

# Skin Care Technician Level 1

## Skin Care Technician

**Unit:** E1 Learning About Work

**Level:** One

**Duration:** 10 hours

Theory: 10 hours

Practical: 0 hours

### Overview:

A sign that an apprentice has become competent in a task or technique is a demonstrated ability to share this knowledge. Worksite skills-exchange has long been fundamental to trade-learning. Even trade veterans rely on peers to refine their knowledge and skill. The opportunity to benefit from this process, however, is shaped by complex factors that include worksite politics and job deadlines. As adult trade-learners, apprentices at all levels of training must use their observational, listening and interpersonal skills to benefit from the journey person's knowledge and experience. This requires understanding the trade's dynamics, as well as the roles and responsibilities which determine work-life.

This unit profiles the trade's structure and scope as determined by The Apprenticeship and Certification Act, Apprenticeship and Certification Board, Sector Committees, and Industry Working Groups using the occupational standards from which the technical training is derived. This unit also includes short- and long-term career progression and social competencies. This includes information about major areas of working knowledge, activities and interactions at work, and expansive and restrictive workplaces, stressing their application to apprenticeship on-the-job training.

A sound grasp of the roles, workplace relationships, and possibilities introduced in this unit are part of 'learning to learn' in Manitoba's apprenticeship system. Senior apprentices are later offered information about the transfer of knowledge and skills in this system. Please refer to unit E8 Journey person Trainer which explores the central and time-honored foundation of trades journeywork.

**Note: No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.**

Objectives and Content:	Percent of Unit Mark (%)
<b>1. Describe the structure and scope of the Esthetician trade.</b>	n/a
a. The Apprenticeship and Certification Act <ul style="list-style-type: none"><li>• Apprenticeship and Certification Board</li><li>• Sector Committees and Industry Working Groups (IWG)</li><li>• General regulation, and specific trade regulations/by-laws</li><li>• Policies regarding attendance, evaluation procedures, conduct, and progression requirements (Apprenticeship Manitoba, training provider)</li></ul>	
b. Uses of the Provincial Occupational Standard (POS) <ul style="list-style-type: none"><li>• Apprenticeship Manitoba technical training standards</li><li>• On-the-job report of hours</li><li>• Examinations (unit tests, final certification examinations)</li></ul>	
c. Opportunities and future career options	

- Generalists and specialists. The move toward specialization is well known to modern tradespeople. Some prefer to specialize and others want to do it all. Supervisory positions require a broad scope.
- Lead hands and other immediate supervisors. Apprentices need to know how to become a lead-hand as much as they need to know the benefits and pitfalls of leadership between management, journeypersons, tradespersons and other workers.
- Geographic mobility. What does it mean to a tradesperson to have to travel to find work? Are there more opportunities if they do? What are they? What are the drawbacks to being away from home for several weeks at a time?
- Job hierarchies and innovations. What trade specific special training opportunities are available in the trade? Is there travel involved? How do these opportunities affect work assignments and career progression?

**2. Describe two levels of workplace competency. n/a**

- Job competencies related to workplace culture
  - Knowledge of workplace equipment and materials
  - Skills and techniques
- Social competencies related to workplace culture
  - Language of work
  - Workplace belief systems
  - Rules and meanings
  - Equity, diversity and inclusion in the workplace

**3. Describe accommodation for apprentices with accessibility requirements. n/a**

- Awareness of the *Accessibility for Manitobans Act*
  - Customer service accessibility standard
  - Employment accessibility standard
  - Information and communications accessibility standard
  - Built environment
  - Transportation
- Technical training
  - Requirements
  - Roles and responsibilities
  - Services and information required by persons with accessibility requirements
- On-the-job
  - Requirements
  - Roles and responsibilities
  - Services and information required by persons with accessibility requirements

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## Skin Care Technician

**Unit:** E2 Trade Safety Awareness

**Level:** One

**Duration:** 15 hours

Theory: 15 Hours

Practical: 0 Hours

### Overview:

Safe working conditions, injury prevention, and the preservation of health are of primary importance to industry in Canada. These responsibilities are shared and require the joint efforts of government, employers, supervisors, and workers. It is imperative to be familiar and apply the Manitoba Workplace Safety and Health Act and Regulations. Safety education is an integral part of apprenticeship training both in school and on-the-job. This unit is an overview of occupational safety and health best practices in Manitoba and covers Personal Protective Equipment, the Workplace Hazardous Materials Information System, and Safe Work Procedures. The unit also describes injury prevention and response. Finally, the unit reinforces these best practices by navigating the SAFE Work Manitoba website through each objective to apply Manitoba's most current safety and health standards. Additional trade safety awareness related resources are located on the Apprenticeship Manitoba website link below. Trade specific hazards and safe work practices are supplemented and delivered in-context within technical training units.

- **SAFE Work Manitoba website:** <https://www.safemanitoba.com/>
- **Safety resources:** <https://www.gov.mb.ca/aesi/apprenticeship/generalinfo/instructoreducators.html>

**Note:** No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.

### Objectives and Content:

**Percent of  
Unit Mark (%)**

- 1. Define and describe Manitoba safety and health requirements.**
  - Overview of the *Workplace Safety and Health Act and Regulations*
    - Rights and responsibilities of workers under the *Act*
    - Rights and responsibilities of supervisors under the *Act*
    - Rights and responsibilities of employers under the *Act*
  - Public agencies
    - Workplace Safety and Health (Enforcement)
    - SAFE Work Manitoba (Prevention)
    - Other
  - Codes of practice, guidelines, policies and standards (differences)
  - Worker rights
    - Right to know, participate and refuse
    - Protection from reprisal
  - Workplace safety and health program (worker's involvement)
    - Workplace safety and health committee
    - Participation in investigation and inspection process

