SKIN CARE TECHNICIAN

Provincial Occupational Analysis

2013
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACKNOWLEDGEMENTS</td>
<td>4</td>
</tr>
<tr>
<td><strong>GUIDE TO ANALYSIS</strong></td>
<td></td>
</tr>
<tr>
<td>DEVELOPMENT OF ANALYSIS</td>
<td>5</td>
</tr>
<tr>
<td>STRUCTURE OF ANALYSIS</td>
<td>5</td>
</tr>
<tr>
<td>VALIDATION METHOD</td>
<td>6</td>
</tr>
<tr>
<td>SCOPE OF TRADE</td>
<td>7</td>
</tr>
<tr>
<td>OBSERVATIONS AND TRENDS ARISING FROM ANALYSIS</td>
<td>7</td>
</tr>
<tr>
<td><strong>ANALYSIS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BLOCK A SAFETY AND SANITATION</strong></td>
<td>8</td>
</tr>
<tr>
<td>Task 1 Maintains a safe workplace environment.</td>
<td>8</td>
</tr>
<tr>
<td>Task 2 Sanitizes/disinfects and sterilizes.</td>
<td>10</td>
</tr>
<tr>
<td><strong>BLOCK B BUSINESS MANAGEMENT</strong></td>
<td>12</td>
</tr>
<tr>
<td>Task 3 Completes client information record.</td>
<td>12</td>
</tr>
<tr>
<td>Task 4 Performs reception duties.</td>
<td>13</td>
</tr>
<tr>
<td>Task 5 Performs salon management functions.</td>
<td>15</td>
</tr>
</tbody>
</table>
BLOCK C  BASIC JOB SKILLS

Task 6  Performs a consultation.
Task 7  Performs service.

BLOCK D  SKIN CARE TREATMENTS

Task 8  Performs body treatments.
Task 9  Performs basic skin treatments.
Task 10 Performs specialized facial treatments.
Task 11 Performs make-up artistry.
Task 12 Performs hair removal.
Task 13 Performs lash/brow tints.

APPENDICES

Appendix "A"  Implements and Equipment
Appendix "B"  Glossary
Appendix "C"  Block Percentages
Appendix "D"  Task Profile Chart
ACKNOWLEDGEMENTS

Thanks go to the Provincial Advisory Committee (PAC) for their contribution to the editing of the Provincial Occupational Analysis for Skin Care Technician. They are:

Janice Colatruglio Riverstone Spa
Hilary Lewis-Brandon Perfect ‘10’
Jessica LoRusso Zealous Medi Spa
Shauna Mutter Total Wrapture
Anita Tandon Tonic Spa and Hair
GUIDE TO ANALYSIS

DEVELOPMENT OF ANALYSIS

A draft analysis is developed by a knowledgeable consultant who, with the assistance of a committee of industry experts, identifies all the tasks performed in the occupation.

The analysis is forwarded to specialists in the field for validation. Their recommendations are assessed and incorporated into the final draft which also includes the identification of the common core tasks performed in the occupation.

STRUCTURE OF ANALYSIS

To facilitate the understanding of the nature of the occupation, the work performed is divided into the following divisions:

- **BLOCK**
  Is the largest division within the analysis and reflects a distinct operation relevant to the occupation.

- **TASK**
  Is the distinct activity that, combined with others, makes up the logical and necessary steps the worker is required to perform to complete a specific assignment within a "BLOCK."

- **SUB-TASK**
  Is the smallest division into which it is practical to subdivide any work activity and, combined with others, fully describes all duties constituting a "TASK."

**Supporting Knowledge and Abilities**

The element of skill and knowledge that an individual must acquire to perform the task adequately.

**Trends**

Any shifts or changes in technology which affect the blocks are identified under this heading.
VALIDATION METHOD

A draft of the analysis is sent to a representative number of trade experts in Manitoba for validation. The trade expert reviews each sub-task in the analysis and provides feedback on whether it is performed by workers in the occupation in Manitoba.

