

ATC Program Essential Skills Package

Hairstyling Program



ARTS & TECHNOLOGY
C E N T R E

Instructional Methods: Classroom Lectures, Practical Lab Activities, and working with clients in the salon

Course Format:

Classroom: Theory, demonstrations and practical applications.

Salon: Demonstrations, practical applications and client work.

Rationale:

Hairstyling is a Red-Seal Trade and therefore requires hairstylists to be licensed.

To qualify for a license, you must attend an accredited training facility where you will complete 1400 hours of in school training. Once employed in a salon you must be registered through Manitoba Apprenticeship. Hours must be documented by the apprentice and the salon owner.

A practical and theory examination administered by the Manitoba Government must be successfully passed with a mark of 70% or higher.

A high school diploma, GED or equivalent is required for Manitoba Hairstylists to receive a journey person certificate.

http://www.gov.mb.ca/tce/apprent/mb_trades/hairstylist.html

The result has been the identification of the following nine workplace Essential Skills:

Click on each heading to take you directly to the information pages.

1. [Reading](#)
2. [Writing](#)
3. [Numeracy](#)
4. [Document Use](#)
5. [Oral Communication](#)
6. [Working With Others](#)
7. [Problem Solving/Thinking](#)
8. [Digital Technology](#)
9. [Continuous Learning](#)
10. [Additional Skills for Success in Hairstyling](#)
11. [Answer Key to Example Questions](#)
12. [References](#)

A diagram consisting of a large right-facing curly bracket on the left side of a list of 12 items. The bracket groups the first nine items (Reading through Continuous Learning). To the right of the bracket is a rectangular box with a black border and a drop shadow, containing the text '9 Essential Skill Areas'.

9 Essential Skill Areas

To help students be successful in their training, ATC has developed a package focused specifically on these Essential Skills and how they apply to the program of *Hairstyling Program*. The purpose of this package is not to dissuade students from attending the program, but to help them become successful by informing them of the skills required. We highly encourage all students to take some time to work through the package and become informed of the program requirements.

Material in this document has been developed around the Workplace Education Manitoba 9 Essential Skills which can be found here: <http://www.wem.mb.ca/>

1. Reading



Literacy (Reading)

- Ability to read and comprehend manuals, textbooks and manufacturer's instructions in order to work safely in the salon.
 - Understanding of basic chemistry to use professional products effectively and safely when working with clients in a salon setting
 - Understanding of basic biology to apply to sanitation, as well as client services in a salon setting
 - Understanding basic principles of electricity to use professional tools effectively and safely when working with clients in a salon setting
- Ability to use words to communicate in a professional manner and apply reflective listening skills

Literacy Reading Example 1

Instructions: Please read the following paragraph and answer the two questions on the next page without referring to the paragraph.

Hairstylists cut, shampoo, perm, colour and style hair and perform other services such as adding extensions. They work in hairstyling salons, barber shops or other specialized settings such as healthcare institutions or theatre, film and television establishments. They may also be self-employed. In Manitoba, a hairstylist will be a registered as an apprentice and upon successful completion of a practical and theory examination receive a Red Seal Journeyman Certification.

Communication questions:

Question 1: Are hairstylists required to write a theory examination?

Question 2: List six services that hairstylists will be required to perform?

2. Writing

Literacy (Writing)

- Ability to legibly schedule and record appointments
- Ability to write short responses
- Ability to accurately record information on forms such as client cards and file them appropriately according to category



Literacy Writing Example 2:

Instructions: Write a **paragraph**, using **full sentences** describing why you are interested in the hairstyling industry.

3. Numeracy

- Ability to make change, add and subtract decimals, use percentages to calculate tax and commissions
- Add, multiply, subtract and divide fractions when formulating chemicals
- Utilize units of measurement such as: milliliters, ounces, centimeters, inches, amperes, watts, volts, ohms, degrees
- Knowledge of geometrical concepts including angles, parallel and perpendicular lines. Familiarity with horizontal, diagonal and vertical lines
- Utilize ratios to create and reproduce color formulations effectively
- Tell time using analog and digital form. Use time to plan and manage your day through booking of appointments and prioritizing tasks



Numeracy Example 1

Understanding Ratio's

Instructions: Read the color formula's above. Circle the formula that is a 2:1 ratio.