n/a

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|--|-------------------|
| <p><b>2. Identify and describe personal protective equipment (PPE) requirements and standards in the workplace.</b></p> <ul style="list-style-type: none"> <li>a. Employer, supervisor and worker responsibilities</li> <li>b. Hierarchy of control measures</li> <li>c. Personal protective equipment (PPE) <ul style="list-style-type: none"> <li>• Eye and face protection</li> <li>• Hearing protection</li> <li>• Foot, head, hand and skin protection</li> <li>• Respiratory protection</li> <li>• Protective clothing (including Hi-Visibility/Hi-Vis)</li> <li>• Fall protection (trade specific)</li> </ul> </li> </ul>   | <p><b>n/a</b></p> |
| <p><b>3. Identify and describe the Workplace Hazardous Material Information System (WHMIS) and procedures.</b></p> <ul style="list-style-type: none"> <li>a. Hazard identification</li> <li>b. Product labels, symbols and classification <ul style="list-style-type: none"> <li>• Supplier</li> <li>• Workplace</li> </ul> </li> <li>c. Safety Data Sheets (SDS)</li> <li>d. Chemical and biological hazards <ul style="list-style-type: none"> <li>• Emergency washing</li> <li>• Transportation of dangerous goods</li> <li>• Storage and handling</li> </ul> </li> </ul>   | <p><b>n/a</b></p> |
| <p><b>4. Identify and describe Safe Work Procedures (SWP).</b></p> <ul style="list-style-type: none"> <li>a. Hazard identification</li> <li>b. Uncontrolled risk</li> <li>c. SWP development</li> </ul>  | <p><b>n/a</b></p> |
| <p><b>5. Identify and describe injury prevention.</b></p> <ul style="list-style-type: none"> <li>a. Hazard recognition, evaluation and control (SAFE)</li> <li>b. Occupational disease and illness</li> <li>c. Musculoskeletal <ul style="list-style-type: none"> <li>• Ergonomics</li> </ul> </li> <li>d. Psychological health and safety <ul style="list-style-type: none"> <li>• Harassment and violence</li> <li>• Working alone</li> </ul> </li> <li>e. Young workers</li> <li>f. Physical hazards</li> <li>g. Chemical and biological hazards and exposures <ul style="list-style-type: none"> <li>• Dust and fibres</li> <li>• Fumes, aerosols, gases and vapours</li> </ul> </li> <li>h. Confined space entry</li> <li>i. Electrical safety <ul style="list-style-type: none"> <li>• Lockout/tagout procedures</li> </ul> </li> <li>j. Fire types, fire extinguisher classifications and applications</li> </ul> |                   |
| <p><b>6. Identify and describe injury response.</b></p> <ul style="list-style-type: none"> <li>a. Control the scene</li> <li>b. Incident investigation <ul style="list-style-type: none"> <li>• Near miss</li> <li>• Incident</li> <li>• Serious incident</li> </ul> </li> <li>c. Corrective actions</li> </ul>  | <p><b>n/a</b></p> |

- d. Follow-up
- e. Reporting an injury (Workers Compensation Board of Manitoba (WCB))

7. **Demonstrate navigation and retrieval of key content areas from SAFE Work Manitoba's website and apply resources directly to unit objectives.** n/a
- a. Legislation
  - b. Bulletins
  - c. Templates
  - d. Shop talk
  - e. Other resources

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## Skin Care Technician

**Unit:** E3 Communication and Basic Computer Skills

**Level:** One

**Duration:** 15 hours

Theory: 10 hours

Practical: 5 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of effective communication practices and communication equipment and their applications. The unit includes coverage of the importance of clients and effective techniques for addressing customer complaints.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Describe the communication skills/modes used in the workplace.</b>	<b>10%</b>
a. Verbal communication	
• Face to face contact	
• Telephone	
• Group environment	
b. Written communication	
• Letters and memos	
• Fax	
• Email	
<b>2. Describe the importance of the client.</b>	<b>10%</b>
a. Costs and benefits of retaining a client	
b. Costs and benefits of gaining new clients	
c. Value of repeat business	
d. Techniques for recovering 'lost' clients	
<b>3. Describe effective techniques for addressing client complaints.</b>	<b>10%</b>
a. Written complaints	
b. Difficult situations with clients	
• Angry clients	
• Impatient clients	
• Indecisive clients	
• Other situations	
<b>4. Describe techniques for maintaining good communication in the workplace.</b>	<b>20%</b>
a. Internal communication	
• Support staff	
• Fellow staff (colleagues)	
• Supervisors	

- Management
  - b. External communication
    - Tradespersons
    - Retail clients
    - Wholesale clients
    - Suppliers
    - Authorities (inspectors, general contractors)
5. **Describe general organization and basic reading strategies for trade-related documents.** **10%**
- a. Service bulletins
  - b. Technical bulletins
  - c. Service manuals
  - d. Other publications
  - e. Computer-based resources
  - f. Online resources
6. **Create trade-related documents using proper writing techniques.** **10%**
- a. Prepare a business email
  - b. Define technical terms using expansion techniques
  - c. Write instructions to inform readers
  - d. Project planning
7. **Demonstrate trade-related computer skills as specified by instructor.** **20%**
- a. Office application programs
    - Word processor (e.g. Microsoft Word)
    - Spreadsheet (e.g. Microsoft Excel)
    - Presentation software (e.g. Microsoft PowerPoint)
  - b. Internet searching skills for trade-related research
    - Search engines via Universal Resource Locator (URL) addresses
    - Key word search
    - Filtering results
  - c. Using email for work related communications
    - Public email service
    - Email addresses
    - Sending and replying to email
    - Adding attachments to email (text, documents, graphs)
    - Email website links
8. **Discuss and demonstrate emerging trends in communication and basic computer skills.** **10%**

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## Skin Care Technician

**Unit:** E4 Infection Control

**Level:** One

**Duration:** 25 hours

Theory: 10 hours

Practical: 15 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of infection control practices and use of infection control equipment and supplies. The unit includes coverage of the importance of hazard identification, procedures for control and techniques associated with infection control.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with infection control.</b>	<b>10%</b>
a. Sanitization	
b. Disinfection	
c. Sterilization	
d. Personal protective equipment (PPE)	
e. Sharps container	
f. Hygiene	
g. Bacteriology	
<b>2. Identify hazards and describe safe work practices when performing infection control.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Technician hygiene	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
<b>3. Describe and list supplies and equipment needed to perform infection control.</b>	<b>30%</b>
a. Supplies	
• Antiseptics	
• Soap and water	
• Brush	
• Disinfectant	
• Sterilant	
• PPE (gloves, mask, and protective eye wear)	