The Provincial Advisory Committee (PAC) applies percentage ratings to the blocks and tasks. This method for validation identifies common core tasks across Manitoba and establishes the relative importance of the blocks and tasks for the creation of a provincial certification examination.

DEFINITIONS

YES: the sub-task is performed by workers in the occupation.

NO: the sub-task is not performed by workers in the occupation.

BLOCK %: the average number of questions (items), derived from the collective decision made by the Provincial Advisory Committee, which will be placed on a provincial examination to assess each block of the analysis.

TASK %: the average number of questions (items), derived from the collective decision made by the Provincial Advisory Committee, which will be placed on a provincial examination to assess each task of the analysis.

PIE CHART (APPENDIX “C”)

The pie chart depicts the percentages the Committee assigned to blocks in the analysis during validation.
SCOPE OF THE TRADE: SKIN CARE TECHNICIAN

Skin Care Technicians provide a service to individuals through their professional knowledge and expertise in the use of cosmetic products and treatments.

A skin care technician performs the following:

- Cleansing of face, neck and shoulders
- Skin care treatments
- Advanced skin treatments
- Facial treatments
- Body treatments
- Analysis of skin condition
- Facial masks
- Make-up artistry and techniques
- Hair removal by depilatory methods
- Relaxation massages and muscle toning
- Correction of skin problems using currents
- Lash and brow tinting
- Individual eyelash application

OBSERVATIONS AND TRENDS ARISING FROM ANALYSIS

Due to the growing demand for services, there is a need for better pre-service and post-service consultation between the skin care technician and the client. This trend has altered the role and skill requirements of the skin care technician. In addition, the introduction of the computer has created a need for a new set of skills.

Considerable variations are evident among salons regarding the nature and range of services provided. Trends in this industry including permanent make-up, chemical peels, electronic toning, micro-dermabrasion (to eliminate scarring) and lymphatic drainage massage (the elimination of toxins through lymph nodes).

Skin care technicians are also involved in retailing products for at-home maintenance programs, further expanding the marketing, product knowledge and skill required in the occupation.
Trends:

Growing concerns of the spread of communicable diseases have led to an increased emphasis on safety and sanitation. Disposable equipment and supplies are more widely used for convenience and sanitation. There is also an ever-increasing importance being placed on standardization of protocols and procedures related to safety and sanitation.

TASK 1 MAINTAINS A SAFE WORKPLACE ENVIRONMENT.

Sub-task

1.01 Assesses workplace safety.

**Supporting Knowledge and Abilities**

- Knowledge of applicable safety and health standards, provincial and local regulations
- Knowledge of occupational health hazards and methods of prevention
- Knowledge of personal protective wear such as face mask, protective eyewear, gloves
- Ability to identify health and safety hazards, in order to eliminate human injuries, damage to tools, equipment and environmental contamination
- Ability to abide by governing legislation and regulations by the Province of Manitoba

1.02 Cares for common tools and equipment.

**Supporting Knowledge and Abilities**

- Knowledge of basic maintenance requirements for tools and equipment, according to manufacturer’s instructions
Knowledge of sharps containers for disposal of sharp-edged objects
Knowledge of safety practices and regulations for common hand/electric tools
Ability to perform basic maintenance according to manufacturer’s instructions

1.03  Handles hazardous materials safely.

Supporting Knowledge and Abilities
knowledge of the various products, chemicals and their related hazards
knowledge of WHMIS and MSDS
ability to handle various products for personal and client’s safety
ability to obtain WHMIS and MSDS
ability to follow manufacturers’ specifications
ability to determine one’s legal right if working under hazardous conditions

1.04  Practices effective fire prevention.

Supporting Knowledge and Abilities
knowledge of various classes of fires and extinguishers
knowledge of proper storage and handling of flammable liquids and materials
knowledge of fire safety
ability to locate fire extinguishers, fire exits and fire department phone numbers
ability to operate emergency safety equipment
ability to follow emergency safety procedures
1.05 Practices first aid and CPR.

Supporting Knowledge and Abilities

- Knowledge of basic first aid and CPR
- Ability to perform first aid and CPR

TASK 2 SANITIZES/DISINFECTS AND STERILIZES.