Color formula no.1: 40ml of developer
 40 ml of 2N color

Color formula no 2: 40 ml of developer
 20 ml of 2N color

Numeracy Example 2

Analog time:

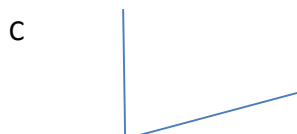
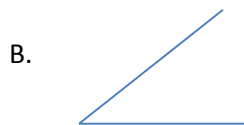
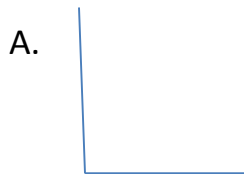
Instructions: Circle the correct time on the clock.



- A. 5:00
- B. 11:05
- C. 10:25
- D. 11:05

Numeracy Example 3

Instructions: Circle the 45 degree angle

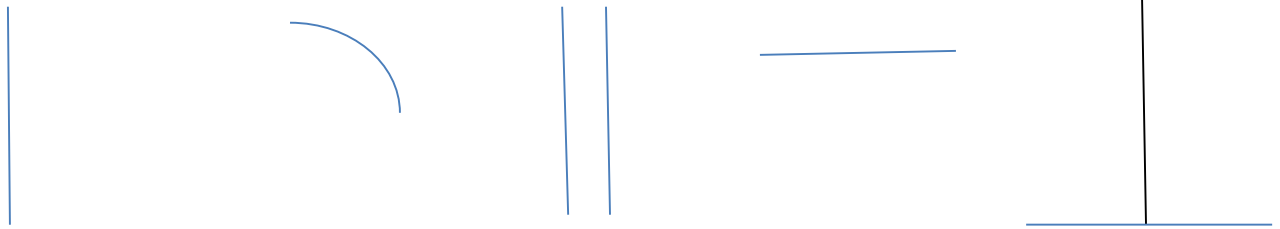




Numeracy Example 4

Lines:

Instructions: Circle the parallel lines and highlight the perpendicular lines.



4. Document Use

- Ability to accurately record information on forms such as client cards.
- Read and interpret Material Safety Data Sheets (MSDS), text books, industry publications, manufacturer's instructions, safe work procedures, product information and client record cards.
- Use appointment books to schedule clients, as well as read and interpret what services you will be providing from them.

Document Use Example 1

Client Profile

Name: _____

Please Print: Last Name, First Name

Personal information	
Address:	
Phone:	
Allergies:	
Prescription Med:	
Water Type:	Hard () Soft ()

Hair Analysis	
Natural Level:	
Tonal Level:	
% of gray:	
Hair Condition	Normal () Dry () Oily ()
Texture:	Fine () Medium () Coarse ()
Elasticity:	Average () Caution () Poor ()
Porosity:	Normal () Porous () Extreme ()
Scalp Condition:	Dry () Normal () Oily () Dandruff () Disorder ()

Additional comments:

Previous Products used on the hair:

Date	Service	Product/Formula	Timing	Results	Stylist



5. Oral Communication

- The hairstyling industry requires stylists to use speech and reflective listening to exchange thoughts and information when dealing with clients, co-workers, to resolve conflict or provide and obtain information.
- Hairstylists must be able to effectively record and organize data pertaining to client record cards, appointment books as well as taking notes on theoretical concepts and practical demonstrations for future use.
- Hairstylists require the ability to effectively communicate expectations regarding the length of services when booking appointments, consulting with clients and communicating with co-workers.

6. Working with Others

- Work as a team with classmates.
- Work with clients from the community.
- Follow instructions and procedures in order to ensure a functional and professional salon environment.

7. Problem Solving/Thinking

- Time management when working with clients
- Identifying professional communication when dealing with difficult client situations.
- Identifying professional communication when dealing with employers, clients and co-workers (peers).

Critical Thinking

- Analyze and evaluate the condition of hair and scalp and the clients' needs to determine product use, treatments and hairstyle options.
- Evaluate the validity of research and information from internet sources.