- Sharps container
- b. Equipment
  - Autoclave
  - Ultra-violet light
  - Other
- 4. **Explain the procedure in performing infection control.** **20%**
  - a. Sanitization
  - b. Disinfection
  - c. Sterilization
- 5. **Demonstrate the procedures and techniques when performing infection control.** **20%**
- 6. **Discuss and demonstrate emerging trends in infection control.** **10%**

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## Skin Care Technician

**Unit:** E5 Client Services: Pre and Post Service

**Level:** One

**Duration:** 20 hours

Theory: 10 hours

Practical: 10 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of client pre and post service practices. The unit includes hazards and work practices for client service, supplies needed as well as steps and procedures when performing client service.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with client service.</b>	<b>20%</b>
a. Greeting clients	
b. Client consultation	
• Client consultation form	
c. Analysis	
• Skin	
• Nails	
• Lifestyle	
d. Recommendation for post service	
• Rebook	
• Retail	
<b>2. Identify hazards and describe safe work practices when performing client service.</b>	<b>20%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician and client	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. Predisposition test	
<b>3. Describe and list supplies needed to perform client service.</b>	<b>20%</b>
<b>4. Demonstrate the steps and procedures in performing client service.</b>	<b>30%</b>
a. Greeting clients	
b. Client consultation	
• Client consultation form	

- c. Analysis
  - Skin
  - Nails
  - Lifestyle
- d. Recommendation for post service
  - Rebook
  - Retail

**5. Discuss emerging trends with client service.**

**10%**

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## Skin Care Technician

**Unit:** E6 Retail and Salon Management

**Level:** One

**Duration:** 20 hours

Theory: 10 hours

Practical: 10 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of retail and salon management skills. The unit includes identification and description of hazards and safe work practices. It also describes and demonstrates the steps and techniques needed for retail and salon management and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with retail and salon management.</b>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when performing retail and salon management.</b>	<b>20%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician and client	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
<b>3. Describe and list techniques needed to perform retail and salon management.</b>	<b>30%</b>
a. Retail	
• Product features and benefits	
• Client needs and wants	
• Product displays	
• Recommendations	
• Product pricing	
• Advertising	
• Sales trends	
b. Salon management	
• Client records	
• Appointment booking system/service time management	
• Inventory control	

- 4. Demonstrate the steps and procedures in performing retail and salon management. 30%**
- a. Effective communication
    - Verbal/Non-verbal
    - Written
    - Client complaints
  - b. Daily record keeping
    - Client records
    - Appointments
    - Employee scheduling
    - Sales slips/cash
  - c. Inventory control
    - Order supplies and products
    - Receive stock
    - Restock and rotate products
    - Price stock
- 5. Discuss emerging trends with retail and salon management. 10%**

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## Skin Care Technician

**Unit:** E7 Introduction to Anatomy and Physiology

**Level:** One

**Duration:** 24 hours

Theory: 24 hours

Practical: 0 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of anatomy and physiology. The unit includes identification and description of hazards and safe work practices associated with anatomy and physiology. It also describes and identifies the various body systems and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with anatomy and physiology.</b>	<b>20%</b>
a. Anatomy	
b. Physiology	
c. Body systems	
<b>2. Identify hazards and describe safe work practices associated with anatomy and physiology.</b>	<b>30%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
<b>3. Identify the anatomy and physiology of the body.</b>	<b>40%</b>
a. Body systems	
• Skeletal system	
• Muscular	
• Nervous	
• Circulatory/Lymphatic	
• Endocrine	
• Digestive	
• Excretory	
• Reproductive	
• Respiratory	
• Integumentary	

4. Discuss and demonstrate emerging trends.

10%

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## Skin Care Technician

**Unit:** S1 Introduction to Skin Care Technician

**Level:** One

**Duration:** 10 hours

Theory: 10 hours

Practical: 0 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of Skin Care Technician skills. It will discuss the history of skin care services, products, career prospects and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with a Skin Care Technician.</b>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when performing services as a Skin Care Technician.</b>	<b>20%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
<b>3. Discuss the history of skin care.</b>	<b>10%</b>
<b>4. Describe the basic skills of a Skin Care Technician.</b>	<b>20%</b>
a. Communication	
b. Creativity	
c. Dexterity	
<b>5. Describe the basic services performed by a Skin Care Technician.</b>	<b>20%</b>
a. Basic facial	
b. Skin analysis	
c. Advanced facial	
d. Body treatments/body massage	
e. Lash/brow services	
f. Hair removal methods	
g. Aromatherapy	

- h. Make-up application
- i. New trends

- 6. Describe career opportunities for a Skin Care Technician. 10%**
- a. Salon management/ownership
  - b. Educator
  - c. Chair rental

- 7. Discuss emerging trends in skin technology. 10%**

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## Skin Care Technician

**Unit:** S2 Implements and Equipment

**Level:** One

**Duration:** 15 hours

Theory: 5 hours

Practical: 10 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of implements and equipment. The unit includes identification and description of hazards and safe work practices. It also describes and demonstrates different steps and procedures when handling various implements and equipment and discusses emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with implements and equipment.</b>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when using implements and equipment.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
i. First Aid	
<b>3. Describe and list different types of implements and equipment.</b>	<b>10%</b>
<b>4. Explain the care and maintenance of implements and equipment.</b>	<b>20%</b>
a. Inspection	
b. Sanitization	
c. Disinfection	
d. Sterilization	
e. Proper storage	
<b>5. Discuss the types of sterilization equipment.</b>	<b>10%</b>
a. Autoclave	
b. Chemiclave	
c. Liquid sterilizer	
d. High heat sterilizer	

- |    |   |     |
|----|---|-----|
| 6. | Demonstrate the procedures and techniques used with the care and maintenance of implements and equipment. | 30% |
| 7. | Discuss emerging trends with implements and equipment.  | 10% |