Subtask

2.01 Sanitizes workstation.

Supporting Knowledge and Abilities

- Knowledge of Health Canada/Jurisdictional health standards
- Knowledge of Manufacturer’s specifications
- Knowledge of solution ratios and strength(s)
- Knowledge of sanitation aspects regarding the use of workstations

- Ability to sanitize workstation

2.02 Sanitizes and sterilizes equipment.

Supporting Knowledge and Abilities

- Knowledge of washing implements before the sanitation and sterilization process
- Ability to wash implements before the sanitation and sterilization process
- Ability to use autoclave or dry heat

2.03 Sanitizes bedding and towels.

Supporting Knowledge and Abilities

- Knowledge of the correct use of washer and dryer
- Ability to manage existing stock, to ensure an adequate supply of clean bedding and towels
Ability to use washer and dryer according to manufacturer’s instructions

2.04 Practices infection control.
Supporting Knowledge and Abilities

Knowledge of the spread of infectious diseases and methods of prevention
Knowledge of housekeeping operations
Knowledge of personal and public hygiene
Ability to sort waste products for recycling

2.05 Practices personal hygiene.
Supporting Knowledge and Abilities

Knowledge of proper attire, personal hygiene, and personal grooming
Ability to maintain proper attire, personal hygiene, and personal grooming
BLOCK B
BUSINESS MANAGEMENT

Trends:
Computers and software for the Skin Care Technician trade are now used for scheduling, recordkeeping, and bookkeeping. The documentation of clients' records is important in cases of liability.

TASK 3 COMPLETES CLIENT INFORMATION RECORD.

Sub-task

3.01 Obtains personal and medical information.

Supporting Knowledge and Abilities

Knowledge of recordkeeping

Knowledge of allergic reactions and treatment contraindicators

Knowledge of medical conditions for specific clients

Knowledge of The Freedom of Information and Protection of Privacy Act (Manitoba)(S.M.1997,c.50-cap.F175

Ability to record data on record cards and forms and/or use a computer data file

3.02 Records treatments.

Supporting Knowledge and Abilities

Ability to record services provided and results of treatments to clients

Ability to record results of treatment analysis

Ability to complete a client's record card and obtain signature
3.03 Maintains an organized filing system.

Supporting Knowledge and Abilities

- Knowledge of filing systems and techniques
- Ability to use a system for file keeping
- Ability to review and update files
- Ability to file routinely and systematically

3.04 Practices ethical behaviour.

Supporting Knowledge and Abilities

- Knowledge of business ethics
- Ability to demonstrate professional ethics
- Ability to maintain client confidentiality

TASK 4 PERFORMS RECEPTION DUTIES.

Sub-task

4.01 Interacts with clients.

Supporting Knowledge and Abilities

- Knowledge of interpersonal relations
- Knowledge of telephone etiquette
- Ability to greet and direct clients
- Ability to schedule appointments
- Ability to handle client concerns
- Ability to demonstrate professionalism, initiative, courtesy, tact, discretion, flexibility
- Ability to analyze, handle and settle complaints according to company policies
4.02 Performs retail functions.

**Supporting Knowledge and Abilities**

- Knowledge of services/products and their costs
- Knowledge of salon policy regarding product pricing
- Knowledge of sales transaction procedures
- Knowledge of attractive display techniques
- Knowledge of product promotion
- Ability to price products
- Ability to complete sales/service transactions
- Ability to display products attractively
- Ability to promote products to clients

4.03 Maintains office and waiting area.

**Supporting Knowledge and Abilities**

- Knowledge of professional image of reception areas
- Ability to maintain attractive, clean and comfortable salon

