

ATC Program Pre-Assessment Work Package Esthetics Program



ARTS & TECHNOLOGY
C E N T R E

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

Course Format:

Classroom: Theory, demonstrations, practical applications and videos

Salon: Demonstrations, practical applications and client work.

Rationale:

To qualify for certification as an Esthetician, you must attend an accredited training facility where you will complete 1064 hours of in school training. Once employed in a salon you must be registered through Manitoba Apprenticeship and Training. Hours must be documented by the apprenticeship Manitoba and the salon owner.

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

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

<https://www.gov.mb.ca/wd/apprenticeship/discover/mbtrades/esthetician.html>

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

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

1. [Reading](#)
2. [Writing](#)
3. [Numeracy](#)
4. [Document Use](#)
5. [Oral Communication](#)
6. [Working with Others](#)
7. [Problem Solving/Thinking](#)
8. [Digital Technology](#)
9. [Continuous Learning](#)

9 Essential Skill Areas

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

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

Arts & Technology Centre, 5 deBourmont Avenue, Winnipeg, MB, R2J1J9, 204 237 8951

1. Reading

Literacy (Reading)

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



Literacy Reading Example 1

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

Esthetics, also known as Aesthetics, from the Greek word aesthetikos (meaning “perceptible to the senses”) is a branch of anatomical science that deals with the overall health and well-being of the skin, the largest organ of the human body. An Esthetician, also known as an Esthetician, is a specialist in the cleansing, beautification, and preservation of the health of skin on the entire body, including face and neck. Estheticians provide preventative care for the skin and offer treatments to keep the skin healthy and attractive. They may also manufacture, sell, or apply cosmetics. They are trained to detect skin problems that may require medical attention. However, unless an esthetician is also a licensed dermatologist, physician, or physician’s assistant, he or she cannot prescribe medication, make a diagnosis, or give medical treatments. As a licensed Esthetician, you can choose from a wide range of career options. We are seeing a multidisciplinary approach to medicine and a further blending of them with subspecialties such as esthetics, massage, wellness and women’s fitness centers that may be partnered with an Obstetrician-Gynecologist (OB-GYN) facility. For example – Teaching hospitals that run clinical studies in human potential will also have medical spas and fitness centers to enhance the benefits of those studies. We will see more Estheticians as independent practitioners who make home, office and hotel visits.

Where does the word Esthetics come from? _____
What is another way to spell Esthetics? _____
What is the largest organ on the body? _____
As an esthetician, you are not allowed to make any medical diagnosis on clients. Who does have the certification to do this? _____
An Aesthetician is a specialist in the _____, _____, and _____ of the health of skin on the entire body.

2. Writing

Literacy (Writing)

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



Literacy Writing Example 2:

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

3. Numeracy

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

Numeracy Example 1

A client comes in for a manicure and a pedicure, their bill comes out to \$46.78. The client hands you a \$50 bill. How much change will you return to the client? _____
 Now that we no longer have pennies, how much change would you give to that client? _____

Draw 4 separate lines on the measuring cup, indicating each of these measurements:

- 6 oz
- 1 $\frac{1}{4}$ cup
- $\frac{1}{4}$ Qt
- 15 oz

Fill in the blank:

$\frac{1}{2}$ Qt = _____ cup(s)

6 oz = _____ cup(s)

1 cup = _____ oz



Numeracy Example 2

Analog time:

Instructions: Circle the correct time on the clock.



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

Numeracy Example 3

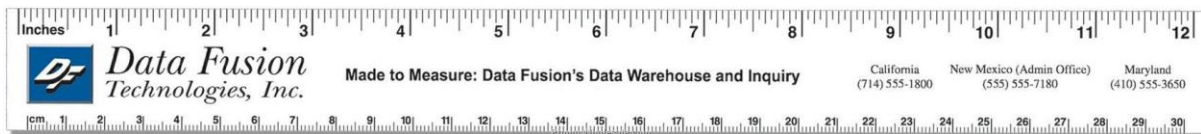
Instructions: Divide the face into three equal horizontal sections by drawing lines across the face.

- The first third is measured from the hairline to the top of the eyebrows.
- The second third is measured from the top of the eyebrows to the end of the nose.
- The final third is measured from the end of the nose to the bottom of the chin.



Numeracy Example 4

When cutting wax strips for leg waxing, their dimensions should be 3" (7.5cm) wide by 8" (20cm) long. Indicate on the ruler where each dimension is



4. Document Use

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



5. Oral Communication

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

- **Scenario 1** - You have a new client that enters your salon/school. As a receptionist working at the front desk, write down what you would be saying to this new client.

- **Scenario 2** - You have a client that just had a manicure done and she is unhappy with her polish application, write down how you would handle this scenario.

- **Scenario 3** - You are working in pairs and filling out a client consultation sheet, your partner is having a hard time pronouncing the words and is taking a long time. You find yourself starting to get frustrated with her.
- Write down how you would handle this scenario in a positive and professional way.