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## Skin Care Technician

**Unit:** S3 Anatomy and Physiology

**Level:** One

**Duration:** 20 hours

Theory: 20 hours

Practical: 0 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of anatomy and physiology of the human body. The unit includes identification and description of hazards and safe work practices. It also describes and identifies the different body systems and functions.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with anatomy and physiology.</b>	<b>20%</b>
a. Anatomy	
b. Physiology	
c. Body systems	
<b>2. Identify hazards and describe safe work practices associated with anatomy and physiology.</b>	<b>30%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
i. First Aid	
<b>3. Identify the anatomy and physiology of the body.</b>	<b>40%</b>
a. Body systems	
• Skeletal system	
• Muscular	
• Nervous	
• Circulatory/Lymphatic	
• Endocrine	
• Digestive	
• Excretory	
• Reproductive	
• Respiratory	
• Integumentary	

4. Discuss emerging trends in anatomy and physiology.

10%

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## Skin Care Technician

**Unit:** S4 Skin Diseases and Disorders

**Level:** One

**Duration:** 25 hours

Theory: 25 hours

Practical: 0 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of diseases and disorders of the skin. The unit includes identification and description of hazards and safe work practices. It also describes the differences between diseases and disorders. The unit discusses the different procedures and techniques upon identifying diseases, disorders and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with diseases and disorders of the skin.</b>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when performing services.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for nail and skin health	
i. First Aid	
<b>3. Explain the structure and function of healthy skin.</b>	<b>20%</b>
<b>4. Describe the differences between diseases and disorders of the skin.</b>	<b>20%</b>
a. Diseases	
b. Disorders	
c. Refer to specialist	
<b>5. Demonstrate the procedures and techniques when diseases and disorders have been identified.</b>	<b>30%</b>
<b>6. Discuss and demonstrate emerging trends.</b>	<b>10%</b>

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## **Skin Care Technician**

**Unit: S5 Skin Analysis**

**Level:** One

**Duration:** 20 hours

Theory: 10 hours

Practical: 10 hours

### **Overview:**

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing and understanding skin analysis and different skin types. The unit includes identification and description of hazards and safe work practices. The unit discusses the different procedures and techniques of performing skin analysis and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with skin analysis.</b>	<b>10%</b>
a. Diseases	
b. Disorders	
c. Anatomy	
d. Physiology	
e. Histology	
<b>2. Identify hazards and describe safe work practices when performing skin analysis.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
<b>3. Describe and list supplies needed to perform skin analysis.</b>	<b>20%</b>
a. Equipment	
• Facial bed	
• Technician chair	
• Facial machines	
b. Implements	
c. Materials	
• Facial products	
• Single use items	
• Towels	
• Facial Linens	



4. **Explain the steps and procedures in performing skin analysis.** **20%**
- a. Pre-service
    - Station set up
    - Arrange sanitized implements and supplies
    - Client consultation
  - b. Service
    - Sanitize technician hands
    - Drape client
    - Pre-cleanse
    - Visually examine skin with/without machines
    - Document findings
    - Proceed with facial service
  - c. Post-service
    - Rebook client
    - Advise on home care/maintenance
    - Retail
5. **Demonstrate the procedures and techniques when performing various types of skin analysis.** **30%**
6. **Discuss and demonstrate emerging trends in skin analysis.** **10%**

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## Skin Care Technician

**Unit:** S6 Skin Care Products and Formulations

**Level:** One

**Duration:** 40 hours

Theory: 20 hours

Practical: 20 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of skin care products and formulations. The unit includes identification and description of hazards and safe work practices. It also describes the different kinds of products, ingredients and formulations. The unit discusses the different procedures and techniques when applying products and will explore emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with skin care products and ingredients.</b>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when performing services.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
i. First Aid	
<b>3. Explain types of products.</b>	<b>20%</b>
a. Forms	
b. Ingredients	
c. pH level	
<b>4. Describe the use of products on various skin types.</b>	<b>20%</b>
a. Conditions	
b. Reactions	
c. Allergies	
<b>5. Demonstrate the procedures and techniques when applying products.</b>	<b>30%</b>
<b>6. Discuss and demonstrate emerging trends.</b>	<b>10%</b>

## Skin Care Technician

**Unit:** S7 Massage

**Level:** One

**Duration:** 40 hours

Theory: 10 hours

Practical: 30 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of the different types of massage movements and services. The unit includes identification and description of hazards and safe work practices. Within this unit, the different steps and procedures of full body massage services will be demonstrated and emerging trends will be discussed.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with a massage.</b>	<b>10%</b>
a. Types	
• Effleurage (stroking)	
• Petrissage (kneading)	
• Friction	
• Tapotement (percussion)	
• Vibration	
• Other	
b. Purpose	
c. Benefits	
<b>2. Identify hazards and describe safe work practices when performing a massage.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Hygiene of the technician	
d. Infection control	
e. Manufacturers' recommendations	
f. Infection and exposure to bodily fluids	
g. Contraindications for skin and personal health	
<b>3. Describe and list supplies needed to perform a massage.</b>	<b>20%</b>
a. Linens	
b. Towels	
c. Massage product	
• Oils	
• Lotions	
• Other	

- 4. Explain the steps and procedures in performing a massage. 20%**
- a. Pre-service
    - Station set up
    - Arrange sanitized implements and supplies
    - Client consultation
  - b. Service
    - Sanitize technician's hands
    - Drape client
    - Warm up massage medium
    - Product application
    - Massage techniques
    - Tempo
    - Flow
  - c. Post-service
    - Rebook client
    - Advise on home care/maintenance
    - Retail
- 5. Demonstrate the procedures and techniques when performing various types of massages. 30%**
- a. Effleurage
  - b. Petrissage
  - c. Friction
  - d. Tapotement
  - e. Vibration
  - f. Other
- 6. Discuss and demonstrate emerging trends in massage. 10%**

