights.
- Demonstrate knowledge of good customer service practices.
- Demonstrate knowledge of effective job search techniques.

**Duration:** 45 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify common practices related to workplace meetings.
  - i. identify and discuss meeting format and preparation required for a meeting
  - ii. explain the purpose of an agenda
  - iii. explain the expected roles, responsibilities, and etiquette of meeting participants
  
2. Define unions and identify their role in the workplace.
  - i. identify the purpose of unions
  - ii. identify a common union structure
  - iii. identify the function of unions in this trade

3. Demonstrate an understanding of the Worker's Compensation process.
  - i. describe the aims, objectives, regulations and benefits of the Workplace Health, Safety and Compensation Commission
  - ii. explain the role of the Workers Advisor
  - iii. explain the internal review process
  
4. Demonstrate an understanding of workers' rights.
  - i. define labour standards
  - ii. identify regulations, including:
    - hours of work & overtime
    - termination of employment
    - minimum wages & allowable deductions
    - statutory holidays, vacation time, and vacation pay
  
5. Demonstrate an understanding of Human Rights issues.
  - i. examine the Human Rights Code and explain the role of the Human Rights Commission
  - ii. define harassment in various forms and identify strategies for prevention
    - direct
    - systemic
    - adverse effect
  - iii. identify gender and stereotyping issues in the workplace
  - iv. define basic concepts and terms related to workplace diversity including age, race, culture, religion, socio-economic status, and sexual orientation
  
6. Demonstrate an understanding of quality customer service.
  - i. explain why quality service is important
  - ii. identify barriers to quality customer service
  - iii. identify customer needs & common methods for meeting them
  - iv. identify and discuss the characteristics & importance of a positive attitude
  - v. identify the importance of demonstrating good communication skills including body language, listening, questioning, and when using electronic communication devices
  - vi. identify techniques for interacting with challenging customers to address complaints and resolve conflict

7. Demonstrate an understanding of effective job search techniques.
  - i. identify and explain employment trends, opportunities, and sources of employment
  - ii. identify and discuss essential skills for the trades as outlined by Human Resources and Skills Development Canada
  - iii. review job ads and identify the importance of fitting qualifications to job requirements
  - iv. identify the characteristics of effective resumes, the types of resumes, and principles of resume formatting
  - v. identify the characteristics of an effective cover letter
  - vi. identify the components of a portfolio, and discuss the value of establishing and maintaining a personal portfolio
  - vii. identify the common characteristics of the job interview process:
    - pre-interview preparation
    - interview conduct
    - post-interview follow up

**Practical Requirements:**

1. Create a resume.
2. Create a cover letter.
3. Participate in a mock job interview.

## MC1060 Computer Essentials

### Learning Outcomes:

- Demonstrate knowledge of computer systems and their operation.
- Demonstrate knowledge of popular software packages and their applications.
- Demonstrate knowledge of security issues related to computers.

**Duration:** 15 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

*Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.*

1. Identify the major external components of a microcomputer system.
  - i. input devices
  - ii. output devices
  - iii. central control unit
  
2. Use operating system software.
  - i. start and quit a program
  - ii. use the help function
  - iii. use the find function
  - iv. maximize and minimize a window
  - v. use the task bar
  - vi. adjust desktop settings such as screen savers, screen resolution, and backgrounds
  - vii. shut down a computer

3. Perform file management commands.
  - i. create folders
    - copy files and folders
    - move files and folders
    - rename files and folders
    - delete files and folders
  
4. Use word processing software to create documents.
  - i. enter text
  - ii. indent and tab text
  - iii. change text attributes (bold, underline, font, etc.)
  - iv. change layout format (margins, alignment, line spacing)
  - v. spell check and proofread
  - vi. edit text
  - vii. save document
  - viii. print document
  - ix. close document
  - x. retrieve documents
  
5. Use spreadsheet software to create spreadsheets.
  - i. enter data in cells
  - ii. create formulas to add, subtract, multiply and divide
  - iii. save spreadsheet
  - iv. print spreadsheet
  - v. close spreadsheet
  - vi. retrieve spreadsheet
  
6. Access the Internet.
  - i. access websites using the world wide web(www)
  - ii. identify examples of web browsers
  - iii. use search engines with common searching techniques
  - iv. describe security issues



7. Use electronic mail.
  - i. describe e-mail etiquette
    - grammar and punctuation
    - privacy and legal issues when sharing and forwarding e-mail
    - work appropriate content
    - awareness of employer policies
  - ii. manage e-mail using the inbox, sent, and deleted folders
  - iii. send an e-mail message with attachment(s)
  - iv. print e-mail

**Practical Requirements:**

None.