6. Working with Others

- Work as a team with classmates.
- Work with clients from the community.
- Follow instructions and procedures in order to ensure a functional and professional salon environment.
- Coordinate the sharing of workspace and equipment with co-workers
- Be part of a multi-cultural environment

7. Problem Solving/Thinking

- Time management when working with clients
- Identifying professional communication when dealing with difficult client situations.
- Identifying professional communication when dealing with employers, clients and co-workers (peers).
- There are daily disruptions to your schedules due to no-shows, tardiness and last-minute appointments. Learn to coordinate with instructors and classmates to fix the situation.
- Solving problems with solutions, not building on the negativity of the problem

Critical Thinking

- Analyze and evaluate the condition of client's skin/nail/feet and the clients' needs to determine product use, treatments and modality options.
- Evaluate the validity of research and information from internet sources.

Decision Making

- Select modalities and products
- Select treatments which will benefit clients
- Assess payment
- Color choices
- Evaluate the condition of skin and nails and determine treatment and style options. Evaluate the health and condition of skin by observing features, such as dryness, porosity, elasticity and texture. Assess the condition of nails by noting texture, thickness, color and signs of fungi and infections.

Meeting deadlines

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

Ability to prioritize

- Using the block schedule to prioritize and identify assignments according to due date.
- As students' progress through the program they will demonstrate the ability to prioritize practical applications on client days.
- Organize their workstation, plan and create a game plan for practical work on each other and clients



Problem Solving/Thinking Example 1

Problem solving scenario

A client comes into the salon at 9 a.m. for her appointment. She wants to know if she can add a manicure to her pedicure service. You realize that the student she is booked in with is booked up all day and cannot fit in an extra service. What should you do?

8. Digital Technology

- Use Microsoft Office programs for assignments and projects. Students will navigate through the internet to locate information.
- Use iPads and apps for record keeping.
- Book appointments electronically.
- Submit assignments electronically through email or MySite.
- Internet access to search and view videos
- Use communication software to send and receive email

In the picture below, insert the following

- <http://www.lrsd.net>
- Search - **ATC Salon**
- Circle the **refresh button**
- Which **drop down tab** would you click to open a new window _____ (fill in the blank)
- Draw an arrow toward the **Minimize button**



9. Continuous Learning

Estheticians have an ongoing need to learn. Maintaining up-to-date skills and knowledge about new techniques, industry innovations, products and research is important to workers in all specialty areas. Attending local educational classes or by webinars.

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

Think of at least 3 places where you would be able to find information on new trends in Esthetics industry.

Additional Skills for Success in Esthetics

Professionalism

- Esthetics requires close contact with others and therefore having good personal hygiene is essential when working with the public.
- Esthetics is closely related to the fashion industry. An esthetician's physical appearance must reflect this relationship by demonstrating care to their hair, skin and nails and clothing on a daily basis.
- Professionalism must be demonstrated daily in the lab and classroom environments to reflect industry standards. Professional behavior is demonstrated through the choice of positive language, approach, actions and attitudes.
- Understanding of basic nutrition and the effects it has on the body
- Understanding the importance of exercise to support body systems and maintain strength
- Understanding the importance of hygiene and the effect it has on health, sanitation and personal relationships

Professionalism Example 1

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

D= Daily

W=Weekly

BW=Bi-Weekly

Y=Bi-Yearly or Yearly

___ Brush Teeth

___ Physical check-up

___ Bath/Shower

___ Style hair

___ Foot care

___ Care shown to nails

___ Clean clothes

___ Oral check-up

___ Use of deodorant

___ Wash face

___ Use of mouth wash

___ Exercise

Professionalism Example 2

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

_____, _____, _____,

_____ and _____.

➤

Dexterity

- Estheticians are required to display co-ordination in order to work effectively and safely with tools and equipment to perform various facials, manicures, and pedicures etc. Tools include but are not limited to: Toenail clipper, credo remover, cuticle nippers etc. Estheticians must be able to accurately apply measurements such as lengths, angles, volume and principle of symmetry in a visual/spatial capacity.
- Estheticians spend most of their workday standing, repeating motions and frequently bending and twisting. If tasks are not performed in a safe and ergonomic manner, there is a potential risk for minor burns, cuts and repetitive motion disorder.

Cross-Curricular Knowledge

Math

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

Science

- Understanding of basic chemistry to use professional products effectively and safely when working with clients in a salon setting.
- Understanding of basic biology to apply to sanitation, as well as client services in a salon setting.
- Understanding basic principles of electricity to use professional tools effectively and safely when working with clients in a salon setting.

Health

- Understanding of basic nutrition and the effects it has on the body.
 - Understanding the importance of exercise to support body systems and maintain strength.
 - Understanding the importance of hygiene and the effect it has on health, sanitation and personal relationships.
-
- **English**
 - Ability to read and comprehend manuals, textbooks, and manufacturer's instructions.
 - Ability to accurately record information on forms such as client cards and file them appropriately according to category.
 - Ability to use words to communicate in a professional manner and apply reflective listening skills
 - Ability to legibly schedule and record appointments
 - Ability to write short responses

Attendance and punctuality

- Students are required to attend classes on time, every day, and all day in order to meet the provincial requirement of 1064 hours of in-school training.

Study skills

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

Art

Understanding of cosmetic color theory

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

References

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

Pivot Point Salon Fundamentals Nail Technology
Pivot Point Salon Fundamentals Esthetics