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## Skin Care Technician

**Unit:** S8 Introduction to Aromatherapy

**Level:** One

**Duration:** 25 hours

Theory: 10 hours

Practical: 15 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of the aromatherapy and when to utilize it during skin care treatments. The unit includes identification and description of hazards and safe work practices. Within this unit, the different steps and procedures of aromatherapy and emerging trends will be discussed.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with aromatherapy.</b>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when performing aromatherapy.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Safe practices and dilution with carrier oil	
i. Contraindications for nail and skin health	
<b>3. Describe and list supplies needed to perform aromatherapy.</b>	<b>10%</b>
<b>4. Explain aromatherapy.</b>	<b>20%</b>
a. Purpose	
b. Function	
c. Origins of oils	
d. Benefits	
<b>5. Examine aromatherapy uses.</b>	<b>20%</b>
<b>6. Demonstrate the procedures and techniques when adding aromatherapy service.</b>	<b>20%</b>
<b>7. Discuss and demonstrate emerging trends in aromatherapy.</b>	<b>10%</b>

## Skin Care Technician

**Unit:** S9 Basic Skin Care Treatments

**Level:** One

**Duration:** 70 hours

Theory: 20 hours

Practical: 50 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing and understanding of basic skin care treatments. The unit includes identification and description of hazards and safe work practices. The unit discusses the different procedures and techniques of performing basic skin care treatments and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with basic skin care treatments.</b>	<b>10%</b>
a. Basic facial	
b. Mini facial	
<b>2. Identify hazards and describe safe work practices when performing basic skin care treatments.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Implements	
d. Equipment	
e. Hygiene of the technician	
f. Infection control and exposure to bodily fluids	
g. Contraindications	
<b>3. Describe and list supplies needed to perform basic skin care treatments.</b>	<b>20%</b>
a. Equipment	
• Steamer	
• Magnifying lamp	
• Hot towel cabinet	
• Massage table	
• Trolley	
• Sharps container	
• Stool	
• Trolley	
b. Linens	
• Sheets	
• Towels	
• Blankets/comforter	

- Head bands
  - c. Skin Care Products
    - Cleanser
    - Toner
    - Exfoliant
    - Massage oil
    - Mask
    - Moisturizer
    - Serums
    - Eye cream
    - Sun Protective Factor (SPF)
  - d. Implements
    - Comedone Extractor
    - Lancets
    - Mask brush
    - Product tray
  - e. Disposables
    - Cotton pads and swabs
    - Tissues
    - Gauze
    - Gloves
    - Finger cots
- 4. Explain the steps and procedures in performing basic skin care treatments. 20%**
- a. Basic
    - Review client consultation form
    - Remove make-up
    - Perform skin analysis
    - Apply cleanser
    - Apply exfoliant
    - Steam
    - Perform extractions
    - Perform facial massage
    - Apply mask and toner
    - Apply serum, eye cream, moisturizer, then SPF
  - b. Mini
    - Review client consultation form
    - Perform skin analysis
    - Apply cleanser
    - Apply exfoliant
    - Apply mask
    - Apply moisturizer, SPF
- 5. Demonstrate the procedures and techniques when performing skin care treatment. 30%**
- a. Tactile skin analysis
  - b. Product application and removal
  - c. Extraction techniques
  - d. Massage movements
  - e. Equipment usage
- 6. Discuss and demonstrate emerging trends in skin care treatment. 10%**

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## Skin Care Technician

**Unit:** S10 Specialized Facial Treatments

**Level:** One

**Duration:** 90 hours

Theory: 25 hours

Practical: 65 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing and understanding of specialized facial treatments. The unit includes identification and description of hazards and safe work practices. The unit discusses the different procedures and techniques of performing specialized facial treatments and emerging trends.

<b>Objectives and Content:</b>	<b>Percent of Unit Mark (%)</b>
<b>1. Define terminology associated with specialized facial treatments.</b> <ul style="list-style-type: none"><li>a. Microdermabrasion</li><li>b. Acne treatments</li><li>c. Pigmentation treatments</li><li>d. Advanced facial equipment</li><li>e. Chemical peels</li></ul>	<b>10%</b>
<b>2. Identify hazards and describe safe work practices when performing specialized facial treatments.</b> <ul style="list-style-type: none"><li>a. Ergonomics</li><li>b. Personal protective equipment (PPE)</li><li>c. Implements</li><li>d. Equipment</li><li>e. Hygiene of the technician</li><li>f. Infection control and exposure to bodily fluids</li><li>g. Contraindications</li><li>h. Safe chemical handling</li></ul>	<b>10%</b>
<b>3. Describe and list supplies needed to perform specialized facial treatments.</b> <ul style="list-style-type: none"><li>a. Equipment<ul style="list-style-type: none"><li>• Steamer</li><li>• Magnifying lamp</li><li>• Hot towel cabinet</li><li>• Massage table</li><li>• Trolley</li><li>• Sharps container</li><li>• Stool</li><li>• Trolley</li></ul></li></ul>	<b>10%</b>



- Microdermabrasion machine
- LED light therapy
- High frequency
- Galvanic current
- b. Linens
  - Sheets
  - Towels
  - Blankets/comforter
  - Head bands
- c. Skin Care Products
  - Cleanser
  - Toner
  - Exfoliant
  - Massage oil
  - Various specialized masks
  - Moisturizer
  - Serums
  - Eye cream
  - Sun Protective Factor (SPF)
  - Chemical peel products according to manufacturer's recommendations
- d. Implements
  - Comedone Extractor
  - Lancets
  - Mask brush
  - Product tray
  - Electrodes
- e. Disposables
  - Cotton pads and swabs
  - Tissues
  - Gauze
  - Gloves
  - Finger cots

**4. Explain the steps and procedures in performing specialized facial treatments. 30%**

- a. Light therapy
  - Function of ultra-violet light
  - Difference between ultra-violet light, infrared light and LED light
  - Distance requirements when using the infrared, ultra-violet light and LED light
  - Dos and don'ts of light therapy
- b. High frequency
  - Function of high frequency treatment
  - Various electrodes used with the high frequency unit
  - Indirect electrode
  - Horseshoe-shaped electrode
  - Roller electrode
  - Mushroom-shaped electrode
  - Time allotment for the treatment
  - Application methods
  - Direct current
  - General electrification
  - Sparking by direct application
- c. Steamer
  - Application of vapor after cleansing skin

