

BAA Course Framework: Hairstylist Program 11A: Occupational Skills: Salon Ecology and Trichology

District Name: Abbotsford

District Number: 34

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Date Developed: November 2010

School Name: Abbotsford Collegiate Secondary School

Principal's Name: Lance McDonald
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Board/Authority Approval Date: May 4, 2011

Board/Authority Signature:

Course Name: SD34 Hairstylist Program 11A: Occupational Skills: Salon Ecology and Trichology

Grade Level of Course: 11A

Number of Course Credits: 4

Number of Hours of Instruction: 100

Prerequisite(s): Completion of Grade 10, a demonstrated interest in Hairdressing, and successful pre-registration interview, successful completion of an entrance exam, and also taking Hairstylist (Cosmetology) Apprenticeship Program 11B, 11C, and 11D concurrently.

Special Training: Instructor must have:

- Proof of recent professional hair design/cosmetology experience, experiences in teaching the fundamentals of knowledge and technical skills.
- Updated workshops in the latest products, styles of hair (cuts, colour, perms) and technical skills
- Training and experience in marketing and customer/employee relations
- Instructor must have Red Seal Certification and provincial industry certification.

Facilities: The facilities should include both a classroom and a salon setting.

Equipment Required: See required equipment and learning resources in Hairstylist (Cosmetology) Apprenticeship Program Overview.

Course Synopsis:

Hairstylist (Cosmetology) Apprenticeship Program 11A is a theory course which introduces students to occupational skills that are necessary in the hair industry. Salon Ecology (salon environmental aspects) and certain aspects of Trichology (study of hair and scalp) will be covered in this course. Awareness and implementation of standards such as Occupational Health and Safety (OH&S), WHMIS, and the *Privacy Act* is recognized in industry.

Rationale:

Occupational skills are trade-related knowledge and abilities that enable hairstylists to perform basic maintenance, cleaning, disinfecting and client consulting services from a current informed perspective.

This course is taken concurrently with three other hairdressing courses which emphasis practical skill development. Students need this course as a foundation for the building of practical skills and in order to qualify for professional certification at the completion of their secondary school hairdressing training.

Organizational Structure:

Unit/Topic	Title	Time
Unit 1	Using and Maintaining Tools and Equipment	25 hours
Unit 2	Cleaning, Sanitizing and Disinfecting	50 hours
Unit 3	Preparing for Client Services	25 hours
Total Hours		100

Grading Structure:

Practical Tasks and Projects	25%
Quizzes and Tests	20%
Employability Skills	30%
	25%
Total	100%

Unit/Topic/Module Descriptions:

Unit 1: Using and Maintaining Tools and Equipment

Overview:

Understanding how to care for and maintain equipment in a hair salon is essential. Students are introduced to a variety of procedures and techniques for care and maintenance of manual tools, electric tools, and sanitizing and disinfecting equipment including:

- the disposal requirements of products such as razor blades, salon chemicals and disinfectant solutions
- proper recycling procedures
- different types of cutting tools such as shears, clippers and razors
- storage techniques for tools and equipment
- the types of styling tools such as brushes, combs and blow dryers
- imperial and metric measurement systems
- types of client capes such as cutting capes, styling capes, chemical capes, shampoo capes and smocks
- sanitizing equipment
- disinfecting equipment
- the types of major equipment such as chairs, sinks, hood dryers and cutting stools
- the types of office equipment such as computer, printer, cash register (till box), and answering machine
- the types of tools for additional services
- health and safety procedures

Curriculum Organizers for Unit 1: Using and Maintaining Tools and Equipment

1. Maintaining Manual Tools
2. Maintaining Electric Tools
3. Maintaining Sanitizing and Disinfecting Equipment

Learning Outcomes for Unit 1:

It is expected that the student will:

1. Understand how to properly care for and maintain manual tools including:
 - removing debris for optimal performance.
 - recognizing when to oil and sharpen tools as required.
 - removing debris from styling tools such as combs, brushes, clips and color equipment to prepare for storage.
 - organizing and store manual tools.
 - inspecting other service tools to ensure optimal performance.

- inspecting capes, towels and smocks for stains and wear and replace as required.
2. Understand how to properly care for and maintain electric tools including:
 - removing debris and oil tools as required for optimal performance.
 - removing debris from filter in blow dryer as required for optimal performance.
 - removing product build-up from surface of tools such as curling irons and flat irons.
 - organizing and store electric tools.
 - recognizing when tools need to be replaced or repaired.
 3. Understand how to properly care for and maintain sanitizing and disinfecting equipment including:
 - maintaining sanitizing and disinfecting equipment.
 - replacing disinfecting solution regularly to maintain required disinfecting strength.
 - storing sanitizing and disinfecting solutions according to local health and safety regulations and WHIMIS regulations.
 4. Demonstrate an understanding of how and when to use major equipment including:
 - selecting major equipment according to task.
 - maintaining major equipment by removing debris from filters and organizing work stations.
 - adjusting equipment such as chairs and hood dryers according to client needs.
 - identifying required repairs of major equipment such as hydraulic chairs, hood dryers and sinks.
 5. Demonstrate and apply the proper use of office equipment including:
 - selecting office equipment for specific task.
 - operating office equipment.