**TASK 5 PERFORMS SALON MANAGEMENT FUNCTIONS.**

**Sub-task**

5.01 Tallies individual daily intake.

**Supporting Knowledge and Abilities**

- Knowledge of basic math calculations
- Knowledge of salon’s policy on timesheets
- Ability to record individual technician’s intake
- Ability to tally sales slips and record results to master sheet
- Ability to compute mentally and/or use electronic devices
<table>
<thead>
<tr>
<th>5.02 Records working hours.</th>
<th>Supporting Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knowledge of salon’s policy on timesheets</td>
</tr>
<tr>
<td></td>
<td>Ability to complete timesheets</td>
</tr>
<tr>
<td></td>
<td>Ability to record working hours</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5.03 Maintains inventory control.</th>
<th>Supporting Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knowledge of importance of inventory control</td>
</tr>
<tr>
<td></td>
<td>Knowledge of safe practices for lifting and stocking</td>
</tr>
<tr>
<td></td>
<td>Ability to check inventory, order supplies, count and organize received supplies, complete inventory forms and follow-up</td>
</tr>
<tr>
<td></td>
<td>Ability to delete products sold and restock new products</td>
</tr>
<tr>
<td></td>
<td>Ability to rotate stock</td>
</tr>
<tr>
<td></td>
<td>Ability to write legibly and compute accurately</td>
</tr>
<tr>
<td></td>
<td>Ability to report missing and/or outstanding products</td>
</tr>
<tr>
<td></td>
<td>Ability to analyze sales trends</td>
</tr>
<tr>
<td></td>
<td>Ability to determine re-order point, schedule purchases and deliveries, check delivery receipts and verify invoices</td>
</tr>
<tr>
<td></td>
<td>Ability to check expiry dates</td>
</tr>
<tr>
<td></td>
<td>Ability to stock in an organized manner</td>
</tr>
</tbody>
</table>
Trends:

Changes are always occurring with new products and services and the technologies associated with them. This has led to increased public awareness of and demand for these new trends.

TASK 6 PERFORMS A CONSULTATION.

Sub-task

6.01 Introduces and orients client to salon.

Supporting Knowledge and Abilities

Knowledge of interpersonal relations

Ability to interact effectively with clients

Ability to communicate to interpret client’s instructions

6.02 Performs analysis for service requested.

Supporting Knowledge and Abilities

Knowledge of sensitivity-testing procedures

Knowledge of service related diseases and disorders

Ability to assess and analyze client’s needs

6.03 Recommends treatment or service.

Supporting Knowledge and Abilities

Knowledge of products, procedures and side effects

Ability to recommend services based on analysis and appropriate treatment
TASK 7  PERFORMS SERVICE.

Sub-task

7.01  Prepares client.  Supporting Knowledge and Abilities

Knowledge of removal and securing of client’s personal belongings

Knowledge of draping and positioning client

Ability to select cleansing products

Ability to handle chemical products

7.02  Carries out service.  Supporting Knowledge and Abilities

Knowledge of service procedures.

Ability to provide service.

7.03  Provides post-treatment care information and/or products.  Supporting Knowledge and Abilities

Knowledge of post-treatment products

Ability to assist client in departure

Ability to instruct clients regarding post-treatment care and future appointments
BLOCK D
SKIN CARE TREATMENTS

Trends:

There has been an increased use in equipment for face and body. More holistic treatments are performed including aromatherapy and massage for stress relief. There is also an increased awareness and application of medical approaches to treatments.

TASK 8 PERFORMS BODY TREATMENTS.

Sub-task

8.01 Determines specific product line to be used.  
Supporting Knowledge and Abilities

Knowledge of different product lines carried in salon
Knowledge of skin conditions and contra-indications
Ability to assess skin and recommend proper treatment

8.02 Follows manufacturers’ recommendations.  
Supporting Knowledge and Abilities

Knowledge of manufacturers products
Ability to perform required treatment according to manufacturers’ specifications
Ability to assess skin and recommend proper treatment

8.03 Performs spa treatments.  
Supporting Knowledge and Abilities

Knowledge of spa treatments
Knowledge of manufacturers products
Ability to perform spa treatments
Ability to perform required treatment according to manufacturers’ specifications
**TASK 9 PERFORMS BASIC SKIN TREATMENTS.**

**Sub-task**

9.01 **Performs skin analysis.** *Supporting Knowledge and Abilities*

- Knowledge of skin conditions, types, diseases and disorders
- Ability to perform a skin analysis