Decision Making

- Select tools and products
- Select styles which will benefit clients
- Formulate colour
- Assess payment

Meeting deadlines

- Due to the structure of the program (block scheduling) and performance of client services students must demonstrate time management in order to complete tasks by the required due date allowing them to progress through the program successfully.

Ability to prioritize

- Using the block schedule to prioritize and identify assignments according to due date.



- As students' progress through the program they will demonstrate the ability to prioritize practical applications on client days.
- Organize their workstation, plan and create a game plan for practical work (clients or mannequins)
-

Problem Solving/Thinking Example 1

You have a client who was scheduled to arrive at 10 am for a haircut and style. It is 10:25 when she arrives. Your next client is booked in at 10:45. You would not have enough time to complete her service before the next guest arrives. Generate at least 3 positive potential solutions to this situation in which both clients and yourself would be satisfied.

8. Digital Technology

- Use Microsoft Office programs for assignments and projects. Students will navigate through the internet to locate information.
- Book appointments electronically.
- Submit assignments electronically through email or the Learning Management System.

9. Continuous Learning

- Be familiar with changing hairstyles, equipment, tools, products and techniques.
- Communicate with co-workers to share information.
- Involvement in the hairstyling community.
- Identify styles and trends in the hairstyling industry.
- Seek out continuing education opportunities.

Think of at least 3 places where you would be able to find information on new trends in hairstyles, products or equipment.

10. Additional Skills for Success in Hairstyling

Professionalism

- Hairstyling requires close contact with others and therefore having good personal hygiene is essential when working with the public.
- Hairstyling is closely related to the fashion industry. A hairstylist's physical appearance must reflect this relationship by demonstrating care to their hair, skin and nails and clothing on a daily basis.
- Professionalism must be demonstrated on a daily basis in the lab and classroom environments to reflect industry standards. Professional behaviour is demonstrated through the choice of positive language, approach, actions and attitudes.
- Understanding of basic nutrition and the effects it has on the body



- Understanding the importance of exercise to support body systems and maintain strength
- Understanding the importance of hygiene and the effect it has on health, sanitation and personal relationships

Dexterity

- Hairstylists are required to display co-ordination in order to work effectively and safely with tools and equipment to create various styles, cuts, colors etc. Tools include but are not limited to: shears, texture shears, combs, brushes, rollers, clips, irons, blow dryers.
- Hairstylists must be able to accurately apply measurements such as lengths, angles, volume and principles of symmetry in a visual/spatial capacity. For example: A client asks you to remove two inches of length from the perimeter of their haircut. You must be able to accurately assess this request and apply to the service.
- Hairstylists spend the majority of their work day standing, repeating motions and frequently bending and twisting. If tasks are not performed in a safe and ergonomic manner, there is a potential risk for minor burns, cuts and repetitive motion disorder.

Attendance and punctuality

- Students are required to attend classes on time, every day, and all day in order to meet the provincial requirement of 1400 hours of in-school training.

Study skills

- Memorize trade terminology and foundational concepts which will be necessary for practical applications.
- Complete unit tests, block exams, semester exams and provincial exams in both theory and practical.

Professionalism Example 1

Instructions: Identify the basis which you perform the tasks listed below by placing the correct corresponding letter in the blank space provided in front of each task.

- Daily basis = D
- Weekly basis = W
- Bi – Weekly basis = BW
- Yearly or bi-yearly basis = Y

_____ brush teeth	_____ physical check- up	_____ bath / shower
_____ style hair	_____ foot care	_____ care shown to nails
_____ clean clothes	_____ oral check- up	_____ use of deodorant
_____ wash face	_____ use mouth wash	_____ exercise



Professionalism Example 2

Instructions: List the five of the basic food groups from the Canadian Food Guide.