- Lifting of comedones from the face with the help of essential oils from the steamer
  - Cleansing of the steamer
  - Contraindications for steamer
  - d. Microdermabrasion
    - Function of microdermabrasion
    - Difference between diamond tips, crystals, and wet microdermabrasion
    - Procedure and technique
    - Aftercare
    - Contraindications
  - e. Chemical exfoliation/peel
    - Function
    - Different types
    - Procedure and technique
    - Aftercare
    - Contraindications
  - f. Acne treatment
    - Different types
    - Procedure and technique
    - Aftercare
    - Contraindications
  - g. Pigmentation
    - Disorders/disease
    - Procedure and technique
    - Aftercare
    - Contraindications
  - h. Galvanic current
    - Difference between direct and indirect
    - Procedure and technique
    - Aftercare
    - Contraindications
5. **Demonstrate the procedures and techniques when performing specialized facial treatment.** **30%**
6. **Discuss and demonstrate emerging trends in specialized facial treatment.** **10%**

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## Skin Care Technician

**Unit:** S11 Body Treatments

**Level:** One

**Duration:** 70 hours

Theory: 20 hours

Practical: 50 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing and understanding of body treatments. The unit includes identification and description of hazards and safe work practices. The unit discusses the different procedures and techniques of performing body treatments and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with body treatments.</b>	<b>10%</b>
a. Swedish massage	
b. Hot stone	
c. Aromatherapy	
d. Body scrubs	
e. Cellulites	
f. Back facial	
g. Body wraps	
<b>2. Identify hazards and describe safe work practices when performing body treatments.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Disinfection and sterilization of equipment and implements	
f. Manufacturer's recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for the body	
<b>3. Describe and list supplies needed to perform body treatments.</b>	<b>10%</b>
a. Equipment	
• Massage table	
• Technician stool	
b. Linens	
• Sheets	
• Towels	
• Blankets/comforter	

- Head rest
- c. Swedish massage
  - Massage oil
- d. Hot stone
  - Stone warmer/stones
  - Massage oil
- e. Aromatherapy
  - Essential oils
  - Massage oil
- f. Body scrubs
  - Massage oil
  - Scrub (sugar/salt/Epsom)
  - Plastic wrap
- g. Cellulite
  - Plastic wrap
  - Body roller
  - Cellulite products depending on manufacturer's recommendations
- h. Back facial
  - Steamer
  - Products
  - Massage oil/body lotion
  - Preferred equipment
- i. Body wraps
  - Plastic wrap
  - Large application brush
  - Exfoliation gloves
  - Mask products
  - Massage oil/body lotion

**4. Explain the steps and procedures in performing body treatments.**

**30%**

- a. Pre-service
  - Equipment/station set up
  - Prepare sanitized implements, arrange products, and supplies
  - Review client consultation
  - Contraindications
- b. Swedish massage service
  - Client face down on massage table
  - Effleurage massage oil onto starting point
  - Follow with petrissage, friction, tapotement, percussion
  - Wake client and gently have client roll over onto back
  - Repeat massage movements
  - Finish at the feet or scalp (technician's preference)
  - Finish at the feet or scalp (technician's preference)
- c. Hot stone massage service
  - Heat stones
  - Client face down on massage table
  - Effleurage massage oil onto body part
  - Followed by the hot stone movement on same body part
  - Wake client and gently have client roll over onto back
  - Repeat massage movements
  - Finish at the feet or scalp (technician's preference)
- d. Aromatherapy massage service
  - Select preferred essential oil for service

- Perform massage using essential oil
- e. Body scrub service
  - Select preferred scrub product
  - Work product into skin
  - Remove product
  - Apply moisturizing agent
- f. Cellulites
  - Perform vigorous massage movements on affected area
  - Use preferred cellulite products
- g. Back facial
  - Client face down on massage table
  - Follow basic facial steps on back
  - Follow with body cream
- h. Body wrap
  - Set up massage table with plastic wrap
  - Apply body mask on entire body
  - Cocoon client for recommended product time
  - Remove product
  - Apply moisturizing agent
- i. Post-service
  - Discuss after care/maintenance
  - Rebook client
  - Retail

**5. Demonstrate the procedures and techniques when performing body treatments. 30%**

**6. Discuss and demonstrate emerging trends in body treatments. 10%**

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## Skin Care Technician

**Unit:** S12 Performs Hair Removal

**Level:** One

**Duration:** 105 hours

Theory: 25 hours

Practical: 80 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing hair removal services. The unit includes identification and description of hazards and safe work practices. The unit discusses the different types of hair removal procedures, products, techniques and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with hair removal.</b>	<b>10%</b>
a. Hard wax	
b. Soft wax	
c. Sugaring	
d. Tweezing	
e. Threading	
f. Chemical depilatories	
g. Histology	
h. Contraindications	
<b>2. Identify hazards and describe safe work practices when performing hair removal.</b>	<b>10%</b>
a. Hygiene of the technician	
b. Disinfection and sterilization of equipment and implements	
c. Manufacturers' recommendations	
d. Infection and exposure to bodily fluids	
e. Contraindications for skin health	
<b>3. Describe and list supplies needed to perform hair removal.</b>	<b>20%</b>
a. Equipment	
• Massage table	
• Technician chair	
• Wax/sugar warmer	
b. Implements	
• Tweezers	
• Scissors	
• Lash/brow brush	
c. Supplies	
• Cotton pads	
• Wax strips	

- Pre and post hair removal products
- Wax/sugar paste
- Thread
- Examination paper

**4. Explain the steps and procedures in performing hair removal. 20%**

- a. Pre-service
  - Station set up
  - Arrange sanitized implements, supplies, and equipment
  - Client consultation
- b. Service
  - Sanitize technician hands and apply gloves
  - Set up massage table for waxing
  - Check equipment and temperature of product
  - Clean area to be waxed
  - Perform hair removal in proper direction
  - Apply after hair removal product
- c. Post-service
  - Rebook client
  - Advise on home care/maintenance
  - Retail