9.02 **Cleanses and exfoliates skin.** *Supporting Knowledge and Abilities*

- Knowledge of exfoliation products and techniques
- Ability to exfoliate in an appropriate manner

9.03 **Performs extractions.** *Supporting Knowledge and Abilities*

- Knowledge of proper techniques
- Knowledge of facial equipment used in this process
- Knowledge of products used for anti-bacterial treatments
- Knowledge of skin’s tolerance
- Ability to extract manually
- Ability to identify skin’s tolerance
- Ability to use equipment and/or products

9.04 **Performs massages.** *Supporting Knowledge and Abilities*

- Knowledge of products for skin types
- Knowledge of massage equipment
- Ability to apply products and perform massage service
- Ability to remove products
9.05 Applies skin mask products.

**Supporting Knowledge and Abilities**

- Knowledge of products
- Knowledge of product application time
- Knowledge of removal procedures for products used
- Ability to select appropriate products for skin type
- Ability to apply products according to manufacturers’ recommendations
- Ability to remove product

9.06 Applies toner.

**Supporting Knowledge and Abilities**

- Knowledge of toner
- Knowledge of appropriate products for skin type
- Knowledge of equipment used in this process
- Ability to apply toner
- Ability to use equipment in this process

9.07 Applies protective products.

**Supporting Knowledge and Abilities**

- Knowledge of products
- Ability to apply products

9.08 Prescribes home care.

**Supporting Knowledge and Abilities**

- Knowledge of products
- Ability to recommend appropriate home care products
TASK 10 PERFORMS SPECIALIZED FACIAL TREATMENTS.

Sub-task

10.01 Performs skin analysis. 

**Supporting Knowledge and Abilities**

- Knowledge of skin conditions
- Ability to perform skin analysis

10.02 Determines specific product line and equipment to be used.

**Supporting Knowledge and Abilities**

- Knowledge of manufacturers’ products and equipment
- Knowledge of specialized treatments
- Ability to assess skin and recommend proper treatments

10.03 Follows manufacturers’ recommendations.

**Supporting Knowledge and Abilities**

- Knowledge of manufacturers’ products and equipment
- Ability to perform required treatments according to manufacturers’ specifications

TASK 11 PERFORMS MAKE-UP ARTISTRY.

Sub-task

11.01 Prepares client for make-up application.

**Supporting Knowledge and Abilities**

- Knowledge of draping client
- Knowledge of appropriate products for skin types
- Knowledge of application procedures
<table>
<thead>
<tr>
<th>11.02</th>
<th>Applies make-up.</th>
<th>Supporting Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knowledge of facial shapes and features</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of enhancing and concealing techniques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of colour theory</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of make-up products and equipment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of make-up application techniques</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of natural skin tones</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of make-up brushes</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to match make-up to client’s skin tone</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to apply make-up artistically</td>
<td></td>
</tr>
</tbody>
</table>

**TASK 12 PERFORMS HAIR REMOVAL.**

**Sub-task**

<table>
<thead>
<tr>
<th>12.01</th>
<th>Performs client consultation.</th>
<th>Supporting Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knowledge of contra-indications</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to determine service based on contra-indications</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.02</th>
<th>Prepares skin for hair removal.</th>
<th>Supporting Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knowledge of pre-treatment products</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Knowledge of measuring eyebrow shape and size for client</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to use pre-treatment products</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ability to measure eyebrow shape and size for client</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>12.03</th>
<th>Performs hair removal.</th>
<th>Supporting Knowledge and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Knowledge of tweezing techniques</td>
<td></td>
</tr>
</tbody>
</table>
Knowledge of shaping eyebrows by tweezing
Knowledge of application of depilatory products to hair growth pattern
Knowledge of removal of depilatory products
Ability to shape eyebrow according to client
Ability to tweeze unwanted hair
Ability to remove depilatory products

12.04 Applies post-treatment products. Supporting Knowledge and Abilities

Knowledge of post-treatment products
Ability to use post-treatment products

12.05 Prescribes home care. Supporting Knowledge and Abilities

Knowledge of skin after-care products
Ability to explain skin after-care procedures