_____, _____, _____,
_____ and _____.

Answer Key to Example Questions

Answer to Literacy Reading Example 1

Communication:

Question 1: Are hairstylists required to write a theory examination? **Yes**

Question 2: List six services that hairstylists will be required to perform? **Cut, shampoo, perm, colour, style, adding extensions**

Answer to Numeracy Examles 1-4

Understanding Ratio's

Color formula no.1: 40ml of developer
40 ml of 2N color

Color formula no 2: **40 ml of developer**
20 ml of 2N color

Analog time:



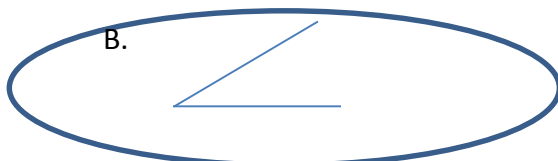
A. 5:00

B. 11:05

C. 10:25

D. 11:05

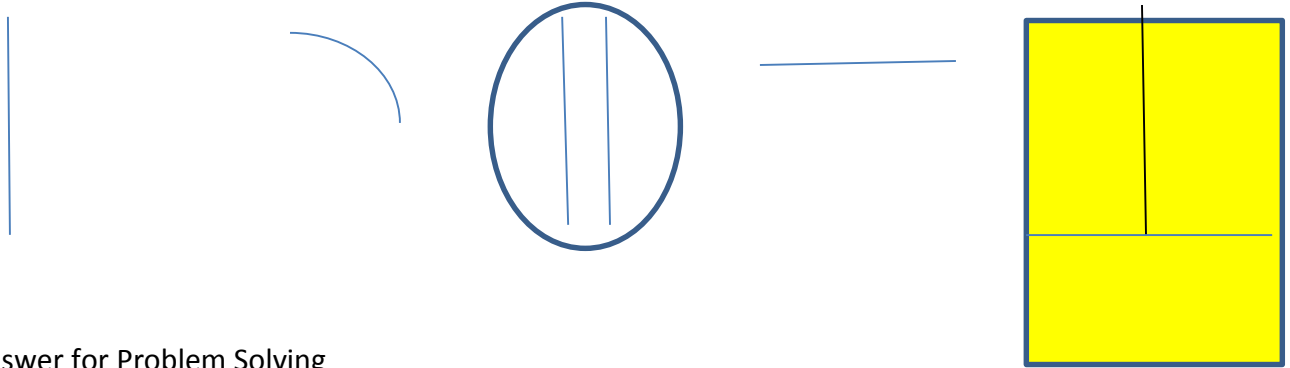
Geometry:





Lines:

Instructions: Circle the parallel lines and highlight the perpendicular lines.



Answer for Problem Solving

1. Ask the client to reschedule at both of your earliest conveniences.
2. Explain to the client that you can start their service; however they would need to wait while you worked with the next client and then you would finish their service.
3. Call your next client and ask them to come in approximately 15 minutes later. Make sure you have something to offer them to show you value their time – i.e. a sample or an extra conditioning treatment. Then explain to the late client that this would be a one-time exception to the late policy and that you would not be able to provide their service should they arrive late again in the future.

Answer for Continuous Learning

Internet (Youtube, Manufacturer websites, fashion websites), Industry publications (magazines, style books) and supplier catalogues.

Answer for Professionalism 1

- | | | |
|------------------------|-----------------------------|------------------------------|
| D brush teeth | Y physical check- up | D bath / shower |
| D style hair | D foot care | W care shown to nails |
| D clean clothes | Y oral check- up | D use of deodorant |
| D wash face | D use mouth wash | D exercise |

Answer for Professionalism 2

Instructions: List the five of the basic food groups from the Canadian Food Guide.

Fruits & Vegetables ,**Grain Products**, **Meat & Alternatives**,
Dairy & Alternatives and **Extras (oils, fats & processed foods)**.



References

Workplace Education Manitoba Website

<http://www.wem.mb.ca/>

Human Resource and Skills Development Canada (HRSD), identified the most important essential skills for a hairstylist are; oral communication and critical thinking.

http://www.esdc.gc.ca/eng/jobs/les/docs/tools/hairstylist_fs.pdf

Manitoba Apprenticeship Website

http://www.gov.mb.ca/tce/apprent/mb_trades/hairstylist.html