## **Block II**

### **HT2320    Advanced Cutting – Female/Male**

#### **Description:**

This course in advanced cutting requires the use of a variety of tools necessary for current hair styles. The course is specifically aimed at those who have achieved proficiency in the rudimentary aspects of hair cutting with emphasis on the creation of individualistic hair styles. It includes information on communication skills necessary for client consultations, hair analysis, hair cut adjustment and finishing techniques necessary to enhance the design lines of the hair shaping.

**Duration:**                90 Hours

**Pre-Requisites:**        Block I

#### **Major Topics/Tasks:**

Consult with client; Analyze hair; Create style; Check cut for balance and adjust if necessary; Perform finishing techniques; Advise on home care maintenance

#### **Purpose / Aims:**

1.     To further develop the professional skills and knowledge required for advanced hair cutting.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

#### **Course Outline / Learning Objectives:**

1.     Consult with client.
2.     Analyze hair.
  - i.     explain hair analysis using current hair cutting techniques
  - ii.    check direction of hair growth

- iii. determine condition of hair
  - iv. determine hair type
3. Create style.
- i. describe how to create hair styles and use of appropriate tools with consideration to hair length.
  - ii. explain hair cutting and thinning using different tools
  - iii. utilize appropriate tools for established style
    - freehand
    - asymmetric
    - no-tension
    - point cutting
    - feather razor cutting
  - iv. perform directional techniques for hair cutting
    - sectioning
      - horizontal
      - vertical
      - diagonal
4. Check cut for balance and adjust if necessary.
- i. define hair balancing and adjustment techniques
5. Perform finishing techniques.
- i. perform appropriate finishing techniques
  - ii. use applicable finishing products and tools
6. Advise on home care maintenance.
- i. advise on hair maintenance products
  - ii. suggest reschedule time
7. Describe ethnic hairstyling techniques and procedures.
- i. cutting
  - ii. tools
  - iii. products

## HT2410 Advanced Perming

### **Description:**

This course in advanced perming techniques requires the use of a variety of implements, materials and manufacturer products necessary for waving and straightening of hair. The course is specifically aimed at those who have achieved proficiency in the rudimentary techniques of all aspects of hair perming. It involves client consultation, hair analysis to determine desired effects, use of appropriate tools and equipment, wrapping and winding hair, application of processing solution, rinsing and neutralizing, performing finishing techniques and advising client on home maintenance.

**Duration:** 60 Hours

**Pre-Requisites** Block I

### **Major Topics/Tasks:**

Consult with client; Analyze hair for desired effects; Wrap hair on rods; Apply perm solution; Process hair; Perform blotting process; Neutralize hair; Explain finishing techniques; Advise on home care maintenance.

### **Purpose / Aims:**

1. To further develop the professional skills and knowledge required for advanced perming techniques.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Consult with client.
  - i. explain techniques for client consultations with considerations of medical history
  - ii. and appraising client expectations.

- iii. determine client expectations and provide suggestions during consultation
  - iv. inquire of clients past history and counsel accordingly
    - medication procedure or health of the client
    - allergies chemicals may cause a reaction
    - hair products recently being used which may effect perming results
2. Analyze hair for desired effects.
- i. define hair types
  - ii. explain analysis of the hair.
  - iii. describe how the selection of products, tools and equipment for different perming methods is determined.
  - iv. evaluate hair type
    - density
    - porosity
    - elasticity
    - texture (normal, fine, resistant)
    - length
    - coloured
    - damaged/over processed
    - bleached/highlighted
3. Wrap hair on rods.
- i. define methods of wrapping and winding hair.
  - ii. select method of wrap
    - directional
    - root
    - spiral
    - weave
    - roller
    - no rod
    - zone
    - stack
  - iii. select size and type of rod
  - iv. apply appropriate end wrap
    - porous paper
    - block method
  - v. wrap with/without tension according to manufacturers direction

4. Apply perm solution.
  - i. characterize the application of processing solution, rinsing and neutralizing.
  - ii. determine type of solution to be used based on previous hair analysis
  - iii. select solution
    - alkaline
    - acid
    - exothermic
  
5. Process hair.
  - i. apply lotion
  - ii. time rinse as per manufacturers direction for required time
  - iii. rinse
  - iv. blot rinse
  
6. Perform blotting process.
  - i. remove moisture
  - ii. perform moisture checks
  
7. Neutralize hair.
  - i. apply neutralizer according to manufacturers directions
    - regular method
    - off neutralizer
  - ii. air oxidization
  - iii. blotting
  
8. Explain finishing techniques.
  
9. Advise on home care maintenance.
  - i. advise on hair maintenance products
  - ii. suggest reschedule time

## HT2510 Advanced Colouring

### **Description:**

This course in advanced colouring requires the use of a variety of implement and supplies required for the application of hair colouring. The course is specifically aimed at those who have achieved proficiency in the rudimentary techniques of all aspects of hair colouring. It includes information on communication skills necessary for client consultations, hair analysis, colour options, corrective colouring, mixing and the application of colours and advising on home care maintenance.