TASK 13 PERFORMS LASH/BROW TINTS

Sub-task

13.01 Prepares client for lash/brow tint. Supporting Knowledge and Abilities

Knowledge of cleansing and protective products
Knowledge of lash/brow tint products
Ability to select appropriate tinting product for client
Ability to apply protective products to client
Ability to dispense and mix tinting products

13.02 Applies tinting product. Supporting Knowledge and Abilities

Knowledge of product application
Knowledge of processing and colour absorption time

Ability to apply product

Ability to remove tinting product

13.03 Tests tinting results. Supporting Knowledge and Abilities

Knowledge of client’s desired result

Knowledge of colour mixtures for intensity and duration

Ability to determine desired colour
Appendix “A”

Implements and Equipment: Skin Care Technician

Skin care technicians commonly use the following implements and equipment:

- Alcohol Sanitizer
- Applicator/Spray Bottle
- Appointment Book
- Blankets
- Brooms
- Brushes: brow, mask, exfoliation
- Brushing Machine
- Buckets
- Calculators
- Cash Register
- Client Record Cards
- Comedones Extractors
- Computer and Software (optional)
- Cosmetic Brushes/Applicators
- Dryer (Clothes)
- Dry Heat Sterilizer
- Dustpan
- Electric Facial Steamer
- Electric High Frequency Machine
- Electric Magnifying Lamp
- Electric Mask
- Electric Pulverizer
- Electric Spray Machine
- Eye Pads
- Eyebrow Brush
- Eyebrow Tweezers
- Eyelash Curler
- Facial Bed
- Facial Tissues
- Finger Cots
- First Aid Kit
- Galvanic Current Machine
- Gloves
- Hair Removal Tools
- Hand Mirrors
- Head Band
- Infra-red Light
- Lancets
- Measuring Cups
- Mop
- Muslin Cloth Strips
- Note Book
- Plastic/Metal or Glass Bowl
- Policy Manual
- Protective Caps
- Recycling Containers (Biohazard)
- Safety Glasses
- Sanitizing Jar
- Scissors
- Sharps Containers
- Sheets
- Skin Analysis Equipment
- Smocks/Salon Gowns
- Spatulas
- Sponges
- Stapler
- Sterilizers
- Sterilizer Jar
- Stir Stick
- Suction Machine
- Swivel Chair
- Telephone/Answering Machine
- Timer
- Towels
- Treatment Mitts
- Ultraviolet Sanitizer
- Vacuum Cleaner
- Vapor Mask
- Washing Machine
- Waste Can
- Water Bowl
- Water Heater
- Wet Sanitizer
- Wooden Wax Applicator
- Woods Lamp
# Appendix B: Skin Care Technician

## Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Antiseptic</strong></td>
<td>Chemical agent that prevents the growth of bacteria.</td>
</tr>
<tr>
<td><strong>Aromatherapy</strong></td>
<td>The use of aromatic fragrances to induce relaxation; used in the practice of esthetics; facial and body treatments.</td>
</tr>
<tr>
<td><strong>Contra-indication</strong></td>
<td>To indicate danger.</td>
</tr>
<tr>
<td><strong>Depilatory</strong></td>
<td>Preparations used for the temporary removal of hair.</td>
</tr>
<tr>
<td><strong>Disinfect</strong></td>
<td>To destroy micro-organisms on any object.</td>
</tr>
<tr>
<td><strong>Disinfectant</strong></td>
<td>A chemical agent that kills bacteria (stronger than an antiseptic).</td>
</tr>
<tr>
<td><strong>Exfoliation</strong></td>
<td>Peeling and shredding of the horny layer of the skin; a process that normally follows inflammation or may occur in some skin diseases.</td>
</tr>
<tr>
<td><strong>Extractions</strong></td>
<td>Pull out, to withdraw by physical or chemical process.</td>
</tr>
<tr>
<td><strong>Tweezers</strong></td>
<td>A pair of small tweezers to remove or extract hair.</td>
</tr>
<tr>
<td><strong>Massage</strong></td>
<td>A rubbing and kneading of the body to stimulate the circulation of the blood and make the muscles and joints more supple.</td>
</tr>
<tr>
<td><strong>Sanitize</strong></td>
<td>To render objects clean and sanitary</td>
</tr>
<tr>
<td><strong>Sterilize</strong></td>
<td>To render sterile; to make free from all bacteria (harmful or beneficial).</td>
</tr>
</tbody>
</table>
Appendix “C”