**5. Demonstrate the procedures and techniques when performing various types of hair removal. 30%**

- a. Eyebrow
- b. Lip
- c. Chin/Cheeks
- d. Under arm
- e. Bikini
- f. Leg
- g. Arm
- h. Brazilian
- i. Back
- j. Chest

**6. Discuss and demonstrate emerging trends in hair removal. 10%**

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## Skin Care Technician

**Unit:** S13 Make-up Artistry

**Level:** One

**Duration:** 30 hours

Theory: 10 hours

Practical: 20 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing makeup application. The unit includes identification and description of hazards and safe work practices. The unit discusses the different tools, products, and techniques of performing makeup application and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with makeup application.</b>	<b>10%</b>
a. Facial shapes and features	
b. Colour theory	
c. Skin tones	
d. Application techniques and tools	
<b>2. Identify hazards and describe safe work practices when performing makeup application.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
<b>3. Describe and list supplies needed to perform makeup application.</b>	<b>20%</b>
a. Equipment	
• Client chair	
• Technician trolley/cart	
b. Implements	
• Makeup brushes	
• Single use items	
c. Materials	
• Makeup products	
• Sanitizer	
• Towels	



4. **Explain the steps and procedures in performing makeup application.** **20%**
- a. Pre-service
    - Station set up
    - Arrange sanitized implements and supplies
    - Client consultation
  - b. Service
    - Sanitize technician hands
    - Drape client
    - Cleanse, prep, and analyze client's skin and features
    - Apply base, concealer, powder, contour, and high light
    - Apply eye products
    - Apply cheek products
    - Apply lip products
  - c. Post-service
    - Rebook client
    - Advise on home care/maintenance
    - Retail
5. **Demonstrate the procedures and techniques when performing makeup application.** **30%**
- a. Daytime
  - b. Other
6. **Discuss and demonstrate emerging trends.** **10%**

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## Skin Care Technician

**Unit:** S14 Eyelash and Eyebrow Services

**Level:** One

**Duration:** 90 hours

Theory: 30 hours

Practical: 60 hours

### Overview:

Upon completion of this unit of instruction the apprentice will demonstrate knowledge of performing eyelash and eyebrow services. The unit includes identification and description of hazards and safe work practices. The unit discusses the different procedures, products and techniques of performing eyelash and eyebrow services and emerging trends.

<b>Objectives and Content:</b>	<b><u>Percent of Unit Mark (%)</u></b>
<b>1. Define terminology associated with eyelash and eyebrow services.</b>	<b>10%</b>
a. Tint	
b. Lift or lamination	
c. Eyelash extensions	
<b>2. Identify hazards and describe safe work practices when performing eyelash and eyebrow services.</b>	<b>10%</b>
a. Ergonomics	
b. Personal protective equipment (PPE)	
c. Equipment	
d. Hygiene of the technician	
e. Infection control	
f. Manufacturers' recommendations	
g. Infection and exposure to bodily fluids	
h. Contraindications for skin health	
<b>3. Describe and list supplies needed to perform eyelash and eyebrow services.</b>	<b>20%</b>
a. Equipment	
• Facial bed	
• Technician chair	
b. Implements	
c. Materials	
• Tint products	
• Lift and lamination products	
• Eyelash extension products	
<b>4. Explain the steps and procedures in performing eyelash and eyebrow services.</b>	<b>20%</b>
a. Pre-service	

- Station set up
  - Arrange sanitized implements and supplies
  - Client consultation
  - b. Service
    - Sanitize technician hands
    - Apply products according to manufacturers' recommendations
  - c. Post-service
    - Rebook client
    - Advise on home care/maintenance
    - Retail
5. **Demonstrate the procedures and techniques when performing eyelash and eyebrow services.** **30%**
- a. Eyebrow and eyelash tint
  - b. Eyelash lift
  - c. Eyebrow lamination
  - d. Eyelash extensions
6. **Discuss and demonstrate emerging trends in eyelash and eyebrow services.** **10%**

## Skin Care Technician

**Unit:** E8 Journeyperson Trainer

**Level:** One

**Duration:** 7 hours

Theory: 7 hours

Practical: 0 hours

### Overview:

Level One in-school technical training offers an entry-level orientation to the challenges of apprenticeship training as it relates to the development of core tasks and skill requirements, as well as social competencies. This unit introduces senior apprentices to the responsibilities of workplace training that they will assume as supervising journeypersons. Most trades have a rich tradition of refreshing and sharing their trade skills from one generation of trade practitioner to the next. This unit orients senior apprentices to some of the practical and conceptual tools that can enable them to contribute to this trade heritage when they become certified journeypersons and, ultimately, journeyperson trainers.

The journeyperson's obligation to assist entry-level apprentices to develop skills and knowledge is complex and challenging. It involves safety considerations, employer expectations, provincial regulations, as well as the tradition of skills stewardship that links modern practice with the long history of workplace teaching and learning that defines the apprenticeable trades. The ability to offer timely and appropriate support to apprentices is itself an important area of trade learning. This unit presents material intended to help refine this ability through reflection and discussion by senior apprentices, and discussion with their in-school instructor and journeyperson trainer.

This content reflects Manitoban and Canadian standards prescribed for journeyperson-level supervisory capabilities, as well as key topics in current research on the importance of workplace training in apprenticeship systems. These detailed descriptors represent suggested focal points or guidelines for potentially worthwhile exploration and are neither mandatory nor exhaustive.