**Pre-Requisites:** Block I

**Duration:** 60 Hours

### **Major Topics/Tasks:**

Consult with client; Analyze Hair; Establish colour option (product); Perform corrective colouring requirements; Mix and apply selected colour following manufacturers direction; Advise on home care maintenance.

### **Purpose / Aims:**

1. To further develop the professional skills and knowledge required for advanced hair colouring.

**Evaluation:** Theory and Practical Applications Require a Pass Mark of 70%.

### **Course Outline / Learning Objectives:**

1. Consult with client.
  - i. describe how to assess hair and scalp condition, results of patch test and advising client of results.
  - ii. perform patch test (if required)
  - iii. determine through consultation if the client has any allergies that may cause health problems respecting chemicals that will be used in the process

- iv. confirm the type and colour to be used
2. Analyze hair.
    - i. Explain how to use analysis results for selecting appropriate products, tools and equipment.
    - ii. determine the hair type
      - considerations
        - porosity
        - density
        - condition
        - percent of grey
        - colour level
        - previous chemical services
3. Establish colour option (product).
    - i. explain colour how to select, shading, blending and the mixing of colours for desired results.
    - ii. characterize the application of colour to hair.
    - iii. explain various hair colouring types and application specifics (temporary, semi-permanent, demi/midway permanent colours, lighteners and tones).
    - iv. define various streaking methods.
    - v. advise client on the advantages/disadvantages of the use of different products used in colouring process
    - vi. determine colour type
      - low lighting
      - highlighting
      - reverse highlights
      - demi/midway
      - permanent
    - vii. use colour wheel
    - viii. conclude colour formula or bleach and toner
    - ix. conclude the volume of developer
    - x. assess required development time
    - xi. follow manufacturer's direction for product used



4. Perform corrective colouring requirements.
  - i. explain specifics for the removal of artificial hair colours.
  - ii. select and apply colour remover
  - iii. select and apply colour/conditioner fillers
  - iv. select colour
  
5. Mix and apply selected colour following manufacturers direction.
  - i. apply colouring using different methods
    - brush or bowl
    - bottle (applicator)
    - highlight cap
    - foil wrap
    - special (as per manufacturer)
    - weaving
    - tipping
  
6. Advise on home care maintenance.
  - i. advise on hair maintenance products
  - ii. suggest reschedule time

## **D. Conditions Governing Apprenticeship Training**

### **1.0 General**

The following general conditions apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board (PACB) in accordance with the *Apprenticeship Training and Certification Act (1999)*. If an occupation requires additional conditions, these will be noted in the specific Plan of Training for the occupation. In no case should there be a conflict between these conditions and the additional requirements specified in a certain Plan of Training. All references to Memorandum of Understanding will also apply to Letter of Understanding (LOU) agreements.

### **2.0 Entrance Requirements**

#### **2.1 Entry into the occupation as an apprentice requires:**

Indenturing into the occupation by an employer who agrees to provide the appropriate training and work experiences as outlined in the Plan of Training.

#### **2.2 Notwithstanding the above, each candidate must have successfully completed a high school program or equivalent, and in addition may be required to have completed certain academic subjects as specified in a particular Plan of Training. Mature students, at the discretion of the Director of Apprenticeship and Trades Certification, may be registered. A mature student is defined as one who has reached the age of 19 and who can demonstrate the ability and the interest to complete the requirements for certification.**

#### **2.3 At the discretion of the Director of Apprenticeship and Trades Certification, credit toward the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment.**

#### **2.4 An Application for Apprenticeship form must be duly completed along with a Memorandum of Understanding as applicable to be indentured into an Apprenticeship. The Memorandum of Understanding must contain signatures of an authorized employer representative, the apprentice and an official representing the Provincial Apprenticeship and Certification Board to be valid.**

- 2.5 A new Memorandum of Understanding must be completed for each change in an employer during the apprenticeship term.

### **3.0 Probationary Period**

The probationary period for each Memorandum of Understanding will be six months or 900 employment credit hours. Within that period the memorandum may be terminated by either party upon giving the other party and the PACB one week notice in writing.