Unit 2: Cleaning, Sanitizing and Disinfecting

Overview:

Students will learn the principles of infection control. This unit is an introduction to three main concepts: 1) microbiology, 2) infection control, and 3) first aid and safety. As well the student will be introduced to potential hazardous materials found in a salon setting. In this unit principles and procedures for maintaining a clean and safe workplace will be covered including:

- disinfecting procedures such as immersing tools in disinfectant solution and applying spray disinfectant
- the spread and prevention of communicable diseases in the workplace
- the variety of cleaning products and their applications
- the national, provincial and territorial health and safety, and WHMIS regulations
- the location of first aid kit, eye wash station and additional safety information
- the methods of infection control such as washing hands and cleaning work station

- the types of personal protective equipment such as gloves and masks.
- the role that personal hygiene plays in a clean and sanitary workplace.

Curriculum Organizers: Workplace Health and Safety

1. Disinfects tools and equipment
2. Sanitizes towels, capes and smocks
3. Maintains safe and hygienic work environment

Learning Outcomes for Unit 2:

It is expected that the student will:

1. Demonstrate an understanding of how to properly disinfect tools and equipment including:
 - cleaning tools and equipment so that disinfecting procedure is effective.
 - selecting method of disinfecting according to applicable regulations, type of contamination and type of tools and equipment.
 - disinfecting tools and equipment according to manufacturers' directions.
 - spraying electric tools and equipment with disinfecting spray according to manufacturers' directions.
2. Demonstrate how to sanitize towels and capes including:
 - operating the washing machine according to manufacturers' directions.
 - selecting proper cleaning products for towels and capes.
3. Apply procedures for maintaining a safe and hygienic work environment including:
 - cleaning work area to ensure infection control.
 - using universal precautions.
 - complying with applicable Occupational Health and Safety (OH&S) regulations and directions such as Workplace Hazardous Materials Information Systems (WHMIS) symbols, Material Safety Data Sheet (MSDS) information and manufacturers' warnings.
 - ensuring that all areas for clients and employees are safe.
 - discarding sharps according to health and safety regulations to prevent infection or injury.
 - removing hazards such as hair and water from floor to prevent slips and falls.
 - using personal protective equipment such as gloves and smocks to protect self and client.
 - performing basic first aid.
 - using safety equipment such as fire extinguishers and first aid kits.
 - storing materials such as towels and capes to maintain cleanliness.
 - maintaining good personal hygiene.

4. Understand how anatomy of the body applies to ergonomics, worker safety, and hair design including:

- development of body systems and cell structure.
- skeletal structure of hands and arms.
- muscular structure of hands and arms.
- skeletal structure of the head, neck and shoulders.
- muscular structure of the head, neck, and shoulders.
- proper posture and ergonomic practices for hairstylists.

Unit 3: Preparing for Client Services

Overview:

Students are introduced to the types of client services that are offered in a hair salon. As well, students learn the types of record keeping and things to consider when dealing with clients such as: services offered, hair types, products used in services and client allergies and sensitivities to such products. This unit covers the various aspects of salon services, clients, and record-keeping including:

- salon manuals and the content within,
- the types of salon documents such as client records, appointment book and receipts,
- the types of services available to clients,
- the time required for each service,
- the price of each service,
- different hair types, textures and density,
- clients' allergies and sensitivities,
- the supplies for specific service,
- and the products for client services.

Curriculum Organizers:

1. Consulting with Clients
2. Planning Client Services
3. Draping Clients
4. Using Documents

Learning Outcomes for Unit 3:

It is expected that the student will:

1. Demonstrate an understanding of the client consultation process including:
 - asking questions to obtain client information
 - listening attentively to determine client needs
 - identifying condition of hair and scalp such as previous chemical treatments, products and growth patterns in relation to current and future services
 - identifying skin tone, facial shape, hair type and lifestyle of client

- informing client of time, cost and maintenance required for desired services
 - confirming with the client the services to be performed
2. Demonstrate an understanding of the process when planning client services including:
 - assessing time required for service
 - managing time effectively
 - organizing schedule to coordinate multiple client services
 - selecting and organizing products, supplies, tools and equipment needed for services
 3. Demonstrate and apply the proper procedures for draping a client including:
 - selecting the type of cape required for specific service such as styling, cutting and chemical service
 - determining the barrier required between skin and cape
 - securing the cape around client's neck
 4. Demonstrate the proper use of documents used in a hair salon including:
 - recording client information in accordance with the *Privacy Act*
 - interpreting salon information such as client scheduling, manufacturers' directions, release forms, progress reports, and client records
 - using swatch books and colour charts
 - organizing information and documents using document management system
 - reading invoice information to verify accuracy

Instructional Strategies used in Hair Design 11A:

Direct Instruction- using instructional videos (Pivot Point-Salon Fundamentals DVD's which highlight procedures and safe handling techniques for equipment and chemicals). It is expected that students will use these strategies when working with clients.

Participatory Lecture- including the use of powerpoints on salon ecology and trichology
Games- ex. Jeopardy game on salon ecology, vocabulary development games for terminology

Think, Pair, Share- different aspects of salon ecology and trichology

Comparative Analysis and Critique- using rubrics found in text workbooks (individually and cooperatively so that there is peer review).

Practical demonstrations on the safe handling of tools, equipment, chemicals and how to work effectively and professionally with clients.

Hands-on practice of the safe handling of tools, equipment, and chemicals including sanitizers and disinfectants.

Workbook completion on related topics.

Assessment for Unit 1:

Formative Assessment:

Rubrics-comparative analysis and critique
Instructor and peer feedback
Practical tasks- instructor feedback
Client work-instructor feedback
Cooperative or open book quizzes
Workbook and worksheets on salon ecology
Reflections (student generated) on experiences and knowledge understanding

Summative Assessment:

Quizzes on salon ecology, terminology, and trichology
Unit final tests on salon ecology and trichology, and professional development
Final Practical Exam