**Note: No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.**

Objectives and Content:	<u>Percent of Unit Mark (%)</u>
<ol style="list-style-type: none"> <li>1. <b>Compare/contrast role options and responsibilities of the supervising journeyperson.</b> <ol style="list-style-type: none"> <li>a. Implicit vs. explicit standards and content: training goals are/are not codified; assessment measures are/are not used</li> <li>b. Accountability for results: e.g., journeyperson is/is not required to prepare performance evaluation that could affect apprentice's employability or wage-rate, etc.</li> <li>c. Long-term vs. short-term supervision assignments – e.g., considerable latitude/little latitude for apprentice to learn from mistakes</li> <li>d. Formally vs. informally structured – e.g., supervision assignment is part of a prescribed cycle of assignments involving coordination among multiple journeypersons; apprentice is trained according to an individual training plan negotiated with employer</li> <li>e. Types of supervisory role options and what is implied by each: <ul style="list-style-type: none"> <li>• Journeyperson Trainer (JT) role: often initiated by someone other than apprentice,</li> </ul> </li> </ol> </li> </ol>	n/a

and limited to a particular skill set, task, or production requirement

- Mentor role: often initiated by apprentice, and relatively open-ended regarding content, duration, etc.
- Peer role: typically involves individual upgrading or cross-training of one journeyperson by another; can include senior apprentice assisting less-experienced trade learner
- Coordinator role: often a senior-level journeyperson appointed by an organization to assume responsibilities for monitoring progression of groups of apprentices
- Other roles: may be improvised by journeyperson, such as a combination of multiple roles of the above

**2. Describe and demonstrate common requirements about providing journeyperson level supervision.** **n/a**

- a. Apprenticeship learning adapted to journeyperson supervision assignments and a journeyperson perspective
  - Application of adult education concepts to trades teaching and learning (e.g., responsibilities and expectations of senior-level apprentices)
  - Practical significance of 'styles' of adult learning and teaching
  - Helping senior-level apprentices integrate in-school technical training and on-the-job practical training experiences
  - Providing help and guidance about new tasks and skills
  - Providing help and guidance about fixing mistakes
  - Learning and teaching "the ropes" – socialization of apprentice within a community of trade practice (e.g., how to borrow a tool, interrupt a journeyperson, seek advice of experienced co-workers)
  - Coverage and documentation of prescribed tasks and subtasks where applicable
  - Discuss the limits of the journeyperson trainers' own responsibilities and competence (e.g., scope, willingness to train, etc.)
  - Benefits of maintaining a personal record of achievements, ideas, and needs as a journeyperson trainer (e.g., resume, portfolio, training credentials, logbook, etc.)
- b. Individual reflection and guided group discussion about personal experiences of workplace learning as an apprentice
  - Identification of best and worst practices of a journeyperson trainer
  - Identification of workplace and other factors that can contribute to good and bad trades teaching/learning experiences
  - Development of professional standards and work ethics about responsibility to share one's knowledge and skill with others in the workplace (e.g., use/misuse of humour, rigour, discretion, craft-pride, etc.)
  - Qualities of a good journeyperson trainer
  - Components of workplace journeyperson training
  - Processes and recommended practices re: journeyperson training
  - Troubleshooting problems re: supervision assignments
- c. Role of assessment in supervising, coaching, or guiding other people to learn or improve their skills (e.g., formative and summative evaluation), and how this might contribute to how the journeyperson-level supervision task is approached in future
- d. Compare and contrast discussion results with current knowledge and resources about workplace training methods as they apply to journeyperson-level supervision assignments
- e. Other (as may be specified by instructor)

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## Skin Care Technician

**Unit:** S15 Pre-Provincial Exam Review

**Level:** One

**Duration:** 7 hours

Theory: 7 hours

Practical: 0 hours

### Overview:

This unit offers senior apprentices a systematic review of skills and knowledge required to pass the Provincial Examination. It promotes a purposeful personal synthesis between on-the-job learning and the content of in-school technical training. The unit includes information about the significance of Provincial Certification and the features of the Provincial Examination.

**Note:** No percentage-weightings for test purposes are prescribed for this unit's objectives. Instead, a "Pass/Fail" grade will be recorded for the unit in its entirety.

Objectives and Content:	Percent of Unit Mark (%)
<p><b>1. Describe the significance, format and general content of Provincial Examinations for the subcomponent trade of Skin Care Technician.</b></p> <ul style="list-style-type: none"> <li>a. Scope and aims of Provincial certification; value of certifications</li> <li>b. Obligations of candidates for Provincial certification               <ul style="list-style-type: none"> <li>• Relevance of Provincial Examinations to current, accepted trade practices, and industry-based provincial</li> <li>• Supplemental Policy (retesting)</li> <li>• Confidentiality of examination content</li> </ul> </li> <li>c. Multiple-choice (four-option) item format, Provincial standards for acceptable test items</li> <li>d. Government materials relevant to the Provincial Examinations for Skin Care Technician apprentices               <ul style="list-style-type: none"> <li>• Provincial Occupational Standard (POS); prescribed scope of the skills and knowledge which comprise the trade</li> <li>• POS "Pie-chart" and its relationship to content distribution of Provincial Examination items</li> </ul> </li> </ul>	n/a
<p><b>2. Identify resources, strategies and other considerations for maximizing successful completion of written examinations.</b></p> <ul style="list-style-type: none"> <li>a. Personal preparedness               <ul style="list-style-type: none"> <li>• Rest</li> <li>• Nutrition</li> <li>• Personal study regimen</li> <li>• Prior experience in test situations (e.g., unit tests)</li> </ul> </li> <li>b. Self-assessment, consultation and personal study plan               <ul style="list-style-type: none"> <li>• Self-assessment of individual strengths/weaknesses in trade related skills and knowledge</li> </ul> </li> </ul>	n/a

- Approved textbooks
- Study groups

- |    |   |            |
|----|---|------------|
| 3. | <b>Review program content regarding the major work activity of performs common occupational skills.</b>   | <b>n/a</b> |
| 4. | <b>Review program content regarding the major work activity of executes business fundamentals.</b>        | <b>n/a</b> |
| 5. | <b>Review program content regarding the major work activity of performs safety and infection control.</b> | <b>n/a</b> |
| 6. | <b>Review program content regarding the major work activity of performs skin care services.</b>           | <b>n/a</b> |

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## Skin Care Technician

**Unit:** S16 Skin Care Technician Practical Exam

**Level:** One

**Duration:** 7 hours

Theory: 0 hours

Practical: 7 hours

### Overview:

This final unit comprises the final Skin Care Technician Practical Exam.

### Objectives and Content:

#### **Percent of Unit Mark (%)**

1. Practical Exam format and content is described in the document  
“Skin Care Technician Practical Examination Information.”

**100%**

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