### **4.0 Termination of a Memorandum of Understanding**

After the probationary period referred to in Section 3.0, the Memorandum of Understanding may be terminated by the PACB by mutual consent of the parties involved, or cancelled by the PACB for proper and sufficient cause in the opinion of the PACB, such as that stated in Section 14.

### **5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria**

Progression Schedule, Wage Rate and Advanced Training Criteria are stated in the specific occupational Plan of Training for each designated apprenticeship occupation.

## Progression Schedule

Hairstylist – 4000 Hours			
APPRENTICESHIP LEVEL AND WAGES			
Program Duration	Wage Rates	Requirements for progression to next level of apprenticeship	When requirements are met, the apprentice will progress to...
4000 Hours	The apprentice shall be paid no less than the minimum wage for hours worked and a commission agreed upon between the apprentice and the employer.	<ul style="list-style-type: none"> <li>▪ Completion of Block 1 training</li> <li>▪ Completion of Block 2 training</li> <li>▪ Minimum 4000 hours of combined relevant work experience and training</li> <li>▪ Sign-off of all workplace skills in apprentice logbook</li> <li>▪ Pass Practical Examination</li> <li>▪ Pass certification exam</li> </ul>	Journeyman Certification
<p><b>Wage Rates</b></p> <ul style="list-style-type: none"> <li>▪ Rates are percentages of the prevailing journeyman’s wage rate in the place of employment of the apprentice.</li> <li>▪ Rates must not be less than the wage rate established by the Labour Standards Act (1990), as now in force or as hereafter amended, or by other order, as amended from time to time replacing the first mentioned order.</li> <li>▪ Rates must not be less than the wage rate established by any collective agreement which may be in force at the apprentice’s workplace.</li> <li>▪ Employers are free to pay wage rates above the minimums specified.</li> </ul> <p><b>Block Exams</b></p> <ul style="list-style-type: none"> <li>▪ This program may <b>not</b> currently contain Block Exams, in which case this requirement will be waived until such time as Block Exams are available.</li> </ul>			

Hairstylist – 4000 Hours		
CLASS CALLS		
Call Level	Requirements for Class Call	Hours awarded for In-School Training
Direct Entry Apprentice: PLA & / or Block 1	<ul style="list-style-type: none"> <li>▪ Minimum of 1000 hours of relevant work experience</li> <li>▪ Prior Learning Assessment (PLA) at designated college (if applicable)</li> </ul>	To be determined by the number of courses completed after each class call
Block 2	<ul style="list-style-type: none"> <li>▪ Minimum of 3790 hours of relevant work experience and training</li> </ul>	210
<p>Direct Entry Apprentice</p> <ul style="list-style-type: none"> <li>▪ Must complete Block 1 courses through PLA and / or in-school training.</li> <li>▪ Block 1 training is to be completed via class calls; up to 16 weeks of training per calendar year.</li> <li>▪ Must attend in-school training until Block 1 is complete before attending Blocks 2 or higher</li> </ul> <p>Class Calls at Minimum Hours</p> <ul style="list-style-type: none"> <li>▪ Class calls may not always occur at the minimum hours indicated. Some variation is permitted to allow for the availability of training resources and apprentices.</li> </ul>		

## **6.0 Tools**

Apprentices shall be required to obtain their own hand tools applicable for the designated occupation of registration or tools as specified by the PACB.

## **7.0 Periodic Examinations and Evaluation**

7.1 Every apprentice shall submit to such occupational tests and examinations as the PACB shall direct. If after such occupational tests and examinations the apprentice is found to be making unsatisfactory progress, his/her apprenticeship level and rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the Director of Apprenticeship and Trades Certification and his/her date of completion shall be deferred accordingly. Persistent failure to pass required tests shall be a cause for revocation of his/her Memorandum of Understanding.

7.2 Upon receipt of reports of accelerated progress of the apprentice, the PACB may shorten the term of apprenticeship and advance the date of completion accordingly.

7.3 For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

7.4 Course credits may be granted through the use of a PACB approved matrix which identifies course equivalencies between designated trades and between current and historical Plans of Training for the same trade.

## **8.0 Granting of Certificates of Apprenticeship**

Upon the successful completion of apprenticeship, the PACB shall issue a Certificate of Apprenticeship.

## **9.0 Hours of Work**

Any hours employed in the performance of duties related to the designated occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided.

## **10.0 Copies of the Registration for Apprenticeship**

The Director of Apprenticeship and Trades Certification shall provide copies of the Registration for Apprenticeship form to all signatories to the document.

## **11.0 Ratio of Apprentices to Journeypersons**

Under normal practice, the ratio of apprentices to journeypersons shall not exceed two apprentices to every one journeyperson employed. Other ratio arrangements would be determined and approved by the PACB.