Block Percentages

![Pie chart showing block percentages]

- Block A: Safety and Sanitation (25%)
- Block B: Business Management (10%)
- Block C: Basic Job Skills (15%)
- Block D/E: Skin Care (50%)

Titles of Blocks

- Block A: Safety and Sanitation
- Block B: Business Management
- Block C: Basic Job Skills
- Block D: Skin Care

The average number of questions, derived from the collective decision made by workers within the occupation from all areas of the province, which will be placed on a one-hundred question provincial examination to assess each block of the analysis.
Appendix “D”

SKIN CARE TECHNICIAN
Task Profile Chart

<table>
<thead>
<tr>
<th>BLOCKS</th>
<th>TASKS</th>
<th>SUB-TASKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Safety and Sanitation</td>
<td>1. Maintains a safe workplace environment.</td>
<td>1.01 Assesses workplace safety. 1.02 Cares for common tools and equipment. 1.03 Handles hazardous materials safely. 1.04 Practices effective fire prevention. 1.05 Practices first aid and CPR.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Sanitizes/disinfects and sterilizes.</td>
<td>2.01 Sanitizes work station. 2.02 Sanitizes and sterilizes equipment. 2.03 Sanitizes bedding and towels. 2.04 Practices infection control. 2.05 Practices personal hygiene.</td>
</tr>
<tr>
<td>B Business Management</td>
<td>3. Completes client information record.</td>
<td>3.01 Obtains personal and medical information. 3.02 Records treatments. 3.03 Maintains an organized filing system. 3.04 Practices ethical behavior.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Performs reception duties.</td>
<td>4.01 Interacts with clients. 4.02 Performs retail functions. 4.03 Maintains office and waiting area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. Performs salon management functions.</td>
<td>5.01 Tallies individual daily intake. 5.02 Records working hours. 5.03 Maintains inventory control.</td>
</tr>
<tr>
<td>C Basic Job Skills</td>
<td>6. Performs a consultation.</td>
<td>6.01 Introduces and orients client to salon. 6.02 Performs analysis for service requested. 6.03 Recommends treatment or service.</td>
</tr>
<tr>
<td>BLOCKS</td>
<td>TASKS</td>
<td>SUB-TASKS</td>
</tr>
<tr>
<td>--------</td>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>7.</td>
<td>Performs service.</td>
<td>7.01 Prepares client. 7.02 Carries out service. 7.03 Provides post-treatment care information and/or products.</td>
</tr>
<tr>
<td>8.</td>
<td>Performs body treatments.</td>
<td>8.01 Determines specific product line to be used. 8.02 Follows manufacturers’ recommendations. 8.03 Performs spa treatments.</td>
</tr>
<tr>
<td>9.</td>
<td>Performs basic skin treatments.</td>
<td>9.01 Performs skin analysis. 9.02 Cleanses and exfoliates skin. 9.03 Performs extractions. 9.04 Performs massage. 9.05 Applies skin mask products.</td>
</tr>
<tr>
<td>10.</td>
<td>Performs specialized facial treatments.</td>
<td>10.01 Determines specific product line to be used. 10.02 Follows manufacturers’ recommendations</td>
</tr>
<tr>
<td>11.</td>
<td>Performs make-up artistry.</td>
<td>11.01 Prepares client for make-up. 11.02 Applies make-up.</td>
</tr>
<tr>
<td>13.</td>
<td>Performs lash/brow tints.</td>
<td>13.01 Prepares client for lash and brow tint. 13.02 Applies and removes tinting product.</td>
</tr>
</tbody>
</table>