

ATC Program Essential Skills Package

Esthetics 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.

Manitoba requires Estheticians to be licensed.

To qualify for certification as an Esthetician, you must attend an accredited training facility where you will complete 1060 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 Estheticians to receive a journey person certificate.

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](#)

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/>

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Ability Area for Esthetics

Professionalism

- Hygiene
- Physical appearance
 - Show care to hair, skin, nails and clothing.
- Professional behaviour and attitude

Communication

- Establish and maintain interpersonal relationships
 - Oral speech
 - Reflective listening for comprehension
- Written
- Reading for understanding
- Time

Dexterity

- Perform tasks using tools and equipment
- Apply visual perception to tasks
- General physical activities

Cross-Curricular Knowledge

- Math Biology
- Science Art
- Health
- English

Requirements for Success

Study skills
Digital Technology
punctuality
Working with the public
Critical thinking
Reading
skills

Meeting deadlines/ timelines
Attendance and
Ability to prioritize
Continuous Learning
Problem solving

Professionalism

- Esthetics requires close contact with others and therefore having good personal hygiene is essential when working with the public.
- Esthetics is closely related to the fashion and Medical industry. An Esthetician'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 and attitude is demonstrated through the choice of positive language, approach, actions and attitudes.

Communication

- The Esthetics industry requires Estheticians 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.
- Estheticians 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.
- Estheticians must be able to read and comprehend a variety of material including text books, industry publications, manufacturer's instructions, MSDS information, Safe Work Procedures, product information and client record cards.
- Estheticians require the ability to effectively communicate expectations regarding the length of services when booking appointments, consulting with clients and communicating with co-workers.

Dexterity

- Estheticians are required to display co-ordination in order to work effectively and safely with tools and equipment to perform various facials manicures and pedicures etc. Tools include but are not limited to: toe nail clipper, credo remover, cuticle nippers etc. Estheticians must be able to accurately apply measurements such as lengths, angles, volume and principles of symmetry in a visual/spatial capacity.
- Estheticians 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.

Cross –Curricular Knowledge

Math

- Estheticians must be able 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: millilitres, 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

Science

- 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

Health

- 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

English

- Ability to read and comprehend manuals, textbooks and manufacturer’s instructions
- Ability to accurately record information on forms such as client cards and file them appropriately according to category
- Ability to use words to communicate in a professional manner and apply reflective listening skills
- Ability to legibly schedule and record appointments
- Ability to write short responses

Art

- Understanding of cosmetic color theory
- Understanding of warm and cool colors
- Ability of identify different face shapes
- Understanding of corrective make-up
- Ability to draw lines and dots etc.

Professionalism:

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	_____ hand/foot care	_____ care shown to nails
_____ clean clothes	_____ oral check- up	_____ use of deodorant
_____ wash face	_____ use mouth wash	_____ exercise

Communication:

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

Estheticians perform manicures, pedicures, artificial nail enhancements, nail art, waxing, eyelash tinting, eyelash extensions, facial, specialized facials , relaxation body massage, body treatments, intro to aromatherapy, Make-up artistry and can further their education by taking additional courses like medical esthetics, reflexology or aromatherapy. They work in spa’s environments or with Hairstylist as a Nail technician, Cruise ships, Medial esthetics, clinical Esthetics or other specialized settings as Make-up artists or in the theatre, film and television establishments. They may also be self-employed. In Manitoba, an esthetician will be a registered as an apprentice and upon successful completion of a practical and theory examination receive a Journeyman Certification.

Communication questions:

Question 1: Are Estheticians required to write a theory examination? _____

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