## **12.0 Relationship to a Collective Bargaining Agreement**

Where applicable in Section 5 of these conditions, Collective Agreements take precedence.

## **13.0 Amendments to a Plan of Apprenticeship Training**

A Plan of Training may be amended at any time by the PACB.

## **14.0 Employment, Re-Employment and Training Requirements**

- 14.1 The Plan of Training requires apprentices to regularly attend their place of employment.
- 14.2 The Plan of Training requires apprentices to attend training for that occupation as prescribed by the PACB.
- 14.3 Failure to comply with Sections 14.1 and/or 14.2 will result in cancellation of the Memorandum of Understanding. Apprentices may have their MOUs reinstated by the PACB but would be subject to a commitment to complete the entire program as outlined in the General Conditions of Apprenticeship. Permanent cancellation in the said occupation is the result of non-compliance.
- 14.4 Cancellation of the Memorandum of Understanding to challenge journeyperson examinations, if unsuccessful, would require an apprentice to serve a time penalty of two (2) years before reinstatement as an apprentice or qualifying to receive a class call to training as a registered Trade Qualifier. Cancellation must be mutually agreed upon by the employer and the apprentice.

- 14.5 An employer shall ensure that each apprentice is under the direct supervision of an approved journey person supervisor who is located at the same worksite as the apprentice, and that the apprentice is able to communicate with the journey person with respect to the task, activity or function that is being supervised.
- 14.6 Under the Plan of Training the employer is required to keep each apprentice employed as long as work is available, and if the apprentice is laid off due to lack of work, to give first opportunity to be hired before another is hired.
- 14.7 The employer will permit each apprentice to attend training programs as prescribed by the PACB.
- 14.8 Apprentices who cannot acquire all the workplace skills at their place of employment will have to be evaluated in a simulated work environment at a PACB authorized training institution and have sign-off done by instructors to meet the requirements for certification.

## **15.0 Appeals to Decisions Based on Conditions Governing Apprenticeship Training**

Persons wishing to appeal any decisions based on the above conditions must do so in writing to the Minister of Advanced Education and Skills within 30 days of the decision.



## **E. Requirements for Red Seal Endorsement**

1. Evidence the required work experiences outlined in this Plan of Training have been obtained. This evidence must be in a format clearly outlining the experiences and must be signed by an appropriate person or persons attesting that these experiences have been obtained to the level required.
2. Successful completion of all required courses in the program.
3. A combination of training from an approved training program and suitable work experience totaling **4000 Hours**.

**Or**

A total of **6000 Hours** of suitable work experience.

4. Completion of a National Red Seal examination, to be set at a place and time determined by the Apprenticeship and Trades Certification Division.

## **F. Roles and Responsibilities of Stakeholders in the Apprenticeship Process**

The apprenticeship process involves a number of stakeholders playing significant roles in the training of apprentices. This section outlines these roles and the responsibilities resulting from them.

### **The Apprentice:**

- completes all required technical training courses as approved by the PACB.
- finds appropriate employment.
- completes all required work experiences in combination with the required hours.
- ensures work experiences are well documented.
- approaches apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified journey person.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.

### **The Employer:**

- provides high quality work experiences in an environment conducive to learning.
- remunerates apprentices as set out in the Plan of Training or Collective Agreements.
- provides feedback to training institutions, Apprenticeship and Trades Certification Division and apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, releases apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- ensures work experiences of the apprentice are documented.
- ensures a certified journeyperson is currently on staff in the same trade area as the apprentice and whose certification is recognized by the NL Department of Advanced Education and Skills.

### **The Training Institution:**

- provides a high quality learning environment.
- provides the necessary student support services that will enhance an apprentice's ability to be successful.
- participates with other stakeholders in the continual updating of programs.

### **The Apprenticeship and Trades Certification Division:**

- establishes and maintains program advisory committees under the direction of the PACB.
- promotes apprenticeship training as a viable career option to prospective apprentices and other appropriate persons involved, such as career guidance counsellors, teachers, parents, etc.
- establishes and maintains a protocol with training institutions, employers and other appropriate stakeholders to ensure the quality of apprenticeship training programs.
- ensures all apprentices are appropriately registered and records are maintained as required.
- schedules all necessary technical training periods for apprentices to complete requirements for certification.
- administers block, provincial and interprovincial examinations.

### **The Provincial Apprenticeship and Certification Board:**

- sets policies to ensure the provisions of the *Apprenticeship and Certification Act (1999)* are implemented.
- ensures advisory and examination committees are established and maintained.
- accredits institutions to deliver apprenticeship training programs.
- designates occupations for apprenticeship training and/or certification.